

2024 SUMMER STUDENT HANDBOOK

UPWARD BOUND
CONCORD UNIVERSITY

**LEAD THE
< H Δ Π G Σ**

SUMMER 2024

WELCOME

Welcome to the Summer Session of the Concord University Upward Bound Program! Your attendance will strengthen not only your desire to attend college, but also your chance of success and participation in completing a postsecondary education. Opportunities will be provided to improve your academic abilities, explore career options, and make friendships that will last a lifetime.

Our office will be closed on Saturdays, Contact phone # 304-384-5208 or 304-384-5197

GUIDELINES FOR STUDENT BEHAVIOR

GENERAL COURTESY

Students will be staying in a Residence Hall during the Summer Program. Living in a Residence Hall means living in a community where mutual respect, courtesy, and understanding are the rules. Students are to enter and leave by the Main Entrance. Other doors are to be used only during an emergency. **Students are required to sign in and out when entering or leaving the building. Students will not be allowed on unoccupied floors. Those areas that are “Off Limits” to students will be marked.**

WV State Code and WVBE Policy 4373 Discipline Laws and Regulations will be enforced.

Reasonable quiet in the Residence Hall and on Campus is expected at all times. Quiet time in the Residence Hall is from 12, midnight till 6:00am. No one is to play television, radio, stereo, etc. **TOO LOUD.** Too loud means it is disturbing to other people. Students will not hang or shout out the windows.

Harmful and dangerous behaviors of cheating, stealing, physical or mental harassment among our students will not be tolerated. **Profanity will not be tolerated.**

Disrespect to staff constitutes a serious offense and will result in expulsion from the program. Fighting with any person is prohibited.

General rules of courtesy mandate that you enter the room of another person only after having knocked and have been invited into the room.

CURFEW

Students are to be on their floors and in their room by 10:30 PM, lights out by 11:00 PM

VISITATION

For campus pick up of a child or bringing them items, contact Upward Bound staff in advance if possible, we will have your student at the residence halls with a chaperone. Because some

activities are off campus, parents plan arrangements in advance so that their student is on campus. No visitors are allowed in the student rooms.

Males and females are not allowed on each other's residence hall floor at any time.
THIS RULE WILL BE STRICTLY ENFORCED.

STUDENTS WILL NOT VISIT OTHER RESIDENCE HALLS HERE ON CAMPUS.

FURNISHINGS AND POSSESSIONS

Items such as pillows, linens, and towels are to be provided by the students. There is a Laundry Room available for student use. The cost for the laundry machines is \$1.50 for the washer and \$1.50 for the dryer.

Custodial service cleans floors, corridors, and stairways. Pest control technicians treat buildings on the 2nd Thursday of each month. Students are expected to keep their rooms clean. Screens are not to be removed from windows. On a daily basis student will be responsible for the deep cleaning and sanitizing their room.

Unannounced room inspections will be made periodically by the Upward Bound staff.

Students who bring a television will also need to bring a coaxial cable.

Rooms are to be locked at all times. Doors are to be unlocked during fire drills.
NEITHER CONCORD UNIVERSITY NOR THE UPWARD BOUND PROGRAM ARE LIABLE FOR THE LOSS OF OR DAMAGE TO PERSONAL PROPERTY.

FINANCIAL RESPONSIBILITIES

Students are responsible for their room keys. The student must replace any lost key, at a cost of \$25.00. Keys should be kept with you at all times. Any student who is responsible for damage to the Residence Hall or any other building/property during the summer program will be responsible for the repair or replacement. For example, the cost of painting one wall/ per coat of a residence hall room is \$25.00.

Supplies for classroom activities will be provided.

TELEPHONES

Students will be allowed to have cell phones in the Residence Hall, designated areas and at designated times.

STIPENDS

Students, who attend the Summer Program, have satisfactory participation, discipline and grades will receive a stipend after the summer term has ended. Students being tardy may result in a reduction of the stipend.

