



## General Program Information

**W**elcome! On behalf of The University of Virginia's College at Wise and Upward Bound, we welcome you to our Summer Program. Our theme for this summer is:

### Reach for the Stars!

The goal of Upward Bound is to prepare our students for academic success both now and in the future. This handbook is intended to be used as a reference for general information about the program and the responsibilities of both students and parent/guardians.

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## WELCOME TO UPWARD BOUND!

Welcome to The University of Virginia's College at Wise Upward Bound Program. The program has been in operation continuously since 1967, two years after Congress created the program through the Higher Education Act of 1964. The purpose of the program, since its inception, has been to interest high school students from limited income/first generation families in post-secondary education and to provide them with the skills necessary to succeed in college.

The program has a long and rich history. It is a privilege and honor to be a participant. Your acceptance was based on your academic promise, motivation, and personal strengths. Our Upward Bound Staff is dedicated to serving and assisting you in any way possible to prepare you for college life. Congratulations to you, your school, and your family.

As a participant, your obligations to Upward Bound are as follows:

- Plan to attend a 2 or 4 year post-secondary education program after graduating high school
- Enroll in pre-college academic courses
- Take the following tests: PSAT, SAT, and/or ACT
- Attend tutorials
- Apply to college
- To maintain a grade point average of 2.5 or better
- Show respect for all staff, faculty, RA's, participants and yourself
- Follow the rules and regulations set forth in the handbook

Just as the staff expects you to meet your obligations, you have the right to expect a commitment from Upward Bound. The program promises that the staff will:

- Hold you in the highest regard and treat you accordingly.
- Encourage you to achieve your highest potential.
- Provide academic counseling that prepares you for admittance to post-secondary education and individual tutoring when needed.
- Assist in college application procedures and financial aid applications.
- Be available to you when you need counseling and to be your advocate when appropriate.
- Provide encouragement and information as you enter into post-secondary education.
- Provide college applications and scholarship information.

The program has two components. During the academic year, UB provides counseling via school visits, academic instruction, tutoring, and cultural activities each month. During the summer, UB offers an intensive six-week residential program designed to give participants a taste of "college life." The six-week residential component located on the campus of UVA-Wise is designed to simulate a college experience. Students attend class in college classrooms, reside in the residence halls and have meals in the cafeteria. They also have access to the library and all recreational facilities and equipment. The summer component begins June 14, 2015 and ends July 9, 2015. The bridge program will begin on May 31, 2015. The summer program offers intensive instruction in college preparatory courses and supplement classes, with the goal of improving proficiency in the subject matter and motivating students toward future success. Students are placed in classes based on academic year performance and scholastic need. Monday through Friday courses include mathematics through pre-calculus; laboratory science – biology, chemistry and physics; foreign language; history; and composition and literature. Monday and Tuesday afternoon classes are elective projects that offer an immersive, interactive type of instruction designed to stimulate creativity and

enthusiasm in students. Work-study exploration, community service, career/self-development topics and recreational activities complete the schedule.

Thus, in a spirit of cooperative acceptance of our mutual responsibilities, this handbook has been constructed. You and your parents/guardians should be able to find information you need for the program. From time to time, the information included in our Student Handbook may change. Every effort will be made to keep you informed through notices sent directly to you from our office and discussion sessions with Upward Bound staff. We are located on the first floor of Zehmer Hall. Our address and phone numbers are as follows:

Upward Bound  
University of Virginia's  
One College Avenue  
Wise, VA 24293

(276) 328-0175 (Office)  
(276) 376-1097 (Hotline information/current updates) \*  
(276) 376-1098 (Fax)

\*Once the automated operator has finished speaking, press #2 for information and current updates. You may leave a message and your call will be returned as soon as possible.

*Web Site: [http://people.UVAwise.edu/upward\\_bound/](http://people.UVAwise.edu/upward_bound/)*



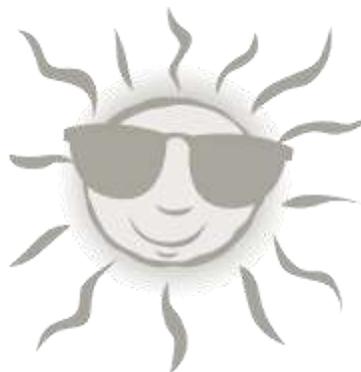
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## A Message to Summer Participants...

YOU have been chosen to be a participant in the University of Virginia's College at Wise Upward Bound Summer Program. We hope you view this opportunity as a privilege and an honor. Spending your summer with us on the UVA-Wise campus gives you the invaluable advantage of being able to experience residential college life firsthand, while still in high school! You will be given many opportunities and tools to help you grow, both educationally and socially. Your task will be to learn how to make decisions in a mature manner and to make the most of this experience. You will be expected to make decisions regarding your actions with the understanding that all decisions have consequences, whether good or bad. These decisions are yours to make and yours alone.

You will not *BE* alone, however. The Upward Bound staff and faculty are here to serve as your guides along the way, and will treat you with respect and honesty while expecting you to show them the same courtesy. To that end, we have found that providing clearly defined expectations better allows students to make smart decisions, and offers a standardized framework to which we can all adhere. Additionally, we believe that you should be provided with comprehensive information regarding the services provided by Upward Bound so that you may take full advantage of them. The faculty and staff believe that this handbook will provide you with this necessary information. We expect all students to collaborate with one another, their parents, their school, and with Upward Bound in order to foster a superior educational and personal experience for all participants.

Ultimately, we want you to know that UB and its staff are here because of YOU – because we want YOU to go to college and to live up to your full potential. This summer is going to be an amazing experience, just remember one other important rule – HAVE FUN! This is summertime, after all!



