

SUMMERACADEMY 2025

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 \$799,156 (Pendleton/Pocahontas \$309,505, and Randolph/Barbour/Tucker \$489,651), project services are free to eligible students. Upward Bound is an Equal Opportunity in Education project that is in compliance with Title IX and Section 504 of the Rehabilitation Act and does not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, sexual orientation, disability, veteran status, gender identification, or genetic information or any other characteristic protected by federal, state or local law. Inquiries regarding Title IX and the filing of a complaint should be referred to the College's Title IX Coordinator: Amy Kittle, Title IX Coordinator, Phone: (304) 621-1316, Email: detitleix@dewv.edu For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

College Non-discrimination statement: Davis & Elkins College, in compliance with both Title IX and section 504 of the Rehabilitation Act 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 Phone: (304) 621-1316 Email: detitleix@dewv.edu For further information on D&E's notice of non-discrimination, please see <https://www.dewv.edu/non-discrimination>

Our 2025 Logo & Theme, selected by participants, was designed by Madison Arbaugh, Pendleton County High School. Thank you to all those who entered.

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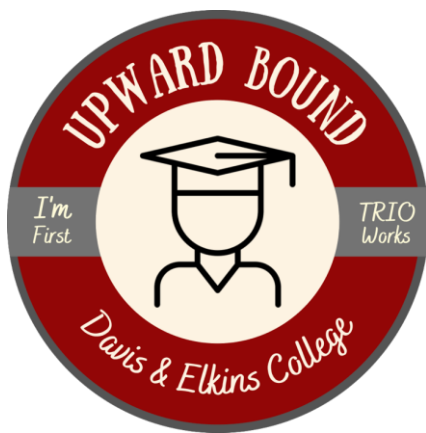
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Website: www.deupwardbound.org

Cell: 304-940-3610

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 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 (LOTIC).

May 30, 2025



Dear Students:

Welcome to the 2025 Upward Bound Summer Academy!

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: 304.940.3610 / Fax: 304.637.1428
www.deupwardbound.org; www.facebook.com/deubwv; Email: deupwardbound@dewv.edu



2025 SUMMER ACADEMY STAFF

Carol Suder-Howes, Director
Sarah DiBacco, Assistant Director
Yuanjie Du, Fiscal & Data Assistant

Upward Bound Summer Day Office is located in
Science Center 4th Floor Student Lounge with the following
Hours of Operation:

8:55 am – 3:30 pm Mondays - Fridays (except for Learning Outside the Classroom days)

Phone..... 304.940.3610

Please leave a message and identify yourself.

We will return calls as soon as possible. Text messages are acceptable.

Our summer absence/conflict form will no longer be collected after the first day of the Summer Academy. All updates will be managed through UB cell

Please remember that we need to be informed of changes.

Links can be found on www.deupwardbound.org
under the **STUDENT INFO** tab. For updates to

Medical or
Dietary Accommodations Forms

The **NEWS & INFORMATION** tab keeps us informed with **Bus Schedules**
Please share your insights or report any incidents on our tabs following **NEWS & INFO**

Summer Academy - Daily Schedule 2025

Time	Sunday Fundays	Masterpiece Mondays	Tough Talk Tuesdays	Wandering Wednesdays	Thriving Thursdays	Farewell Fridays	
7:30-8:30 am		Breakfast	Breakfast	LOIC Days	Breakfast	Breakfast	
8:45 am		Morning Meeting	Morning Meeting			Morning Meeting	Morning Meeting
9:00 am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy			English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy
10:15 am		English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy	Learning Outside the Classroom	English/Financial Literacy or Math/Science	Math/Science or English/Financial Literacy	
11:30 am-12:30 pm		Lunch	Lunch	Community Service	Lunch	Lunch	
12:30 pm		11 th : Ember to Flame: Uncovering Who You Are & What You’re Meant to Do	11 th : Ember to Flame: Uncovering Who You Are & What You’re Meant to Do	College Tour	11 th : Ember to Flame: Uncovering Who You Are & What You’re Meant to Do	11 th : Ember to Flame: Uncovering Who You Are & What You’re Meant to Do	
		12 th : Ashes to Ascent (College 101)	12 th : Ashes to Ascent (College 101)		12 th : Ashes to Ascent (College 101)	12 th : Ashes to Ascent (College 101)	
1:30 pm		Foreign Language, Learning Lab, or Ink & Ember Collective	Foreign Language, Learning Lab, or Ink & Ember Collective	Career Day	Foreign Language, Learning Lab, or Ink & Ember Collective	Foreign Language, Learning Lab, or Ink & Ember Collective	
2:30 pm		Foreign Language, Learning Lab, or Ink & Ember Collective	Foreign Language, Learning Lab, or Ink & Ember Collective	Discovery Day	Foreign Language, Learning Lab Ink & Ember Collective	Foreign Language, Learning Lab, Ink & Ember Collective	
3:30pm		Free/Study Time	Free/Study Time		Free/Study Time	CHECK OUT 3:30 -4:00 pm	
5:00-6:00 pm		Dinner	Dinner		Dinner		
6:30pm	CHECK-IN till 7 pm	Cultural/Art Classes	Tough Talk Tuesday		Wellness Classes		
7:00pm	Free/Study Time						
7:30pm	Planned Activities						
8:00 pm	Free/Study Time	Free/Study Time	Free/Study Time		Free/Study Time		
10:00 pm	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, Writing and Foreign Language class two days a week. Learning Lab is scheduled daily because of course's extensive and holistic design. All students will have a college preparation class (Ember to Flame or Ashes to Ascent), book club class (Ink & Ember Collective), cultural/art, and wellness class. Tough Talk Tuesdays and planned activities will address topics of academic, health, career or social interest. (4/11/25)