CAR PRIVILEGES

Authorized vehicles include only those operated by parents/guardians or UB Staff Members. **STUDENTS ARE NOT PERMITTED TO RIDE IN UNAUTHORIZED VEHICLES AT ANY TIME.** Students are not permitted to operate a vehicle on campus while participating in the summer component. If you drive your own car and are under 18, you must have written permission from your parents/guardians. We are not responsible for students if allowed to drive themselves to and from Concord University. You must turn in your car keys on Sunday evening when you arrive, and you will be given your keys on Friday evening when you go home for the weekend. Failure to submit your keys may result in dismissal from the program.

HEALTH SERVICES

Parents will be notified if students become ill and require a parent pick up. In the event of a medical emergency, students will be taken to Princeton Community Hospital.

Parents need to inform the staff of any medications their son/daughter is taking. Prescription medications will be kept in the Residence Hall Office. Students will have to come to the office to obtain their prescription medications.

EMERGENCIES

Students should contact their Residential Advisor (RA) or Head Resident Advisor (HRA) in the event of an emergency.

PROHIBITED ITEMS

The following items are examples of prohibited items:

1. Candles, incense, and other items that are a fire hazard
2. Weight lifting equipment
3. BB guns, or any firearms,
4. Extension cords
5. Bicycles and skateboards
6. Pets
7. Electric grills, fryers, crock pots, hotplates, toasters, and coffee pots
8. Cigarette/Tobacco or Paraphernalia consistent with the act of smoking (Including lighters, matches, vapes, and etc.)

If students have questions about items they wish to bring to the residence hall, they should contact the UB Program prior to bringing the items to campus.

MEALS/FOOD

During the Summer Program, students will eat their meals in the cafeteria located in the Concord Student Center. Student behavior is expected to be quiet and courteous as Faculty, Staff, and other summer programs use the cafeteria. Hours for dining are as follows: Breakfast 7:30am – 8:00am, Lunch 12:00pm -1:00pm and Dinner 4:00pm - 5:00pm. Snacks will be served each evening in the Residence Hall.

Snack machines & a kitchen are available for student use. Students are allowed to bring the small dorm size refrigerators and microwaves for their rooms. However, there are to be no hotpots, toasters, coffee pots, grills, etc.

Food/snacks brought from home are to be kept in closed containers to maintain pest control.

CLASSES

During the Summer Session, students are required to take classes to help them prepare for the next school year, strengthen areas of weakness, and stimulate interest in new subjects. The classes are small in number having a large impact on each individual student. Three, fifty-minute classes will be offered from 9:00 am till 12:00 pm Monday - Thursday and students will be assigned to these classes based on individual student need. Additionally, students will have afternoon electives offered from 1pm-2:30pm. Fridays will consist of group planned academic and cultural activities. Financial literacy, etiquette, job shadowing, career choices and other life skills will be taught. The Upward Bound students will be evaluated on the following scale: Distinguished, Above Mastery, Mastery, Below Mastery, and Idle. **NO schedule changes will be made.**

Attendance is required for all classes. Students are to be on time for their classes. Being more than 5 minutes late for class is considered an absence. **Students who have more than three unexcused absences during the summer program will receive reduction in their stipend with parent notification.**

ACTIVITIES/TRIPS

The primary emphasis of the Upward Bound Program is academics. The afternoons are designed to give the students a range of activities. Evening activities will include a variety of choices.

ADVISING SERVICES

The Upward Bound program provides a variety of advising services during the Summer Program. These services include career, academic, group and personal advising. Students will have the opportunity to explore career options by studying career development literature, discussing job responsibilities, and participating in activities that assist the student in making good career decisions.

Students will also participate in activities that will help enhance their personal lives. Examples of these activities are effective communication skills, anger management, conflict resolution, and decision-making. Students will have opportunities to work with the staff members on a one-to-one basis and in-group situations. Students needing personal advising should contact one of the staff.

