

2023 SUMMER STUDENT HANDBOOK

UPWARD BOUND
CONCORD UNIVERSITY



SUMMER 2023

The Student Handbook is designed to assist you in enjoying both, the academic and the leisure activities.

GENERAL COURTESY

Students will be staying in a Residence Hall during the Summer Program. Living in a Residence Hall is similar to living in a community where mutual respect, courtesy, and understanding are the norm. Students are required to enter the building and leave by using 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 ARE NOT ALLOWED on unoccupied floors. Areas that are “Off Limits” to students will be marked accordingly or indicated as such by staff members.**

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

Harmful and dangerous behaviors of cheating, stealing, physical or mental harassment will not be allowed by students. Students involved in these behaviors are subject to termination or suspension from the program. 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 you have knocked or requested entry and has been invited in by the known occupants of the room.

CURFEW

Students are to be on their floors as instructed to by staff and in their room (lights out) by 11:00p.m..

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VISITATION

If you, parent or guardian, desire or pick up your child, visit campus, or deliver items to them, please contact us in advance, we will have your son/daughter at the residence halls with a chaperone. Due to some of our activities that are scheduled off campus, we ask that parents make arrangements in advance to ensure that their son/daughter is on campus. No visitors will be 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 are \$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 you will be responsible for cleaning & sanitizing of your room foyer, etc.

Room inspections are scheduled on dates selected by the Residential Staff.

Students that chooses to 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 RESPONSIBILITES

Students are responsible for their room keys. The student at a cost of \$25.00 must replace any lost key. 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 by Upward Bound.

TELEPHONES

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

STIPENDS

Students, who attend the Summer Program, accumulate satisfactory participation **and** respectable grades will receive a stipend after the summer term has ended.

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 a personal vehicle and are under age 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 the keys to your vehicle in on Sunday evening when you arrive and keys will be released to you on Friday evening before leaving for the weekend.

HEALTH SERVICES

Parents will be notified if students become ill and need to be picked 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 that 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 Lead Advisor (LA) 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 meals in the cafeteria which is located on the second floor of the Jerry and Jean Beasley Student Center. Student behavior is expected to be quiet and courteous. We share the cafeteria with other summer programs and members of the campus community. 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 a small dorm size refrigerator and microwave for each room. Hot plates, toasters, coffee pots, grills, etc. are not allowed and pose a fire danger.

Food and snacks brought from home should be stored in closed containers as a means of pest control.

CLASSES

The Summer Component allows students to participate in classes that will help them prepare for the next school year, strengthen areas of weakness, and stimulate interest in new subjects. The classes are small in number but have a large impact on each individual student. Students participate in three (3) fifty-minute classes which are 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. Upward Bound students will be evaluated on the following scale *Excellent-* Satisfactory- * Needs Improvement. **NO schedule changes will be made.** We have assigned students to classes for specific and strategic reasons. The classes that are assigned will benefit the student most effectively.

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 two unexcused absences will be dismissed from the Summer Program.**

ACTIVITIES/TRIPS

The primary emphasis of the Upward Bound Program is academics. Our afternoon activities provide students with a broad spectrum of social and cultural experiences. Various games, excursions to the park, local site visits, and more stimulate learning and personal growth.

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 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 staff members in a one-on-one

scenario and in-group environments. Students that may require personal advising should contact the summer advising staff or administrators.

DISCIPLINE

Any student who fails to follow the guidelines for student behavior presented in this handbook will be subject to disciplinary action. The Residential and Administrative Staff will deal with each violation on an individual basis. The following violations are 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, and you will only be let back in after the Director and members of the full-time staff have meet with you and your guardians in the fall and you can show where you should be allowed to reenter.

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 Director or Assistant Director.

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:

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 expulsion from the 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

Michael J. Craighead, Director	304-384-5195 (Office) 304-952-8109 (Cell)
Barbara Rush Meador, Assistant Director	304-384-5235 (Office) 304-923-1483 (Cell)
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, Office Administrator	304-384-5197 (Office) 304-660-7320 (Cell)
Geri Nauck, Program Assistant	304-384-5208 (Office) 304-320-2564 (Cell)
Campus Security	304-384-6008 or 304-384-9334

**Concord University Upward Bound
Summer Medical Form**

Student Name: _____

Student Address: _____

Parent Phone #: _____ Parent Mobile #: _____

Person to contact if parent cannot be reached: _____

Phone Number: _____ Relationship: _____

Child's 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

**Upward Bound
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 _____

Concord University 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: _____

2023 Concord University Summer Program Outline and Information

Program Dates: June 18 – July 28, 2023
 UB Bridge Program – 6/26 – 7/28/23
 End-of-the-Year Trip – 7/23-25/23

The Upward Bound Summer program goes from Sunday evenings – Friday afternoons.

Daily Schedule:

Breakfast:	7:30 a.m. – 8:30 a.m.
Classes	9:00 a.m. – 12:00 p.m.
Lunch	12:00 p.m. – 1:00 p.m.
Afternoon Sessions:	
College Prep./ W.S.	1:00 p.m. – 2:30 p.m.
R & R	2:30 p.m. – 4:00 p.m.
Dinner	4:00 p.m. – 5:00 p.m.
Evening Activities	6:00 p.m. – 8:00 p.m.
Peer Mentoring	9:00 p.m. – 10:00 p.m.
Be on your floor	10:30 p.m.
Room check & Lights Outs	11:00 p.m.

Classes:

English 10,11 & 12, and English 101
 Math: Geometry, Algebra II, Trig. /Pre-calc, &
 Robotics Coding
 Science: Biology, Chemistry, Physics, & Earth Science
 Beginner Spanish and Intermediate Spanish

Teacher:

Abbie Richmond
 Cordell Boyles
 Sherri Mitchem
 Nubia Potosme-Trejos

Will meet in RH 304 at 1:00 p.m., Mondays-Thursdays, for the Afternoon session:
 College prep/W.S.

Check in: Sundays - 6/18/23 5:00 – 7:00 p.m.
 6/26/23 5:00 – 7:00 p.m. Bridge Program

On check in day around 8:00 p.m., the UB staff will meet with all students and go over schedules, rules, and guidelines for the week.