## UPWARD BOUND SUMMER SURVIVAL GUIDE

*“But what do I need to bring with me?!?”*

Upward Bound students and staff reside in one of the residence halls on the UVA-Wise campus during the summer program. Just as actual college students do when going off to school, UB students are expected to provide certain items for their stay during the summer program. The lists below are a general guide to help students and their parents/guardians plan what to bring:

### FOR YOUR ROOM

- Sheets for a twin bed
  - Mattress pad
  - Towels/wash cloths
  - Beach towel
  - Pillow and pillowcase
  - Blanket/quilt/bedspread
  - Dirty laundry basket
  - Alarm clock
  - Microwave\* (≥ 800w only)
  - Minifridge\* (≥4 cu. ft. only)
- \*see Micro-fridge rental flier in your summer packet

### PERSONAL HYGIENE

- Toothbrush & toothpaste
- Shampoo
- Hair care products
- Bar soap or body wash
- Loofa or washcloth
- Deodorant
- Shaving gear
- Basket or carrying case for personal hygiene items
- Flip-flops or other shower-proof shoes

### CLASSROOM SUPPLIES

All classroom supplies will be provided by UB; however, students are allowed to bring their own backpack, notebook, calculator, or other classroom materials if they wish.

- IF THIS IS YOUR FIRST YEAR ATTENDING THE SUMMER PROGRAM, you will be given a backpack along with a binder, paper, and pen/pencil.
- IF YOU ARE A RETURNING SUMMER STUDENT, you are encouraged to bring the backpack you received during your first summer; however, you will be given a new binder, paper, and pen/pencil.

### CLOTHING

Please refer to SECTION II for more information on the UB summer program dress code.

- Casual clothing (e.g., jeans, shorts at fingertip length, casual tops, t-shirts, etc.)
- Socks & undergarments
- Swimwear (UB recommends one-piece swimsuits. Two-piece bikinis are NOT permitted, however, students may wear a t-shirt over their bikini)
- Comfortable footwear (e.g., walking shoes, shoes for sports, sandals, etc.)
- Flip-flops or shower shoes (IMPORTANT - students are strongly encouraged to bring footwear for showering in residence halls.)
- Rainwear (e.g., raincoat, umbrella, etc.)
- Special activities may call for more formal clothing (e.g., polo shirts, blouses, dress pants, etc.); if so, students will be notified well in advance.

### OTHER OPTIONAL ITEMS

While we want students to have all the comforts of home during their stay, please keep in mind while planning what to bring that the UB schedule will keep them occupied most of the day. However, students will have regular periods of downtime in which they can relax in their room, play games, read, etc., so they are welcome to bring items to use during these periods.

- Personal computer/laptop/tablet (the residence hall has Wi-Fi available if you are bringing a Wi-Fi-enabled device, or if you are bringing a desktop PC or other non-Wi-Fi device, you will need to bring a network cable in order to connect to the internet)
- Fishing equipment (students will be able to fish in the campus pond during downtime while supervised by UB staff, weather permitting)
- Cell phone w/charger
- Television w/ connector cable (rooms are equipped with digital cable boxes)
- DVD/Blu-ray player
- Musical instruments
- Gaming system
- Stereo
- MP3 player w/headphones
- Camera
- Athletic equipment

### SPECIAL NOTES

- Extension cords are NOT permitted in residence hall rooms. Power strips are permitted.
- Cell phones are permitted in residence halls, during downtime, and on trips; however, students may NOT use cell phones during classes or while attending certain activities (e.g., museums, guided tours, guest speaker engagements, etc.). Cell phones are subject to confiscation by UB staff if used by a student at inappropriate times.
- UB staff will be on hand to help students and their families move in and out of the residence hall; however, while planning what to bring, please keep in mind that students are ultimately responsible to transport belongings to and from their rooms, some of which will be located on the third floor of the residence hall.
- For the safety of all participants, the residence hall will be off limits to anyone but UB students, staff, and guests. Upward Bound and UVA-Wise are not responsible for lost/stolen/damaged items.

## **SECTION I: UVA-WISE HOUSING REGULATIONS**

For the 2015 Summer Program, all participants and residential staff will be staying in *McCraray Hall*. Living in a residence hall means living in a community where mutual respect, courtesy and understanding are essential. This principle underlies the following regulations of The University of Virginia's College at Wise housing regulations. Living in the residence halls is a privilege, not a right. This privilege may be revoked if any of The University of Virginia's College at Wise or Upward Bound policies are violated.

### **GENERAL HOUSING RULES AND POLICIES**

1. Students are NOT allowed to stay in the residence hall on weekends, including Bridge students.
2. Students are responsible for the general condition of the premises assigned to them, including damages and defacement. Damages to areas beyond student rooms are to be reported to the UB staff who must report them to the Department of Housing. Inspections will follow and fines assessed accordingly.
  - Cooking is not permitted in any residence hall room.
  - Do not leave any opened food in your room (example: pizza boxes, candy bars, potato chips, drinks, etc.)
  - Do not attach nails, tacks, screws, contact paper, or glue to walls.
  - Room furnishings are not to be removed from rooms for any purpose, nor may furnishings assigned to other areas of the campus housing facilities be moved into rooms.
  - Bed frames must remain assembled and in the assigned room. Mattresses must remain on the beds, never on the floor.
  - Window blinds are to remain in place.
  - The volume of stereos, radios and TVs, must not disturb other residents. Stereos and radios are not permitted in the lobby, porches, study lounges, or in main lounge areas unless authorized by RA's. Speakers may not be placed in windows facing toward the outside.
  - Doors to residence hall rooms are to remain propped open if students are congregating inside during downtime.
  - Wall displays of nudity, pornography, or other material deemed inappropriate by UB staff are not permitted.
  - Room inspections and searches may be conducted without notice.

3. **Roommate Policy**

- Students are encouraged to meet new people and learn to live with another person different from them. In the event that problems occur and a change must be made, a new room may be assigned.

4. **Firearm Policy**

- Possession of firearms, ammunition, firecrackers or similar explosives (including smoke bombs) is strictly forbidden. Room and personal searches will be conducted if deemed necessary. See UB Interrogations and Searches, page 11.