DISCIPLINE

Any student who fails to follow the guidelines for student behavior presented in this handbook and WV State Code and WVBE Policy 4373 will be subject to disciplinary action. The Residential and Administrative Staff will deal with each violation on an individual basis. The following violations are some examples of behaviors that may result in immediate expulsion from the program:

1. Using alcoholic beverages, tobacco, or other controlled substances.
2. Possessing firearms/weapons.
3. Leaving the Residence Hall after curfew.
4. Engaging in any sexual activities.
5. Cutting of classes or unexcused absences from planned activities.
6. Tampering with a Fire Alarm.
7. Boys on Girls floor, or Girls on Boys floor.
8. Cigarette/Tobacco or Paraphernalia consistent with the act of smoking (Including lighters, matches, vapes, and etc.)
9. Engaging in sexting, bullying and other inappropriate behavior.

Upward Bound Bullying, Harassment, Intimidation Policy

A student will not bully/intimidate/harass another student. Harassment, intimidation or bullying means any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that:

- (a) A reasonable person under the circumstances should know the effect of harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, and/or placing a student in reasonable fear of damage to his or her property;
- (b) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or emotional abusive education environment for a student;
- (c) Disrupts or interferes with the orderly operation of the program;
- (d) An electronic act, communication, transmission, or threat includes but is not limited to one which is administered via telephone, wireless phone, computer, pager, or any electronic or wireless device whatsoever, and includes, but is not limited to transmission of any image or voice, email or text message using any such device.

The Concord University Upward Bound Program has a Zero Tolerance stance for Bullying. If caught bullying, harassing, or intimidating a fellow student, staff member, or community member at large, you will be sent home for the remainder of the summer program.

DRESS CODE

Students will be given Upward Bound t-shirts to wear when desired during the summer session. Students must dress appropriately at all times. Any student that does not dress appropriately will be asked to change their clothing. Proper clothing, robes or towels should also be worn on floors before/after showers.

Ladies: No backless, strapless, one strap, or extremely short shorts will be allowed. No offensive language will be allowed on clothing.

Gentlemen: No sagging shorts or pants on your hips. Boxers and briefs must not be visible. No offensive language will be allowed on clothing.

Students may be asked to refrain from certain attire at any time by the Upward Bound Staff.

TARDY POLICY

Students are expected to be on time for all classes and activities. Students will be subject to the following disciplinary actions if they are late, unless excused tardy.

1st Offense – verbal warning, documented, reported to the Lead Advisor

2nd Offense – verbal warning, student will have a meeting with the Director,

3rd Offense – telephone or face-to-face meeting with parent/guardian and possible reduction in stipend

4th Offense – expulsion from program

IMPORTANT INFORMATION

It is imperative that parents/guardians complete a Transportation/Permission Form if their son/daughter is to ride home with anyone other than the parent or guardian. Forms are available at the Upward Bound Office.

If a parent/guardian is going to be late dropping off or picking up a student please call the Upward Bound staff.

IMPORTANT PHONE NUMBERS

, Director	304-384-5195 (Office)
Hannah Barnett, Ed. Outreach Counselor	304-384-5240 (Office) 276-245-9462 (Cell)
Jasmine Hall, Ed. Outreach Counselor	304-384-5198 (Office) 804-536-7423 (Cell)
Melissa Buckland, Grants Resource Specialist	304-384-5197 (Office) 304-660-7320 (Cell)
Geri Nauck, Grants Resource Specialist	304-384-5208 (Office) 304-320-2564 (Cell)
Campus Security (Emergency)	304-384-6008 304-384-9334

Our office will be closed on Saturdays, if you need to reach someone on Sunday through Friday, please call the office.

Revised 29 March 2024



Summer Medical Form

Student Name: _____

Student Address: _____

Parent Phone #: _____ Parent Mobile #: _____

Person to contact if parent cannot be reached: _____

Phone Number: _____ Relationship: _____

Childs health insurance coverage ~

Policy Type: _____ Insurance Company Name: _____

Policy Number: _____ Expiration Date: _____

Does the child have a physical condition that would limit participation in UB summer activities?

