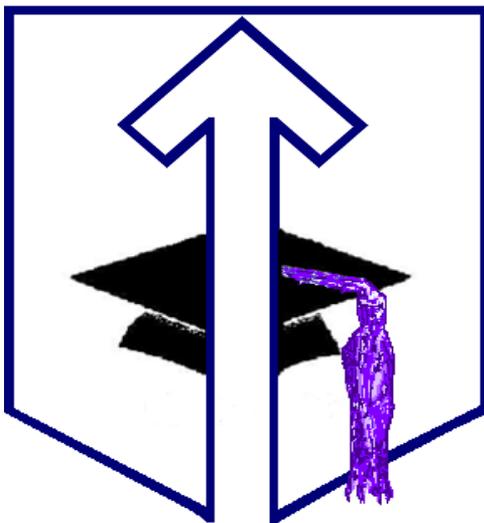


SUMMER 2017

***STUDENT
HANDBOOK***

UPWARD BOUND



SOUTHERN UTAH UNIVERSITY

351 West University Boulevard
Cedar City, UT 84720

UPWARD BOUND SUMMER PROGRAM

SOUTHERN UTAH UNIVERSITY

This Handbook outlines the policies and procedures for the Summer Program. Participants and staff need to be fully acquainted with its contents.

PROGRAM PURPOSE AND EXPECTATIONS

Upward Bound is designed to help prepare students for success in college and other educational programs after high school. As members of a college community, students are expected to respect the rights of others and to take responsibility for meeting requirements of classes and work experience sites. Common sense, good judgment, and courtesy should govern students' actions. The success of the Upward Bound Program is dependent upon the willingness of each member to recognize the rights and responsibilities of each person.

Any questions regarding administration of the rules or policies of the program should be submitted to the Upward Bound Project Director or Assistant Director.

SECTION I: PARTICIPATION AND ATTENDANCE

The Upward Bound Summer Program consists of a six-week program of classes and activities. Attendance for the full academic program is required unless arranged in advance with Upward Bound Director. There will be a \$10 fee for each final taken early, payable to the teacher when arrangements are made for the test.

Students will live on campus and are required to attend all classes, meals, job sites and scheduled activities. Non-attendance for any reason (even illness) must have prior approval from the Director or Assistant Director to avoid consequences. A student who fails course work, violates instructor syllabus, is fired from his or her job site, or fails to comply with the Upward Bound Policies, will jeopardize the opportunity for participating in the Urban Experience and may be sent home early from the summer activities.

Early departure from the academic program will mean forfeiture of the completion bonus. This includes taking finals early.

SECTION II: UPWARD BOUND STAFF

FULL TIME STAFF

Director Leanne Maxwell Office (435) 865-8069 Cell (435) 559-8069
Assistant Dir. Spencer Kohler Office (435) 865-8250 Cell (435) 393-5122

TUTOR/SUPERVISORS

Eight summer staff – Usually three male, five female.

INSTRUCTORS for classes to be arranged.

Classes this year are Math 0990 and Math 1010; English 0990, English 1010 and English 1020; German 1010; Spanish 0990; Strategies for Success 1020; Information Literacy; Biology 1010; and Nutrition 1020.