5. **Keys**

- All keys are the property of The University of Virginia's College at Wise. Duplicate keys may not be made. Keys are to be returned to staff at the end of the summer program check out. **A lost key can only be replaced at a cost to you of \$50.00. This must be done before we leave for our summer trip.**

6. **Fire Alarms and Extinguishers**

- Any resident who falsely pulls a fire alarm or causes a fire alarm to be set off falsely in any manner will be subject to prosecution, fine and expulsion from college housing. Violating this regulation is also a violation of Virginia law and will be treated as such by both Upward Bound and the College. Do not tamper with fire alarms, fire extinguishers, exit signs or handicap buttons.

## **SECTION II: UPWARD BOUND SUMMER GENERAL REGULATIONS**

The following regulations apply to members of the Summer Upward Bound Program. They are designed to clarify expectations of the staff regarding day-to-day behavior and activities. Penalties will be assigned for violations of these regulations. Penalties include verbal reprimand, point deduction, restrictions, and exclusion from recreation, probation, or suspension for a set number of days or permanently.

1. Upward Bound students are not allowed on floors of the opposite sex at any time.
2. Only current summer Upward Bound participants may be on residence hall floors.
3. Any campus housing/facilities not designated for Upward Bound use is off limits to Upward Bound students.
4. FLOOR TIME – All Upward Bound students will be asked to return to their floor at 10:00pm unless otherwise stated on the weekly calendar, or if there is a group activity. Weekly calendars will designate times to be on the floor. Lights out is at 11:00pm.
5. CHECKING IN/OUT – Any student checking in/out at any time other than regular weekly check in/out times are required to do so with the appropriate UB staff member; if the time is after 4:30p.m., students will be signed in/out with the head resident; if the time is between 8:00a.m. - 4:30p.m., signing in/out is required through the Upward Bound office.
6. DRESS CODE – Summer dress code reflects that of the academic year. Halter-tops, short shorts, cutoffs, see-through tops, crop-tops above rib level, or questionable or controversial logos/prints are not permitted. Hats worn inside buildings are not permitted. Field trip attire must reflect positively on the program. Articles of clothing purchased by students while on Upward Bound outings that contain lewd or offensive logos, images, or language may not be worn by students at any time while attending Upward Bound. This will be determined at the Upward Bound staff's discretion.
7. STUDENT VEHICLES – Authorized vehicles include only those operated by the UB summer participant themselves, UB parents/guardians, or UB staff members. Students are not permitted to ride in unauthorized vehicles at any time. Upward Bound students are not permitted to operate a vehicle on campus while participating in the summer component unless there is written parental consent. Students may bring bicycles to campus but must wear helmets when riding. Upward Bound is not responsible for stolen or damaged property (including cars and bicycles).
8. SWIMWEAR – Students must wear appropriate attire when swimming. Two-piece bathing suits will be permitted, however tankinis and one-piece suits are encouraged. When walking to and from the swimming pool, students must wear casual clothing or a cover-up, as well as suitable footwear. The suitability of student swim attire is determined at the discretion of the Upward Bound staff.

9. Upward Bound does not tolerate cheating, or physical/mental harassment of ANY kind among the students.
10. Upward Bound students will not use profanity.
11. Headphones and cell phones are not permitted during class time or while participating in group activities, field trip activities, tours, etc.
12. Participants are expected to participate in all activities unless excused by the Head Resident or Upward Bound staff.
13. Each participant must attend meals unless UB staff verifies a valid excuse.
14. Public displays of affection will not be allowed.
15. Showing disrespect to staff, faculty, members of the college community, and other Upward Bounders is not tolerated.
16. Family and friends may visit students only during pre-approved visitation events, typically during weekly swim time. Parents must approve all visitors. Other restrictions apply (see Student Visitation & Swim Time, page 17).  
*Please note: All visitors must sign in with a Resident Advisor before visiting a student.*
17. Students will not be allowed in the lake area without supervision at any time. If a student is found in violation of this rule, he or she will be sent home immediately.
18. Students may be permitted in the student center at specified times with permission. Resident Advisors will accompany students to activities in the center.
19. Wired and Wi-Fi internet access will be available to Upward Bound students during the summer program. No illegal, defamatory, or offensive material may be accessed. The UVA-Wise Computer Services Department has the capability monitor all email and internet usage.
20. Students are allowed to bring cell phones to the summer program; however they may only be used during downtime and on trips. They are not allowed in class or at group activities. Since the Upward Bound program is designed to be a social experience for students, excessive cell phone use will be addressed if it exceedingly interferes with the student's social participation. This will be determined at the faculty and staff's discretion. The Upward Bound cell phone will be available to students to contact family members when necessary. The number to the UB cell phone is 276-393-6069.
21. Students are not permitted to get tattoos or piercings while on Upward Bound time.
22. Students are not permitted to alter the color of their hair while on Upward Bound time.

### **SECTION III: UPWARD BOUND CONTINUOUS RULES**

The following rules are serious violations of Upward Bound Policies. Students are responsible for maintaining control of their actions. **IF STUDENTS VIOLATE ANY OF THE FOLLOWING POLICIES, CAMPUS POLICE WILL BE CONTACTED AND THEY WILL BE EXPELLED FROM THE PROGRAM.** If a violation occurs during an Upward Bound activity, the action will be immediate and parents/guardians will be contacted. Parents/Guardians will be responsible for any costs involved in student transportation from the campus or activity to their home. These violations include, but are not limited to:

1. Violation of State or Federal law including:
  - a. Use, possession, or storage of illegal drugs or other substances
  - b. Use, possession, or storage of alcohol
  - c. Possession of illegal firearms or other weapons
  - d. Use, possession, or storage of smoking/tobacco products
2. Sexual activity
3. Possession/viewing of pornography
4. Stealing
5. Fighting
6. Hazing or harassing students and/or staff
7. Any behavior which endangers the well-being of others
8. Any behavior which endangers the reputation of Upward Bound

**Note: All disciplinary actions will be handled confidentially.** Office staff will take final disciplinary actions. Resident Advisors or faculty/staff may deduct points at any time (see page 24). Parents will be notified of student offenses.