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Summer Academy Residential Component begins 2-4 pm Move In	2	3	4 Community Service	5	6 Sign Out 3:30pm –4:00pm Pen/Poc Bus Run	7
8 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run	9	10	11 College Tour:	12	13 Sign Out 3:30pm –4:00pm Pen/Poc Bus Run	14
15 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run	16	17 <i>Alicia Riley: Berea College 12:30-1:30</i>	18 Career Day	19	20 Sign Out 3:30pm –4:00pm Pen/Poc Bus Run	21
22 Sign In 6:30pm– 7:00pm Pen/Poc Bus Run	23	24	25 Discovery Day	26	27 Residential Component concludes dorm move-out by 11:30 am Recognition Ceremony 10 am	28
29 Learning Outside the Classroom (LOtC)	30 Learning Outside the Classroom (LOtC)					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Learning Outside the Classroom (LOtC)	2 Learning Outside the Classroom (LOtC)	3 Learning Outside the Classroom (LOtC)	4 HOLIDAY	5
6	7 Virtual Platform	8 Virtual Platform	9 Virtual Platform	10 Virtual Platform	11 <i>Bridge Program</i> Concludes Students move out of dorms by 3:30 pm	12

Keep Reading: Notes page...See page 9

2025 Classroom Details				
Class	Days	Times	SC Room	Instructor
Morning Meeting	Daily M-F	8:30 am-9:00 am	400	UB Staff
Summer SC Office	Daily M-F except LOtC days	9:00 am-5:00 pm	4th Floor Lounge	Sarah Kelsey Mahanes
Composition/Literature	Mon/Thurs	9:00 am-10:10 am	318	Sara Gerot
Composition/Literature	Mon/Thurs	10:15 am-11:25 am	318	Sara Gerot
Composition/Literature	Tues/Fri	9:00 am-10:10 am	318	Sara Gerot
Composition/Literature	Tues/Fri	10:15 am-11:25 am	318	Sara Gerot
Financial Literacy	Mon/Thurs	9:00 am-10:10 am	300	Dave Armentrout
Financial Literacy	Mon/Thurs	10:15 am-11:25 am	300	Dave Armentrout
Financial Literacy	Tues/Fri	9:00 am-10:10 am	300	Dave Armentrout
Financial Literacy	Tues/Fri	10:15 am-11:25 am	300	Dave Armentrout
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
Ink & Ember Collective	Mon/Thurs	1:30 pm-2:25pm	413	Sara Gerot
Ink & Ember Collective	Mon/Thurs	2:30 pm-3:55 pm	103	Sara Gerot

Ink & Ember Collective	Tues/Fri	1:30 pm-2:25pm	103	Sara Gerot
Ink & Ember Collective	Tues/Fri	2:30 pm-3:55 pm	103	Sara Gerot
Learning Lab and Life Skills	Mon/Thurs	1:30 pm-2:25pm	400	UB Summer Staff
Learning Lab and Life Skills	Mon/Thurs	2:30 pm-2:55 pm	400	UB Summer Staff
Learning Lab and Life Skills	Tues/Fri	1:30 pm-2:25pm	400	UB Summer Staff
Learning Lab and Life Skills	Tues/Fri	2:30 pm-2:55 pm	400	UB Summer Staff
Foreign Language	Mon/Thurs	1:30 pm-2:25pm	318	UB Summer Staff
Foreign Language	Mon/Thurs	2:30 pm-2:55 pm	318	UB Summer Staff
Foreign Language	Tues/Fri	1:30 pm-2:25pm	318	UB Summer Staff
Foreign Language	Tues/Fri	2:30 pm-2:55 pm	318	UB Summer Staff
Ashes to Ascent (College 101)	Mon/Tues/Thurs/Fri	12:30 pm -1:25 pm	103	Carol Suder-Howes
Ember to Flame: Uncovering Who You Are & What You're Meant to Do	Mon/Tues/Thurs/Fri	12:30 pm -1:25 pm	104	Sarah DiBacco