SECTION III: UPWARD BOUND RULES AND POLICIES

1. **RESPECT AND COOPERATION**- Respectful behavior and attention is expected at all times. Verbal or physical abuse of others, including written or verbal profanity, is prohibited. Displays of intimacy are prohibited. Appropriate dress is a part of respectful behavior.
2. **ATTENDANCE** at all workshops, classes, and scheduled activities is mandatory. Late students will be fined \$1.00 for the occasional tardy of less than 10 minutes. More than 10 minutes, or chronic tardiness is subject to write-up. Excused absences can only be given by prior permission from a staff member, **including absences because of illness**. Students sleeping in class or other activity will receive an early bedtime curfew (EBT) that evening.
3. **CURFEW- Sunday through Thursday** all non-bridge students must be in their apartment at 10:00 PM and in their rooms at 11:00 PM with no noise. Showers and phone calls must be completed by 11:00 PM. Friday and Saturday nights all non-bridge students must be in their apartments at 11:30 PM, and in rooms at midnight with no noise. Leaving the room or resident hall after curfew or before 6:00 AM is prohibited. Quiet hours are in effect from 10:00 PM to 8:00 AM, including weekends. This includes the use of loud stereos, calling out of windows, slamming doors, etc. Students need at least 7 hours of sleep each night.
4. **STUDENTS WILL REMAIN WITH THE UB GROUP AT ALL TIMES** and only allowed to leave campus with UB staff. Exceptions can be made only by signing out with the Director or Assistant Director, which includes written permission from parent or guardian and a 24 hour advance notice. **Less than 24 hr notice will result in a \$1 per hour fine**. In such case, the student must also notify their counselor when they leave and when they return. Students returning after curfew or failing to check with their counselor will be referred to court. Students will not leave their job site without permission from a UB staff member.
5. **TRANSPORTATION**- Non-bridge students may not drive at any time that Upward Bound is the responsible party. Non-bridge students with parental permission to drive to the SUU campus must submit keys to a staff member upon arrival on campus. Non-bridge students may ride only with UB staff and with those persons designated in writing by parent or guardian. Students may not be picked up during an activity, only from the Residence Hall or the UB office. There will be a short van run to the grocery store nightly to allow students to purchase necessities.
6. **VISITORS** are not invited to the activities but may visit during **visiting hours** on Sunday between 10:00 AM and 6:00 PM. This includes students attending other campus programs. Visits on campus are limited to 2 hours. Visits exceeding 2 hours are considered under 'Leaving Campus', see #4 above. The 'displays of intimacy' rule (see #1 above) applies to friends visiting on campus. Family members may make additional arrangements with the UB office. **ALL**

visitors of the opposite sex may visit **ONLY** on the bottom floor of Eccles A (bridge included).

7. **WEEKENDS**- Students may return home on weekends with **written** notice from a parent or guardian, and at their discretion and expense. (See *Travel Permission Form* on Student Application). Students must return to residence hall by 10:00 PM on Sunday evening. Saturday activities include field trips and other activities for those remaining on campus. The deadline for weekend activity sign-up is Wednesday at 7:00 PM. Students will be fined \$5 for changes made after 7:00 PM, Wednesday. There are no mandatory activities on Sundays. Students may attend religious functions with notification of approval from their dorm supervisor. Staff will provide transportation as needed.
8. **TOBACCO, ALCOHOL, and/or DRUG use or possession is prohibited** during the entire six weeks. Use or possession can result in immediate dismissal at parent's expense.
9. **EXPLOSIVE MATERIALS OR WEAPONS of any kind**, (including pocket knives) are prohibited on campus.
Open flames, including candles and incense, are not allowed in the dorms.
10. **DORM** rooms are off limits to members of the opposite sex at all times. **Always lock your door.** Do not lend your key. **Laundry** is to be completed before curfew. **Phone calls** are to be completed before 11:00 PM, including cell phone calls.
11. **MEDIA** requiring parental permission to obtain is prohibited. Media includes, but is not limited to, VHS tapes, DVD's, cassettes, CD's, and video games. **Cell phones and portable media devices must be turned off in class and job sites.** Use of such will be subject to loss of item. All use of **campus computers** must have prior approval and must be supervised by a UB staff member. Students must sign an 'Acceptable Use Form' before receiving a password.

SECTION IV: RESIDENT LIVING RULES

1. All **SUU Resident Living regulations** apply to UB students. The Director reserves the right to allow investigation of any student's possessions without prior permission if a reasonable suspicion of the student having contraband or another's property exists prior to the search.
2. **ALWAYS LOCK YOUR DORM ROOM** to protect the personal belongings of you and your roommate. Neither the Upward Bound Program nor the university is liable for losses of property. SUU Housing charges \$50.00 to replace any lost key. Charges will be made by the housing office to all occupants for room or furniture damage. All housing charges must be paid before leaving for the Urban Experience.
3. **RESPONSIBILITIES**
 - a. Each person is responsible for maintaining a clean room and lounge area. Inspections are made weekly of each entire room. **All apartment**

members must stay in the apartment until it is checked off by a staff.