### **TOBACCO POLICY**



UVA-Wise has banned smoking in and around all public buildings. Additionally, the sale or distribution of tobacco products to persons under the age of 18 violates federal law. Therefore, it is Upward Bound's policy that **NO TOBACCO PRODUCTS OF ANY KIND WILL BE PERMITTED DURING ANY UPWARD BOUND ACTIVITY.** This policy also applies to any currently enrolled Upward Bound student over the age of 18. Any violation of this rule will result in automatic expulsion from the Upward Bound summer program.

### **INTERROGATIONS AND SEARCHES**

To maintain order and discipline at Upward Bound and to protect the health, safety and welfare of students and staff, Upward Bound staff may attempt to search a student, student room or student automobile under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Campus police will be contacted if warranted.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or college personnel, or disruptive of any lawful function, mission or process of the

college, or any item described as unauthorized in Upward Bound rules available beforehand to the student.

**Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a college authority or campus police has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a college rule. If a pat-down search of a student's person is conducted, it will be conducted in private by a campus police officer of the same sex and with an adult witness present. If the College official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted.

**Room Searches:** Student rooms are the property of UVA-Wise. Therefore, college officials and/or campus police reserve the right to search. A general search of rooms may be conducted to repossess college property or to locate illegal or unauthorized materials. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the college's responsibility to protect the health, safety, and welfare of all persons within the college community. Should illegal materials be found during a search, law enforcement officials will be notified.

**Automobile Searches:** Students are permitted to park at the UVA-Wise college campus as a matter of privilege. It is not their right. College officials and campus police may watch parking lots and inspect the exteriors of student automobiles on college property. The interiors of student vehicles may be inspected whenever campus authorities have reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. These patrols and inspections may be conducted without notice, without student consent and without a search warrant.

**Impoundment of Stolen Items:** Campus police may seize and impound stolen items. Parents will be notified of any and all items seized and impounded. Campus officials will turn seized and impounded contraband and/or other illegal items over to the proper authorities for disposition. Officials are authorized to use these items as evidence in legal proceedings, should they be deemed appropriate.

**Search Warrants:** Officers of the law, appearing with duly processed search warrants, will be allowed to search rooms, students, and their belongings as per the court's order.

**Complicity/Accomplice:** Any student who acts as an accessory or accomplice to another in violation of any provision of the Upward Bound Regulations/Rules will be subject to corrective action.

**Cell Phone/Personal Computer Privacy:** According to the Virginia Commonwealth Attorney, cell phones and laptops may be seized and searched by public school officials if violations are suspected. This may be warranted if reasonable suspicion exists that a student's device contains evidence of a violation of program policies. This policy will be exercised at the discretion of Upward Bound staff and/or campus officials.

## **SECTION IV: OTHER SERVICES AND POLICIES**

### **HEALTH SERVICES**

In the event of a medical emergency, summer participants are eligible to receive benefits from a health/accident insurance plan provided by Upward Bound. For non-emergencies, the UVA-Wise Health Services office is located in Cantrell Hall; hours are from 8:00 a.m. to 12:00 noon Monday thru Friday; services are available at other times by appointment or thru contracted health services. Resident Advisors and staff will transport students for medical treatment after campus health services are closed, if necessary. Parents/guardians must complete an annual Student Safety & Health Information form to keep Upward Bound informed of student medical needs and emergency contact information; a copy of this form will be on file with the UVA-Wise Health Services office during the summer program. **IMPORTANT:** Parents/guardians are asked to please ensure the UB office has a copy of their child's most recent insurance/Medicaid card.



### **MEDICATIONS**



Parents/guardians are required to submit an annual Student Safety & Health Information form prior to attending the summer program. Student allergies, medical conditions, and medications must be listed. **IMPORTANT:** During the summer program, parents/guardians are asked to notify UB staff of ALL medications that must be administered daily to their student; select medications may not be kept in individual's rooms unless warranted by an existing health condition. In such cases, Resident Advisors will issue medications and records will be maintained. Various over-the-counter medications (e.g., Tylenol, Benadryl, Imodium, etc.) as well as first-aid materials will be available 24/7 from Resident Advisors; records of the issue of these medications are also recorded.

### **LIBRARY SERVICES**

If it is a student's first summer program, they will receive a UVA-Wise library card during that entitles them to use the library during both the summer and regular school year; returning students are expected to bring their existing card. All books checked out during the summer program must be returned to the library by the last day of summer classes. Upward Bound is not responsible for library fees. Cards are valid for two years and the UVA-Wise library will renew them free of charge for another two years beyond that. Use of the library and its services is not contingent upon being an Upward Bound student – students may use it at any time throughout the year, even after high school graduation. The cost of replacing a lost library card is \$5.00. Upward Bound is not responsible for replacement fees.



### **RESIDENT HALL SERVICES**



Rooms are typically equipped with two twin beds, two chest of drawers, two closets, and two desks with chairs. Students must provide other necessities such as mattress pads, towels, washcloths, blankets, sheets, pillows, etc. It is highly recommended that students bring a container to carry toiletries to and from the restroom/shower. Housekeeping services provide for care of public area floors, bathroom facilities, corridors, and stairways.

**IMPORTANT:** Students are expected to keep rooms clean and possessions in neat order; room inspections may be held weekly. **THE UNIVERSITY OF VIRGINIA’S COLLEGE AT WISE AND THE UPWARD BOUND PROGRAM ARE NOT LIABLE FOR THE LOSS OF OR DAMAGE TO PERSONAL PROPERTY, INCLUDING LOSS OF MONEY.**

### STUDY TIME

Upward Bound is an academic program; therefore, fostering good study habits is an essential aspect of the program. While the amount of out-of-class assignments is kept at a minimum, when necessary, each student will be expected to make time to study during downtime or scheduled study times.