	2025 Classroom Details				
	Class	Days	Times	SC Room	Instructor/RC
Masterpiece Monday	African Drumming & Dance	Monday	6:30pm – 8:00pm	Pit	Laurie Goux & Kelsey Mahanes
	Cooking/Decorating	Monday	6:30pm – 8:00pm	Halliehurst Kitchen	Chef Mel Campbell & Melanie Caldwell
	Improv/Drama	Monday	6:30pm – 8:00pm	Auditorium	Jordan Derring & Damian Stevenson
	Painting	Monday	6:30pm – 8:00pm	SC 413	Macie Higgins & Marina Nota
	Photography	Monday	6:30pm – 8:00pm	SC 319	Bryan LaFollette & Lexi Fredell
	Fiber Arts	Monday	6:30pm – 8:00pm	SC 103	Staff
	Zentangle	Monday	6:30pm – 8:00pm	SC 400	Sara Kirk

Tough Talk Tuesday	What Color is Your Personality?	Tuesday, June 3	6:30pm – 8:00pm	400	Jennifer Tesar Mowrey
	Coping Skills	Tuesday, June 10	6:30pm – 8:00pm	400	Lexi Fredell & Staff
	Healthy Relationships	Tuesday, June 17	6:30pm – 8:00pm	400	Tekoa Jones, Centers Against Violence
	Impostor Syndrome	Tuesday, June 24	6:30pm – 8:00pm	400	Dominique Heinke
Wandering Wednesday	Stonewall Jackson Dam: Community Service	Wednesday, June 4	8:15am – 5 pm		
	Salem University	Wednesday, June 11	8:30 am– 6 pm		
	Career Day	Wednesday, June 18	8:30am – 3:30pm		
	Mon National Forest	Wednesday, June 25	8:30am – 3:30pm		
Thriving Thursday	Aquatic Exercise	Thursday	6:30pm – 8:00pm	YMCA	Jordan & Austin
	Basketball	Thursday	6:30pm – 8:00pm	Martin Fieldhouse	Aylssa
	Fitness Walking	Thursday	6:30pm – 8:00pm	Gribble Lobby	Damian
	Lawn Games/Kickball/Frisbee	Thursday	6:30pm – 8:00pm	Front Lawn	Melanie
	Pickleball/Tennis	Thursday	6:30pm – 8:00pm	Tennis Court	Marina
	Volleyball	Thursday	6:30pm – 8:00pm	Martin Field House	Bracie
	Yoga	Thursday	6:30pm – 8:00pm	Pit	Cindy Martin & Lexi

COURSE DESCRIPTIONS

English – Composition/Literature & Ink & Ember Collective

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

Financial Literacy

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

Math – From Introductory Math to Calculus

An experience of mathematics, math classes prepare participants for upper-level math, pre-calculus, and calculus. This goal is achieved by covering topics of various types of functions, discrete mathematics, data analysis, and limits, as well as facilitating an understanding of functions. Statistics in problem-solving is emphasized. The use of a graphing calculator is an integral part of this course.

Science – From Introductory Laboratory Experiences to Physics

This is an integrated hands-on course that introduces students to various concepts of laboratory science in chemistry, geology, environmental and earth science, physics, astronomy, or ecology. Students are taught how to gather data, analyze information, and solve problems.

Foreign Language

Instruction in a foreign language includes conversational, reading, and writing exercises. Students begin to acquire listening comprehension skills, followed by an introduction to speaking skills, oral reading skills, and writing. Building on their exposure, participants are provided with opportunities to explore culture and geography. The coordinating geographic areas are examined from a cultural point of view. People, arts, geography, and traditions are discussed, researched, and contrasted to the Appalachian and rural communities of America.

Learning Lab and Life Skills

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

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

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

Seniors-Ashes to Ascent (College 101)

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

Cultural Arts

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

Wellness

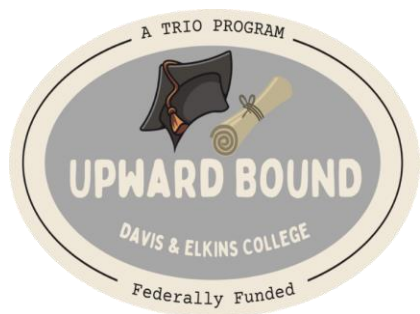
This time is set aside for athletic activities to increase fitness and promote healthy lifestyles. Some class examples are yoga, fitness walking, basketball, football, lawn games, and swimming. Group activities and events support health and socialization skills development and awareness.

Tough Talk Tuesdays

Workshops and activities are scheduled weekly to address topics of concern for teens. Topics are related to student well-being, physical, personal and emotional development.