- b. Garbage must be disposed of in the garbage dumpster located in the east parking lot. This is the responsibility of the tenants, not the college cleaning staff.
 - c. Washing and ironing facilities are provided in the lower level of the resident hall at the end of the west hallway. Students furnish their own soap, bleach, and change for the washer and dryer. Laundry is to be completed PRIOR to 10:00 PM.
 - d. Furniture, windows, and screens are **NOT** to be removed. This includes mattresses, tables, chairs, and televisions.
 - e. Charges will be made for room damage. This includes the use of nails, hooks, adhesive tape, thumb tacks, rubber tape, pins, etc., for hanging pictures.
4. **VISITORS** – Housing regulations forbid overnight visitors in the resident halls.
 5. If you are locked out of your room, go to the office in Eccles A for assistance. It will cost \$2 before 10 PM & \$5 after 10 PM to get it opened. **Do not remove windows or screens.**

SECTION V: CONSEQUENCES OF RULE AND POLICY VIOLATION

To ensure that ALL program participants are treated equally, fairly, consistently, and with respect, we have established a court system to be attended by students who violate the **Upward Bound and Resident Living Rules and Policies**.

When a rule is violated, the student is given a **Court Referral Form** and must attend the next court hearing to provide more information and to be given an opportunity to discuss the violation. The court's duty is to assign appropriate consequences for violations, based upon the information given in the hearing. Court is normally held during Job Site hours.

NOTE: Serious infractions will be handled immediately by the program administration, and can result in immediate dismissal from the Summer Program at the expense of the student's parent.

SECTION VI: EMERGENCIES

For all emergencies, notify your dorm supervisor or the person in charge, who will then notify the Director and/or Assistant Director.

1. Campus Security 586-7793 or 586-1911
Cedar City, **All Emergencies 911** (Fire, Hospital, Ambulance, Police)
Poison Control: 1-800-456-7707
2. **Safety of Money and Valuables.** See the director or assistant director to arrange for safe-keeping of large sums of money and other valuables.
Western Union at Smith's Food and Drug, 586-1203; you must show a picture ID or

arrange for the sender to include an ID question (four words).

Money Grams from Wal-Mart to Wal-Mart. Must show picture ID to pick up money.

SECTION VII: CLASSES

1. Class assignment is based on courses taken in high school, ACT test scores, individual choice, and prior experience in Upward Bound.
2. **Class changes must be made by May 26, 2017 at 12 noon** with the UB Director.
3. Upward Bound students must observe the standards of classroom behavior established by the instructor to maintain an appropriate learning environment. Cell phones and other media are to be turned off and out of sight during class.
4. Upward Bound students shall participate in classroom discussions and activities and shall promptly complete in-class and homework assignments.
5. Attendance is required. Unexcused absence is subject to write-ups. Tardiness is subject to fines. Students who are chronically tardy or absent without prior administrative approval are subject to dismissal from the program.
6. Upward Bound participants are expected to be quiet and orderly in the halls at breaks.
7. University courses and grades will appear permanently on student's college transcript.
8. Study hall is held each weekday and attendance is mandatory. Music is only allowed with ear buds/phones, and is subject to tutor approval.

SECTION VIII MATERIALS AND TEXTBOOKS

1. Notebooks, worksheets, pencils, pens and flash drives issued to the participant become the property of the participant upon completion of the program.
2. Textbooks, calculators and other instructional materials remain the property of UB and must be returned in good condition at the end of the Summer Program.
3. Library books and other borrowed materials must be returned before leaving for the Urban Experience. Stipend money will be withheld until materials are returned.

SECTION IX GROUP ACTIVITIES

1. Students are assigned to random groups for activities. Students are expected to participate and demonstrate good sportsmanship.
2. Students are responsible to the staff person(s) assigned to supervise each activity. In the absence of an assigned staff member, participants are responsible to any staff member present.

SECTION X TRANSPORTATION

- 1. **To campus:** Transportation to the Summer Program is arranged by each school’s Upward Bound counselor. Check early with your counselor about arrangements.
- 2. **To job sites:** Transportation is provided by Upward Bound staff.
- 3. **To home on weekends:** Transportation is provided by parents.
- 4. **To home at the end of the program.** Transportation is provided to the high schools after the Urban Experience. Parents of those not participating in the Urban Experience are responsible for their child’s transportation home.