### STIPENDS

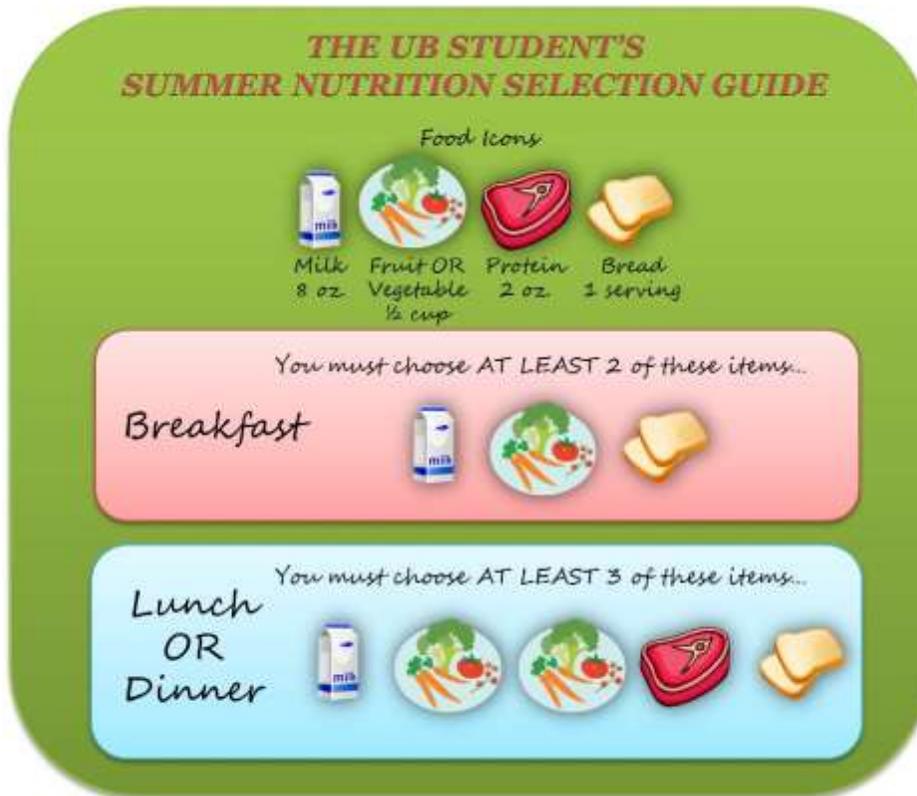
Summer stipends will be issued to each student in check form. If processing allows, checks will be disbursed to students weekly during checkout on Fridays. All stipends paid to students are tax exempt; students and parents do not have to file them on tax returns. Upward Bound is responsible for 100% of the student’s stipend. Students’ summer stipends are earned in two ways:



- **Participation Stipends:** Students earn a participation stipend of up to \$15.00 per week during the summer program. This stipend is based on class attendance, attitude and cooperation. The amount may be reduced if the staff feels that a student has not met obligations as described in this booklet or found in the Student/Parent Agreement (see The “Points” System, page 24). To receive their full weekly participation stipend, the student must have attended all classes, worked conscientiously, and received favorable evaluations from instructors and other staff.
- **Work Stipends:** All students will earn a work stipend of \$7.00/hour while participating in afternoon projects or while serving as a UB Intern.
  - **Projects:** Prior to the start of the summer program, all non-Bridge students will be asked to select afternoon projects in which they will participate throughout the summer. These afternoon projects are intended to represent a “job” that will require students to be punctual, engaged, and productive.
  - **UB Interns:** Only Bridge students are eligible to participate in the Career Development Initiative as a UB Intern. Bridge students will be placed in an office on or around campus and are required to keep a weekly timesheet to record their hours worked (see Career Development Initiative, page 22).

### SUMMER DINING SERVICES

All meals will be served in the Hunter J. Smith Dining Commons cafeteria at scheduled meal times. All meals will be served buffet-style and will be served in the cafeteria unless students are informed otherwise. **IMPORTANT:** Students are highly encouraged to eat healthy/well-balanced meals and to drink plenty of WATER. Students will need to stay hydrated and maintain a high energy level during the busy summer program schedule. At each meal service, an RA will serve as meal monitor and will check student attendance while verifying that each student has made suitable food selections. If meal monitors observe a student excessively skipping meals, or suspects they are not receiving adequate nutrition, the student may be approached to address these concerns.



**Meal Schedule:** Food and drink items served during meal times are to be consumed in the dining room only; unless otherwise directed, no food may be taken away from the cafeteria, with the exception of fruit and ice cream. General serving times for meals are as follows:

- ☉ Breakfast                    8:00 a.m. - 9:00 a.m.
- ☉ Lunch                            11:45 a.m. - 1:30 p.m.
- ☉ Dinner                            5:00 p.m. - 6:00 p.m.

**Sample Menus:** Below are examples of typical food selections that will be made available to students during the summer program; actual menus may vary and will be posted each week in the residence hall. If quantities are available, students may return to the food service line for additional servings after all students have been served.

- ☉ **Breakfast** – Eggs, bacon, sausage, ham, pancakes, waffles, French toast, biscuits, gravy, hash browns, home fries, pastries, dry cereal, fruit, toast, milk, fruit juices and other beverages.
- ☉ **Lunch & Dinner** – Entrées (e.g., hot dogs, pizza, hamburgers, corndogs, baked chicken, pork chops, lasagna, etc.), various side dishes (e.g., French fries, potato wedges, mixed vegetables, casseroles, breads, etc.), dessert bar, milk, juices, and other beverages; a stocked salad and sandwich bar will also be available to students.