Yes _____ No _____ (If yes, please describe the condition.)

Does the child have any allergies to Foods, Drugs & Substances? Yes ___ No ___ (If yes, please list or describe the allergies.)

What should be done if experiencing a reaction?

Is the child presently under a physician's care? Yes ___ No ___ (If yes, then list the condition)

What medication if any is the child taking for the above condition?

Doctor's name: _____ Doctor's Phone number: _____

Parent/Guardian Signature _____ Date _____



**Transportation/Permission Form
Summer Program**

I, _____ parent/guardian of _____ give permission for my son/daughter to travel to and from Concord University for program activities with the following individuals/students/parents/guardians.

Signature of Parent/Guardian _____

Date _____



Cell Phone Policy

The misuse of cell phones and other personal electronic devices leads to the disruption of the learning environment and prevents the Upward Bound Program’s ability to achieve the high academic standards set in place for students. Cell phones, tablets, and earbuds are not permitted during scheduled class times, with the exception of teacher-directed academic purposes. Personal devices should be silenced and out of sight throughout each scheduled class period and for any guest speakers invited to talk with the Upward Bound Program. If you need to reach your student in an emergency, feel free to call our Grant Resource Specialists at 304.384.5208 or 304.384.5197.

Consequences for misuse:

1st Offense: Surrender the phone to the teacher to pick up from the teacher once class is over.

2nd Offense: Surrender the phone to the teacher to pick up from an Upward Bound Staff member after all scheduled classes. The student’s parent will be contacted to discuss cell phone misuse.

3rd Offense: Surrender the phone to the teacher to pick up from an Upward Bound Staff member after all scheduled classes. A meeting with the student and parent is expected to develop a personal electronic plan/contract for the student to remain in the summer program. This personal electronic plan/contract may involve the student turning in their phone to an Upward Bound Staff member before attending any classes for the day. The phone will be released to the student at the end of the scheduled class time and/or after any scheduled guest speakers.

Students who refuse to turn in their phones and continue to defy the teacher will face disciplinary action, which could result in being sent home from the summer program. Each occurrence of cell phone misuse will be documented and added to the student file.

By signing below, you affirm that you have read and fully understand the cell phone policy and disciplinary consequences set forth by the Concord University Upward Bound Program.

Student Signature

Date

Parent or Legal Guardian Signature

Date

Revised 04/11/202



Code of Conduct Form

Participants are expected to demonstrate positive attitudes and behaviors throughout every day. The following code of conduct outlines the desired behaviors to ensure the safest and best learning environment possible. Staff will fairly and reasonably implement this code of conduct.

Code of Conduct

1. Respect the rights and properties of yourself and others – (staff, instructors, and peers)
2. Follow all set rules established by Upward Bound and Concord University
3. Use program equipment, supplies, and facilities properly
4. Stay with my group in the designated areas at all times
5. Communicate in a polite manner demonstrating reverence

The following behaviors will not be tolerated:

1. Usage of language that is offensive to any person or groups
2. Any type of aggressive behavior that results in physical and/or emotional harm to another person
3. Vandalizing any property of others, Upward Bound and/or Concord University
4. Reckless behavior that is potentially dangerous to yourself or others
5. Leaving Concord University boundaries without permission from the appropriate staff

Student

By signing below, you acknowledge that you alone are responsible for your own actions. I accept that my parents/guardians will be notified if I do not comply with the code of conduct, and hereby state that I fully understand that repeated irresponsible conduct will result in dismissal from the Upward Bound Summer Program.

Student Name: _____

Student Signature: _____

Date: _____

Parent

By signing below, you acknowledge the expectations presented before the code of conduct, and agree that the appropriate disciplinary action should be implemented if your child demonstrates irresponsible, dangerous behaviors.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____