SECTION XI COMMUNICATIONS

- 1. **Phone Hours.** Cell phones are to be silenced and no calls taken during class, study hall and job sites. Evening Phone calls are to be **completed** before 11:00 PM and any exceptions **must** have prior approval by the dorm supervisor. This includes cell phone calls from dorm rooms.
- 3. **Calls to the Upward Bound office** should be made to (435) 865-8069 from 8 AM to 2 PM, and to (435) 393-5122 from 2 PM to 10 PM.
- 4. **Mailing Address is :**
 - <Student’s Name>
 - SUU Upward Bound
 - 351 W University Blvd.
 - Cedar City, UT 84720

SECTION XII MEALS

- 1. All UB members will eat meals at the SUU Cafeteria and will display appropriate dress and behavior there. Cooking meals in the dorm rooms is prohibited. Meals have been paid for in advance, whether student eats at the cafeteria or not.
- 2. **TENTATIVE MEAL SCHEDULE:**

	<i>Weekdays and Saturday:</i>		<i>Sunday:</i>
Breakfast	7:15 AM to 8:15 AM	Brunch	11:00 AM to 12:30 PM
Lunch	12:30 to 1:30 PM	Dinner	6:00 PM to 7:00 PM
Dinner	6:00 PM to 6:45 PM		

SECTION XIII SAFETY PROCEDURES

- 1. **SECURITY** is provided by a night watchman who makes rounds to check doors and report irregular incidents.
- 2. **FIRE DRILLS**
The general rules for fire drills are posted in the halls: become familiar with them. Setting a fire, tampering with a fire hose or extinguisher, or setting off a false alarm will result in serious disciplinary action by the university housing. All residents **MUST** leave the dorms when the fire alarm sounds.
- 3. **SAFETY OF POSSESSIONS** is the responsibility of each student. Large sums of money and other valuables should be taken immediately to the Upward Bound Office for safe-keeping.
- 4. **THEFT** should be immediately reported to your counselor. Neither the university

nor the Upward Bound program is responsible for lost, stolen, or damaged personal property.

SECTION XIV STIPENDS

1. Stipends are \$10 per week, distributed each week. A completion bonus of \$25 is given at the end of the fifth week to all who complete the program and pass their classes.
2. Fines will be subtracted from the weekly stipend amount.
3. Students should use the stipend for necessary toiletries and laundry expenses, and can use it for purchases during the Urban Experience if desired.

SECTION XV THINGS TO BRING

1. **Personal items** ie. Toothbrush & paste, medications if needed, deodorant, laundry detergent.
2. **Hot weather** items such as a **water bottle**, sunscreen, sunglasses, and hat.
3. **Clothes** suitable for classroom, sports, and camping. Church clothes if needed.
 - a. Class clothes according to high school dress code, including PE clothes.
 - b. Shoes for hiking, tennis, running, softball and/or basketball.
 - c. Swim suit and one extra towel for pool use.
 - d. Clothes appropriate for your job site choice, (i.e. nicer clothes for office job sites; old clothes for cleaning and repair work sites).
 - e. Light jacket and long pants for cooler weather.
 - f. Back pack if desired.
4. **Linens:**
 - a. Two twin-sized sheets, top and bottom, with pillow case.
 - b. Pillow and Blanket or sleeping bag. Bedspread is optional.
 - c. One or two towels and face cloths.
5. **Electrical appliances** may be used in your room: radio, clock, personal lamp, stereo, fan, shaver, hair dryer, curling iron, etc. Do not use multi socket plugs and cords.

SECTION XIV THINGS NOT TO BRING

1. Cars to use during week (except bridge students with permission sheet).
2. Bicycles, roller blades, skate-boards, etc.
3. Weapons (**including pocket knives**), firearms, candles, or any explosive materials.
4. Alcohol, tobacco products, non-prescription drugs.
5. Pets of any kind.
6. Any media which requires parental permission to obtain.