Book Collaboration

Across our curriculum this summer, in conjunction with the Council for Opportunity in Education's Opportunity Matters Book Club, our program will discuss first generation identification, resilience, and topics of equality and diversity. This summer's book is *The Glass Castle* Jeannette Walls.





Summer Instructors

Dave Armentrout will be teaching financial literacy & personal finance. Dave holds a Master of Arts +45 in Education from WVU and a Bachelor of Science in Business Management, Marketing, and Education from Davis & Elkins College. Dave has his own business and contracts with Vocational Rehabilitation to provide special needs services for individuals seeking job assistance with 27 years of teaching experience with Randolph County Schools. If you swing by Harman, you might even witness his impact in our community when you notice the community garden and high tunnel near Harman School.

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.

Sara Gerot will be teaching Composition & Literature as well as writing (Ember & Ink Collective). Sara works as a Supported Learning instructor and an adjunct professor of English at Davis & Elkins College. She holds a Bachelor of Arts in English/Literature from the University of Iowa and a Master of Fine Arts in Critical Studies from the California Institute of the Arts.

Dr. Brian Moudry has a Ph.D. and M.S. in physics from the University of Nebraska and a Bachelor of Science 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.

Summer Resident Coordinators

Melanie Caldwell, a Senior here at D&E, a graduate of Phillip Barbour High School Class of 22, also an Upward Bound Alumni. I am studying hospitality, tourism, and business. I am also completing an internship this summer as I am working with UB. A few things about me are, I am a big believer in Bigfoot (if you want to talk about him, let me know lol). I enjoy being outside in nature, mostly swimming and hiking. I’m honestly not a fan of reading; I’d rather watch the movie or film about it.

Jordan Derring is a senior at West Liberty University majoring in theater. She is an alumna of the Davis & Elkins College Upward Bound Program who graduated from Elkins High School. Jordan has stage-managed every show since her freshman year of college and participates in Alpha Psi Omega sorority. She hopes to organize a student Variety Show this summer!

Alexia Fredell is a senior at Davis & Elkins College, majoring in Psychology. Alexia is originally from Florida, but is a graduate of Harman High School. She volunteers at the Harman Fire Department and loves reading and journaling. She is self-motivated and eagerly looks forward to sharing what she has learned in her life and wants to encourage students to get involved and take every opportunity offered!

Marina Saviceva-Noti is from Tampa, FL. She plays on the D&E golf team and is an editor for the Aurora Literary Magazine. While not practicing or studying, she can usually be found hiking, drawing, or enjoying the company of her pet parrot.

Austin Simmons is a senior at Davis & Elkins College. He is majoring in Criminology and was a Resident Coordinator for Upward Bound last year. Austin has enjoyed working with youth, as he assisted Augusta, Youth Opportunity Camps and has taught robotics to high school students. He participated in D&E Upward Bound before graduating from Elkins High School. He genuinely enjoys seeing students grow. He wishes to extend his love of tech esports with students this summer, having video game theme tournaments during his free time.

Damian Stevenson, coming from Princeton, West Virginia, is a double major in History and English. His special interests are theater and the arts, and Damian could tell you just about anything in History. Fun fact, Damian really does listen to ANYTHING in music. From Frank Sinatra to Kendrick Lamar to Essenger.

Alyssa Stump attends Davis & Elkins College, double majoring in Communication and English. She graduated from Williamstown High School. Alyssa has been employed as a work-study for the English Department at D&E. She is charismatic, mindful, and seeks out new experiences. She also enjoys writing and is motivated to encourage students to explore who they really are.

Damian Stevenson, coming from Princeton, West Virginia, is a double major in History and English. His special interests are theater and the arts, and Damian could tell you just about anything in History. Fun fact, Damian really does listen to ANYTHING in music. From Frank Sinatra to Kendrick Lamar to Essenger.

Supervisory Coordinators

Bracie Sheets (Lead RC) is a senior elementary education major at Davis & Elkins College and graduated from Pocahontas County High School. She is an Upward Bound alum, loves crafting, and was a Girl Scout for 14 years. Bracie is incredibly detail-oriented and organized and will share her expertise with students.

Kelsey Mahanes (Supervisory Coordinator) recent graduate of Davis & Elkins College. She is an Upward Bound alum from Elkins High School. Kelsey was an education major and is looking forward to a career molding young mind!

Kym Hicks (Night Coordinator) is an alumna of D&E Upward Bound and Tygarts Valley High School. Kym received her associate's degree from Alderson & Broaddus in general studies with both psychology and sociology minors.

Jalen Floyd (Office Assistant & Chaperone) is a graduate of Elkins High School and is currently employed at Davis Trust Bank. Jalen began volunteering for our program years ago and continues to serve because of her desire to help and support others. She volunteers and has served on numerous committees for the Randolph County Family Resource Network. Jalen loves cats, be certain to ask her about her fur babies.