### *PIZZA DELIVERIES*

Students may be given the opportunity to purchase their own pizza/breadsticks to be delivered from a local restaurant; however, these orders may only be placed Sunday evenings after check-in, and the order must be delivered before students are asked to return to their floors for the evening. Additionally, students may NOT place an order themselves; they MUST place their order with an RA, who will collect each student's money for their order (cash only; must include any applicable delivery fees or gratuities) and place a single order for everyone. Students are not permitted to order pizza through the week.



### **VIRGINIA SUMMER FOOD SERVICE PROGRAM**

Upward Bound participates in the Virginia Department of Health's Summer Food Service Program (SFSP). As a participant in the SFSP, Upward Bound requests that parents/guardians provide information pertaining to their household size and income during their student's initial application to the program. Based on the information provided, a determination will be made as to whether or not the costs of meals served to that student during the Upward Bound summer program are eligible for reimbursement. In order for their meals to be eligible, students must meet the income guidelines for reduced price meals in the National School Lunch Program. Additionally, if the student's household receives SNAP benefits, benefits under the Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance to Needy Families (TANF), they will be automatically eligible to receive SFSP benefits. **IMPORTANT:** Even if a student is found to be ineligible for the SFSP benefits from the VDH, under no circumstance will that student or their family be responsible for the cost of meals during the Upward Bound summer program.

Acceptance and eligibility requirements for the SFSP, as with all UB activities, are the same for all participants regardless of race, color, national origin, sex, age or disability, and there will be no discrimination in the course of meal services.

To file a complaint of discrimination, write or call immediately to:

USDA  
Director, Office of Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410  
(800) 795-3272 or (202) 720-6382 (TDD)

USDA is an equal opportunity provider and employer.

**STUDENT MAIL**

Mail can be delivered to the Upward Bound office and distributed to students. The address is:

(Students Name)  
**Upward Bound, Zehmer Hall 147**  
**UVA’S College at Wise**  
**One College Avenue**  
**Wise, Virginia 24293**

**EMERGENCY CONTACT NUMBERS**

In case of an emergency, in which a student needs to be contacted immediately, please use the phone numbers below:

Upward Bound office:	276-328-0175
Upward Bound cell phone:	276-393-6069
Campus Police (weekdays 8am-5pm):	276-328-COPS (2677)
Campus Police (evenings & weekends):	276-328-3756

**STUDENT WEEKENDS**

No Upward Bound student, including those in the Bridge program, will be allowed to stay on campus during the weekend or at any other time outside of designated Upward Bound activities.

**Friday Check-Out:** Students are to be checked out after their morning classes every Friday to go home for the weekend. Students will go directly from their last class to the residence hall for check-out; lunch is not served on Fridays. Students will be permitted to ride only with persons authorized by parents/guardians on their ride release form. Authorized individuals must come to the residence hall lobby and sign the student out with the RAs on duty. **IMPORTANT:** Parents are asked to keep the UB office updated regarding any changes to their child’s ride release form.

**Sunday Check-In:** Students are expected to return to the resident hall Sunday evenings between 6:00 p.m. and 10:00 p.m.; students may arrive at any time during this period to sign in for the week with the RAs on duty. **IMPORTANT:** Upward Bound staff will NOT be available for Sunday check-in until 6:00 p.m. Therefore, students and parents/guardians are asked to not arrive before UB staff is on duty. UVA-Wise and Upward Bound does not assume responsibility for the well-being or actions of any student arriving prior to this time.

**STUDENT VISITATION & SWIM TIME**

Students may only have visitors during pre-approved visitation activities; this is typically limited to weekly swim time at the UVA-Wise swimming pool (please check the weekly summer schedules for details). Please note these important policies:

- Due to the limited capacity of the campus swimming facility, student visitors are limited to only immediate family and one pre-approved guest.
- All visitors must check-in with the RA on duty immediately upon arrival.

- Students may be checked out during weekly swim time visitation, but only by individuals who have been pre-approved to sign the student out of Upward Bound's care, and the student must be checked back in before floor time.
- Students who are being visited must remain with their guests during visitation.
- All minors who are not an Upward Bound summer participant must be accompanied by an adult at all times during visitation.
- Weekly swimming visitation may be affected due to inclement weather or other unforeseen circumstances. In such instances, visitation may be cancelled, however students may still be checked out by approved individuals.
- Visitors are subject to all UVA-Wise policies and regulations while visiting Upward Bound students. UVA-Wise and Upward Bound are not responsible for accidents, personal injuries, lost/theft/damage of personal items, or damages resulting from the actions of visitors.

### **STUDENT EMERGENCIES**

In case of emergencies, students should contact their Resident Advisor for assistance. If necessary, students should dial 911 or attempt to contact Campus Police (see Emergency Contact Numbers, page 17). Parents will be immediately notified if a student must be taken to a local emergency room or health care facility. In such instances, Upward Bound requires that a parent/guardian or other relative proceed to meet the UB staff member(s) at the emergency room or health care facility upon being contacted.



### **FLOOR TIME & LIGHTS OUT**

Sunday through Thursday nights, students must be in the residence hall and on their floors by 10:00 p.m., unless otherwise stated on the weekly calendar. Lights out is at 11:00 p.m. for all students. The only exception to this policy will be when the group is involved in a scheduled chaperoned activity, or if prior arrangements have been made for students working off campus. **IMPORTANT:** Students are expected to rouse themselves each morning, allowing ample time to prepare to depart as a group for breakfast; students are strongly encouraged to bring an alarm clock. When planning what time to go to bed and what time to wake up, students are asked to be mindful of the fact that they will be sharing living facilities with other participants, so additional time to prepare for the day may be needed.