SERVICES and BENEFITS

LIVING ON CAMPUS

The Summer Academy allows students to familiarize themselves with the following: living on a college campus, campus life, dorms, and campus facilities. By spending time on campus, students will gain insight into what it is like being away from home and having a roommate. Classes provide students with opportunities for learning and strengthening a variety of skills. Cultural events provide exposure to a diverse set of entertainers and specialists. Social events allow students to develop the skills necessary to interact in our larger society.

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 positive attitude!

PROGRAM PROCEDURES

Summer Dorms

CHECK-IN - BEGINNING OF SUMMER

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

CHECK-OUT - CONCLUSION OF SUMMER

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

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

ROOM KEYS

Each student will be given a room key that is returned every Friday to the Supervisory Coordinator (SC) at checkout time. Keys must also be returned when signing out. The charge for a lost room key is \$45. Students should report lost keys immediately to a Supervisory Coordinator: Day, Evening or Night.

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

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

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

SIGN IN/SIGN OUT

UB has an attendance (sign-in/out) roster that is used to record a student's whereabouts. Signing in and signing out is for student protection and record-keeping purposes. We must know where students can be reached in case of an emergency. Should a student fail to sign in or out at any time, guardians will be called to assist us in locating the student. UB staff can direct students to the attendance sheet for signing in or out. To sign out, students must have a guardian sign out or release the participant and a signed online Anticipated Absence Form on file or have confirmed conflicts in full participation through the approval process addressed when connecting with the UB phone. The Anticipated Absence Form is not available once the program begins or after Summer Kick Off. Students will not be permitted to check in or out from 10:00 pm through 7:30 am unless it is an emergency.

DORM ROOM SECURITY

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

VEHICLES and DRIVING

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

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

Accidents or vandalism of automobiles and property must be reported to the Upward Bound office, who will notify public safety and have the student or staff complete a written summary regarding the incident. The Davis & Elkins College Upward Bound Program is not responsible for students or staff who use personal vehicles as transportation to and from Upward Bound events. **Students/staff assume liability/responsibility when they enter a vehicle that is not Upward Bound-provided transportation. It is expected that a family member or the student will provide transportation to the event or transportation stops. If this is not the case, the UB staff cell must be notified ahead of time of the change in transportation.**

ILLNESS and MEDICATION

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

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

Remember – if a student is too sick to attend class, they are too sick to attend activities. Students who are ill must stay in their room and will be supervised by an RC. If a student is too ill to attend meals, an RC can provide a meal from the dining hall upon request.

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

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

MAIL

All mail should be addressed as follows:

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

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

CELL PHONE ACCESS

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

USDA SUMMER FOOD PROGRAM

Upward Bound participates in the USDA Summer Food Program administered by the WV Department of Education. Breakfast, lunch, and dinner are served Monday through Thursday. Only breakfast and lunch will be served on Fridays. Meals will not be served on Saturdays and Sundays except for June 2.

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

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

MONDAY - FRIDAY

Breakfast	7:30 am - 8:30 am
Lunch	11:30 am - 12:30 pm, 1:00 after June 15th.
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.

The next page outlines meal patterns for each meal as required by the USDA. **Students must follow these guidelines. All students and staff are responsible for having their meal selection reviewed before sitting down to eat**). We will eat in the Timms Lounge while upgrades occur to the dining hall.

A physician must document (in writing) food allergies and identify substitute foods in accordance to USDA SFSP. Forms for this documentation are available from the UB main office. Completed forms must be provided to UB staff prior to meal substitutions.

SUMMER FOOD SERVICE PROGRAM

USDA Required Meal Patterns

Meal components are designed to provide nutritious and well-balanced meal however, each meal has a minimum requirement that must be taken.



ailable;

Breakfast requires 3 meal components to be taken while

lunch and supper require 4 meal components to be taken by each participant.

Note – two servings within the same component does not count as an additional component.

BREAKFAST

Milk	1 cup or ½ pint
Juice or Fruit or Vegetable	½ cup
Bread or Bread Alternate (enriched or whole grain)	1 slice
Roll, biscuit, muffin	1 serving
or cooked pasta or noodle products	½ cup
or cooked cereal grains, such as rice, corn grits, or bulgur	½ cup
or cooked cereal	½ cup
or cold dry cereal	¾ cup or 1 oz

LUNCH OR SUPPER

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

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

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

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

“To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

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

1. mail:

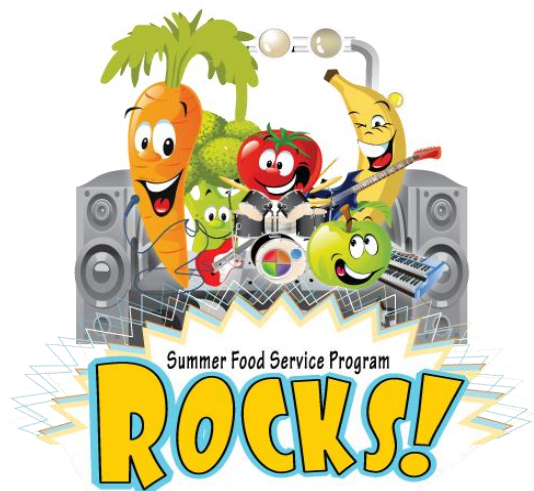
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

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

3. email:

program.intake@usda.gov



TRANSPORTATION

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

MORNING MEETING

Morning Meeting is a time set aside each academic day to establish the spirit and intentions of the day. Inspirational thoughts, and moments for gratitude and reflection will help us to reach our goals. Communication between staff and students is the primary goal of each meeting.

EVENING ACTIVITIES

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

The calendar of events is tentative. Students should pay attention to announcements and messages in Teams. It is a student's responsibility to be aware of changes. Upward Bound is a large group and needs everyone's cooperation, participation, and accountability.

LEARNING OUTSIDE THE CLASSROOM (LOtC)

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

Watch and listen for changes!

As a culmination of the summer academy and for full participation, strong classroom interaction, completion of assignments, and appropriate behavior, students will be invited to partake in an extended Learning Outside of the Classroom trip. If students miss more than one week of the Summer Program, students may not be eligible for this trip.

T-SHIRTS

UB T-shirts will be provided to students participating in the Summer Program. Students will be asked to wear a UB T-shirt during certain activities. **UB T-shirts should be brought each week and worn when assigned.**

SUMMER STIPENDS

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

CHAPERONES and VOLUNTEERS

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

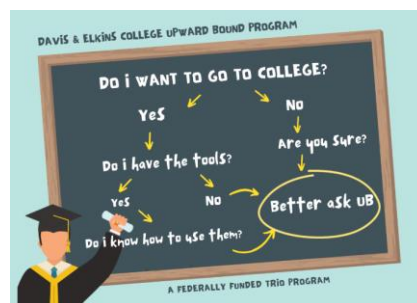
The college provides locks on room doors and keys to ensure the safekeeping of personal property. Students are urged to use these devices. If students have a car on campus, they should remove valuables and keep doors locked at all times. **Upward Bound will not be held responsible for loss or damage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

In order to provide a safe and secure campus environment, the Davis & Elkins College Office of Public Safety will assist us. The Office of Public Safety can be reached at the following number:

Cell phone: 304-704-9111

BEHAVIOR PLAN

A behavior plan has been carefully developed to ensure that all students benefit from Upward Bound activities and remain safe. Students are expected to conduct themselves in a manner that shows good taste and regard for others, while acknowledging an environment of education, improvement, harmony, concern for self and others, growth and respect.



The UB Code of Conduct lists the basic requirements for a safe and secure shared living environment. It also provides the means of making a positive impression in learning and support for others. UB students chose the following values as being the core of their code: citizenship, compassion, kindness, responsibility, respect, and fairness. Students added optimism and hygiene as additional requirements for people living in close contact. Since UB students created this Code of Conduct, Upward Bound expects that everyone will abide by its standards.

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

CODES OF CONDUCT

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

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

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

- It is expected that students conduct themselves in a manner that demonstrates good taste, judgment, and language. Language and choices of words, gestures and mannerisms should reflect a mindful, respectful and growth mindset. Refrain from the use of profanity. Work to develop and expand your vocabulary and use of communication skills.
- Bullying, discrimination, or disrespect will not be tolerated in any form.
- Possession or use of drugs, alcoholic beverages, tobacco, or other smoking products will not be permitted. Guardians will be notified if used, and penalties will occur.
- Excessive displays of affection will not be tolerated. Physical contact should not exceed holding hands. Student behavior is a reflection of personal pride as well as a reflection of the Upward Bound Program.
- Discipline regarding students who display aggressive behavior will be dealt with on an individual basis.
- Students driving their own vehicle will not be in the vehicle or near the vehicle until they leave for the weekend.

- Students are not allowed in hallways other than those assigned. This policy also includes any lounges that may be on the respective floors. RCs will monitor all floors and rooms.
- Students will be in assigned areas and keep commitments of schedules.
- According to fire regulations, the burning of candles, incense, or other products is not permitted in the dorm rooms.
- Water balloons, fireworks, and skateboards are not allowed on campus.
- Yelling and hanging out from dorm windows is not acceptable.
- Dishonesty and stealing are serious and warrant severe disciplinary action.
- Students will be in the residence hall and on their appropriate floor each night by 10 pm unless there is a planned activity. Students will be in their assigned room and lights are out by 11 pm.
- Leaving the dorm or floor after hours is a guaranteed dismissal from the Summer Academy. If a student is experiencing a problem or concern, they should talk to UB staff. Students must stay in the dorms until 7 am unless the Night RC gives them approval.
- Students must sign in or out when entering or leaving the UB Summer Program. **The Elkins City Park is not part of the Davis & Elkins College campus.** The sign-in/sign-out sheet will be in the Science Center or cafeteria during breakfast and morning meetings. The sheet will be in the Summer Day office (SC 4th Floor Lounge) until 3:30 pm. Supervisory Coordinators maintain the sheet until ongoing, please call the UB cell to identify the location. The sheet will always be in the “blue bag.”
- Students must observe return and departure times: **6:30 pm-7:00 pm on Sundays and 3:30 pm-4 pm on Fridays.** If an emergency arises and students cannot meet these time windows, please call a UB staff member. If a student does not call or is a no-show, they will be considered absent without permission and subject to disciplinary action.
- Scheduled dismissal and return times must be observed unless a UB staff member or Day/Evening/Night Coordinator has given prior approval. Guardians need to notify UB staff of changes in writing. Emergency changes can be made through the Day/Evening Coordinator or a full-time UB staff member. Contact phone numbers are listed in the front of this handbook.

CLASSROOM RULES

- **Excused absences** from classes or other activities will occasionally occur. In these instances, the student needs to communicate with their instructors or UB staff to arrive at a mutually agreed upon makeup.
- **Unexcused absences** from classes or other activities will not be tolerated. The first violation will result in a conference with UB staff, at which time disciplinary action will be determined

- **Unexcused tardiness** to classes or other activities will not be tolerated. Any violation will be an automatic incident report.
- Inappropriate classroom behavior will not be tolerated. This includes sleeping, being disruptive, being inattentive, displaying a poor attitude, listening to music devices, and using cell phones.
- Instructors will develop their own classroom rules in addition to the rules mentioned above. Each instructor will provide students with a written copy of the rules in the form of a syllabus. A syllabus is an outline of the main points of study and guidelines within the class.
- Students are permitted to use cell phones. However, it is expected that students be mindful and respectful of proper cell phone etiquette.

RULES DURING LEARNING OUTSIDE the CLASSROOM EXPERIENCES (LOtC)

- Students and staff will stick to established vehicle guidelines, whether it is a car, van, or bus.
- Students will be responsible for any damages (spills and trash) to provided transportation.
- All students will observe arrival and departure times and locations. Be prompt!
- Be courteous to drivers and avoid distracting them for everyone's safety.
- Be sure to collect all personal items and trash. It is not the responsibility of the staff to pick up after students or to find lost or misplaced items.

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

MANNERS

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

PERSONAL HYGIENE

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

DRESS

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

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

QUIET HOURS

Quiet hours will be observed Sunday through Thursday nights from 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 academy dorms have community-style bathrooms. To keep this as a comfortable and easy transition for all participants, we have the following suggestions:

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

NOISE IN THE DORMS

We ask each student to do their part to help keep the dorm as quiet as possible. Some type of fabric or towel over the door helps make dorm room door quieter when closing. Upward Bound is a communal learning environment. **Be courteous and respectful to others!**

DOOR DASH

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

NEATNESS and ROOM CHECKS

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

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

APPLIANCES FOR DORMS

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

LAUNDRY

Washers and dryers are available in the residence hall. Students will need to furnish detergent. Complete laundry as quickly as possible so that others can use machines.

LOUNGE

Juice and soda machines are located in the main lounge. Please take care of these machines and facilities. Televisions, tables, chairs, and other furniture need to be kept orderly or left as it was found.

CHANGE

Change for the vending machines **cannot** be obtained from staff. UB is not responsible for the vending machines.

LIBRARY

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

PAPERS and FORMS

Upon acceptance into the UB Program, guardians must complete medical forms. **Guardians can make changes to the student's medical history form at any time.** Changes to emergency numbers should be provided to UB as soon as possible. These forms will be kept on file in the UB office and can be submitted ongoingly through the program website under STUDENT FORMS.

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

EMERGENCY RESPONSE and SAFETY PLAN

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

The following plan outlines procedures that will help, aid, and assist in case of an emergency. No plan can be developed to meet every emergency or crisis; however, the procedures outlined herein are flexible enough to form a coordinated effort yet structured enough to achieve a common goal.

All students, guests, and personnel will work together to make this plan effective in most emergency situations and will assist as requested during an emergency. These policies outlined below are to be used as a guide and reference if any actual emergency takes place. Obviously, with any emergency, circumstances may require a deviation from these procedures. Written guidelines can neither predict the future nor override the need for calm thinking, knowledge, and good judgment. The purpose of this plan is to assure that all staff, students, and visitors are prepared to react to any emergency in a reasonable and responsible manner, thus ensuring the highest level of safety can be accomplished. This plan serves as a quick reference guide for responses that will guide members through possible crisis situations.