### **SUMMER PROGRAM EXCUSED ABSENCES**

Students may miss a maximum of one week (5 days) of the summer program due to pre-scheduled obligations and still remain eligible to attend the summer trip. An excused absence may be granted for the following school/family related activities:

- Governor's School
- Sports camp
- Church camps
- 4-H camps
- Pre-planned family vacations (please try to plan them after July 15, 2015)
- Other activities that are considered excused by UB staff

### IMPORTANT INFO REGARDING EXCUSED ABSENCES

- The excused absences policy DOES NOT apply to BRIDGE STUDENTS; Bridge participants are required to attend *every* class and study session.
- The Upward Bound office must be notified of planned absences ***PRIOR*** to the beginning of the summer program; failure to do so may jeopardize the student's eligibility for the summer trip.
- Students may only miss a TOTAL of 5 days and still be considered eligible for the summer trip; this pertains to all absences, including those excused with a waiver.

### PARENTS' NIGHT

The culminating event for the summer program is the Parents' Night presentation during which we recognize outstanding academic and social performance among the students. Parents/guardians and families are invited to attend and celebrate their student's accomplishments. Each faculty member selects outstanding student performances in his or her academic area. Parents' Night is scheduled to begin at 6:00p.m., Thursday, July 9<sup>th</sup> in the Cantrell Hall Banquet Room.

### SUMMER TRIP

The summer trip is scheduled for the week immediately following the conclusion of the summer program. Parents are asked to take students' belongings home after the parent's night program on Thursday, July 9<sup>th</sup>. Details regarding the destination, activities, and departure date/time will be announced as soon as the preparations are finalized. Prior to the trip, parents will receive an itinerary. **IMPORTANT:** Only those students who have followed the program's rules/regulations, and have not missed more than a total of 5 days throughout the program, and have not accumulated 50+ disciplinary points will be eligible to attend the summer trip.

## **SECTION V: BRIDGE PROGRAM 2015**

### **WHAT IS THE BRIDGE PROGRAM?**

The Upward Bound Bridge Program is an extension of regular Upward Bound services. The program is an instrument to ease the transition from high school to college.

### **WHO IS ELIGIBLE?**

The Bridge Program is offered to Upward Bound graduated seniors who are enrolled in college for the fall semester of their graduating year, have a 2.5 academic G.P.A., and in good standing with the program and their school. Seniors must also have attended the Senior Retreat which is generally held the February of their graduating year to be eligible for the Bridge Program.

### **WHAT DOES IT COST?**

Upward Bound pays all program-related expenses, tuition, travel, room and board for participants while attending the summer Bridge Program.

### **WHAT SERVICES ARE OFFERED?**

Bridge students are offered two transferable college courses for three credit hours each. Students are also offered the same services as regular Upward Bound students. Students may live on campus or commute to class. While class schedules vary, Bridge students may attend as many cultural activities as their class and study schedules will allow. Bridge students can earn a participation stipend of up to \$15.00 per week as long as the student is making academic progress in his or her classes and remains in good standing with the program (refer to STIPENDS, page 14).

## **COURSES FOR SUMMER 2015**

**PSYC 1100: Introduction of Psychology** – A survey of the psychological principles which underlie human behavior. Topics include sensation and perception, learning, motivation and emotion, personality, and social processes.

**Instructor: Brian Hoyt**

**On-Line Class**

**COMM 1000: Public Speaking** – This course help students develop the basic skills necessary for speechmaking. Special emphasis is placed on learning how to organize, research, and support arguments; developing critical listening skills, and developing increased confidence and competence in oral presentations.

**Instructor: Rachael Tighe**

**M-F 11:00-12:50**

**SOC 1100: Introduction to Sociology** – The fundamental concepts and general principles of sociology and how sociology sheds light on such topics as the family, social interaction, social organization, religion, social change, and human nature.

**Instructor: Yenli Yeh**

**On-line Class**

*PSYC 1100 and SOC 1100 are General Education requirements and most majors generally require COMM 1000.*

## **BRIDGE STUDENT EXPECTATIONS & REQUIREMENTS**

Students considering the Bridge Program are expected to understand that certain requirements apply to them, both as recipients of the UB Bridge Program benefits and as college-aged young adults. These policies include, but are not limited to:

- Bridge students are required to attend ALL classes, study sessions, and Career Initiative obligations.
- Apart from the required obligations referenced above, Bridge students are allowed to sign themselves in/out from Upward Bound as they wish. This policy does NOT apply to instances where the student intends to stay out passed floor time and/or lights out.
- Bridge students are allowed to bring personal vehicles to campus. Please observe these policies:
  - Students are required to park in a specific lot (to be announced).
  - Non-Bridge Upward Bound summer participants are not permitted to ride in Bridge student vehicles, unless the Bridge student is authorized to transport the student and the student has followed all applicable check in/out policies.
  - Upward Bound is not responsible for any damage or theft to personal vehicles.
  - Upward Bound will not pay for parking tickets or towing expenses.
- Bridge students may return unchaperoned to the residence hall after finishing meals.
- Bridge students are allowed to be on their floor unchaperoned during downtime and after meals.
- Bridge students are encouraged to attend regular Upward Bound activities and functions, only if assigned classwork is completed and the activity does not interfere with study sessions or classes.
- If there is an on-campus activity in which a Bridge student does not wish to participate, they are permitted to sign themselves out and return to the residence hall.
- If there is an off-campus activity in which a Bridge student does not wish to attend, they are permitted to sign themselves out; however, they must vacate the residence hall until the regular UB group returns.
- Bridge students are subject to the same dress code policy outlined for all UB students.
- Bridge students may elect to skip breakfast; however, they are required to attend lunch and dinner meal services, or choose to sign themselves out.
- If a student withdraws from the summer classes, drops out of the program, or receives a failing grade as a result of neglecting his or her obligations, he or she may be responsible for reimbursing Upward Bound the cost of tuition for their courses.
- Bridge students who stay on campus are required to eat lunch and dinner in the cafeteria and for reasons of security are required to adhere to regular UB floor time and lights out policies.

- Bridge students may be required to meet regularly with the Bridge RAs or UB staff to discuss academic and personal progress in their courses.
- Bridge students may be required to attend tutoring and/or group study sessions as deemed necessary by the Bridge RAs or UB staff; students should look for scheduled study sessions listed on weekly schedules.
- Bridge students are expected to complete their Bridge courses with a cumulative grade point average of 2.5 or above on a 4.0 scale; these grades will be recorded on students' permanent college transcripts.
- Bridge students are not allowed to stay on campus or visit residence halls during the weekends or at any time outside of normal UB hours.
- Bridge students may not have visitors spend the night.
- Bridge students NOT attending UVA-Wise in the fall are responsible for requesting that their UVA-Wise transcripts be sent to any college or university to which they are planning to attend at the conclusion of the summer program.



### **THE CAREER DEVELOPMENT INITIATIVE – UB INTERNS**

The Career Development Initiative is the work study portion of the UB summer program. Each Bridge student will be placed in a UB intern position on or around campus where they will be given responsibilities, which are typically different forms of clerical work. Each participating office will have a designated supervisor to assign duties to the student, answer questions, and verify timesheets. Students will also participate in weekly community service projects. Participants are paid a work stipend of \$7.00 per hour. All stipends paid to students are tax exempt; students and parents do not have to file them on tax returns. Upward Bound is responsible for 100% of the student's stipend. Only Upward Bound students participating in the current summer Bridge program and staying on campus are eligible for the Career Development Initiative.

**Dates and Hours:** Students' first day of work will be Monday, June 8th; the last day of work will be Tuesday, June 30th. Unless working in a self-secured job off-campus, students will report to their internship positions on Mondays and Tuesdays, and participate in UB's community service projects on Wednesdays. Work hours will typically be 1:00pm – 4:00pm.

Students attending the entire summer Bridge program and work all possible hours will work 11 days and accumulate approximately 33 hours of work, equaling \$231.00 (see Getting Paid below).

**Objectives:** The Career Initiative affords UB Bridge participants the opportunity to learn more about the professional world of today and the importance of developing the skills needed to achieve their career goals. At the conclusion of the summer, participants will come away with hands-on experience intended to show how qualities such as punctuality, social skills, and trustworthiness will affect their career decisions. Through the low-risk environment provided by the Career Initiative, UB strives to improve participants' self-esteem, social skills, and problem solving abilities in order to give them an advantage when making critical life decisions in the coming years.

**Expectations:** Participants are expected to regard the Career Initiative as they would a real-world employment opportunity. All participants are to conduct themselves professionally and to remember they are representing not only themselves, but also Upward Bound and The University of Virginia's College at Wise. All participants are expected to report to their respective office or classroom on time; students are only compensated for actual time worked. If participants are unable to report to their place of work, it is their responsibility to inform an Upward Bound staff member; the Upward Bound staff will contact the student's supervisor.

**Getting Paid:** UB interns are paid a work stipend of **\$7.00** per hour of verified participation. Each participant's work stipend will be added on to their weekly UB stipend and presented to them in the form of a check. It is the intention of the UB staff to distribute stipend checks on a weekly basis; however, unforeseen factors may delay the process, in which case checks will be delivered as soon as possible (see Stipends, page 14).

#### USING TIMESHEETS

Interns will be given a blank timesheet each week that they will use to record their hours worked. On the last day of work each week, timesheets **MUST** be verified and signed by the student's supervisor. Each timesheet will have a deadline listed by which the student must have their completed timesheet submitted to UB staff in order to get paid; if an intern fails to submit their timesheet by the deadline, or if they submit a timesheet that is incomplete, incorrect, or not signed by their supervisor, the timesheet will not be accepted, and the student's work stipend may be affected.

**Professionalism and Confidentiality:** UB interns may be asked to answer phones, use computers, or perform other basic office duties, depending on the location of their internship. In such instances, interns are **NOT** allowed to perform any non-work related tasks during work hours. Students' dress should be casual and relaxed, but must follow the regular UB dress code, unless their supervisor deems more formal dress necessary. Interns may also be exposed to sensitive information and are expected to maintain confidentiality and a professional demeanor. UB interns are not permitted to use mobile devices, MP3 player, or engage in any other unprofessional behavior while at work. UB staff will be notified of such offenses and disciplinary action and/or a reduction in the student's stipend may result.

**SECTION VI: SUMMER PROGRAM DISCIPLINARY POLICY AND POINTS SYSTEM**

Upward Bound requires all participants to conduct themselves in a mature and responsible manner at all times. Not only are students representing Upward Bound, but also The University of Virginia’s College at Wise.

**THE “POINTS” SYSTEM**

Upward Bound utilizes a points system to help minimize the occurrence of disciplinary offenses. Here are the basic rules:

- All students begin the summer with 0 points.
- If an incident occurs that warrants disciplinary action, the student(s) involved receive a number of points based on the nature of the offense.
- Points are converted to a dollar value which will then be deducted from the student’s participation/work stipend; 1 point = \$0.50.
- If a student accumulates 50 total points in a single summer, he or she will not be eligible to attend the trip that summer.

**WHAT COUNTS AS AN OFFENSE?**

The following list offers examples of disciplinary offenses. This list is intended to be a general guideline. Point values are determined by the UB staff member present at the time of the offense, or they may consult with the Head Resident and/or UB office staff to assign a point value. Any modifications to the point system will be performed at the discretion of the Upward Bound office staff, with the UB Director reserving the right to adjust any point deductions.

EXAMPLES OF DISCIPLINARY OFFENSES		
Disrespect	Not following instructions	Viewing of illicit material
Profanity	Failure to clean residence hall room	Skipping scheduled class/activities without proper authorization
Challenging UB staff or college personnel authority	Dishonesty	Lack of effort
Public displays of affection	Abuse or misuse of UB and/or college facilities or equipment	Poor attitude
Disturbing other residents after lights out	Dress code violations	Overuse of cell phone
Tardiness	Being on/off floor at inappropriate times	Being in restricted area without permission or supervision
Obscene gestures	Hostility	General unruliness