Any obvious emergency should be handled in the following manner:

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

CONTACT DAVIS & ELKINS COLLEGE OFFICE OF PUBLIC SAFETY (304) 704-9111

Officers can respond and secure the scene until the appropriate emergency response arrives. Officers can also begin to notify the appropriate administrative offices to initiate a proper plan of action.

Davis & Elkins College, in which D&E Upward Bound is a component, has a written plan for Emergency Response, an Emergency Management Team, a Trauma Response Team, Emergency Coordinators, an Emergency Command Center, and a Care Team. The Davis & Elkins College Upward

Bound Programs, staff, and participants will adhere to the college's outlined practices and procedures. Upward Bound Staff receive training in a variety of areas in particularly fire safety, emergency response, safety, first-aid/CPR/AED, Title IX, FERPA, confidentiality, supporting and working with minors and youth.

ILLNESS OR MEDICAL EMERGENCY PROCEDURES

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

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

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

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

Injury Plan

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

FIRE SAFETY RESPONSE

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

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

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

General Evacuation Procedures

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

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

Dining Hall/Madden Center – Halliehurst Porch

Darby Hall – Graceland Parking Lot

Gribble Hall – Library Bridge closest to Science Center

Madden Center – Chapel Parking Lot

Martin Field House – Parking lot near Gates Tower

Science Center -Boiler House Parking Lot

TORNADO WARNINGS

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

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

Immediate Action:

- If a tornado or tornados are in the vicinity of the D&E campus, prepare to find shelter immediately.
- Persons with mobility concerns should seek shelter at the time of a tornado watch. DO NOT wait for a tornado warning.

- When there is a tornado warning or if you see one, take shelter immediately! A tornado WARNING means not just that severe weather is likely but also that a tornado has been spotted nearby or is indicated on weather radar. Find and stay in a safe place right away.
- REMAIN CALM. AVOID PANIC. There is no guaranteed safe place during a tornado, but you will minimize your exposure by finding shelter in the best possible location.

Areas To Seek:

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

Areas To Avoid:

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

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

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

SUICIDE RECOGNITION AND AWARENESS

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

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

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

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

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

You can also access the following resources 24/7:

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

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

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

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

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

Help4WV Helpline:
1-844-435-7498

State and National Resources:
www.preventsuicidewv.org

www.sprc.org/states/west-virginia

www.suicidepreventionlifeline.org

www.ulifeline.org

www.jedfoundation.org

www.thetrevorproject.org

(LGBTQ) www.afsp.org

www.recovery.org

www.activeminds.org

www.learnpsychology.org/mental-health

www.nami.org

www.adaa.org

www.apa.org/topics/depression

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

Anxiety & Stress

Isolation & Loneliness

Bullying

Relationships

Depression & Sadness

Self-Harm

Eating & Body Image

Substance Abuse

Gender & Sexuality

Suicide

Grief

Help-guides on a variety of topics

SUMMARY

Upward Bound participants and staff are held to a high level of expectation. Our program is designed for students who want to prepare themselves for post-secondary education

Students are expected to attend and participate in all classes and activities. There are very few excuses or reasons for non-participation. Guardians should submit absence forms for any program activity conflicts and students should contact supervisory coordinator on duty to also acknowledge confirmation of any conflicts with participation.

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

UB Student Contract

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. I understand that once declared a D&E UB participant, I must maintain "good standing" in one of the target schools. It is expected that students participate in all activities and components afforded by the program. Students may receive a stipend of \$40 per month for the academic year and \$60 per month for summer participation. Stipends are calculated based on performance and participation and are prorated accordingly. See components, guidelines, and outcomes below.

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, from 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, community activities, or family emergencies.	Students must notify staff of absences, tardiness, or need to leave early prior to a Challenge Session for an absence to be considered excused. Participants can inform of program attendance adjustments through direct contact, via email at deupwardbound@dewv.edu , use of TEAMS Chat, or 304-940-3610. Two (2) unexcused absences may result in a meeting with the Directors.
Tutoring Sessions	Students are expected to complete two hours (100%) of tutoring each month. Completing tutoring is finishing all components requested on assignment, not just filling out the form. Otherwise, tutoring will not be accepted as "complete." If student has a technical issue or a reason that would delay completing an assignment, a staff member must be notified before the due date to discuss possible accommodations. Telling staff in the tutoring assignment will not be accepted and student will not receive credit for that assignment. 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 students and UB's tutoring needs.
Summer Academy	Students are required to participate by attending and doing well in class.	Students who do not attend (unless they have excused permission), will be asked to revisit their commitment to UB. A revisit will involve guardians in a discussion. Students 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 I will update medical, academic and personal information as changes occur. I accept 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 and am aware that participant situations are 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 the 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. 1/5/2024