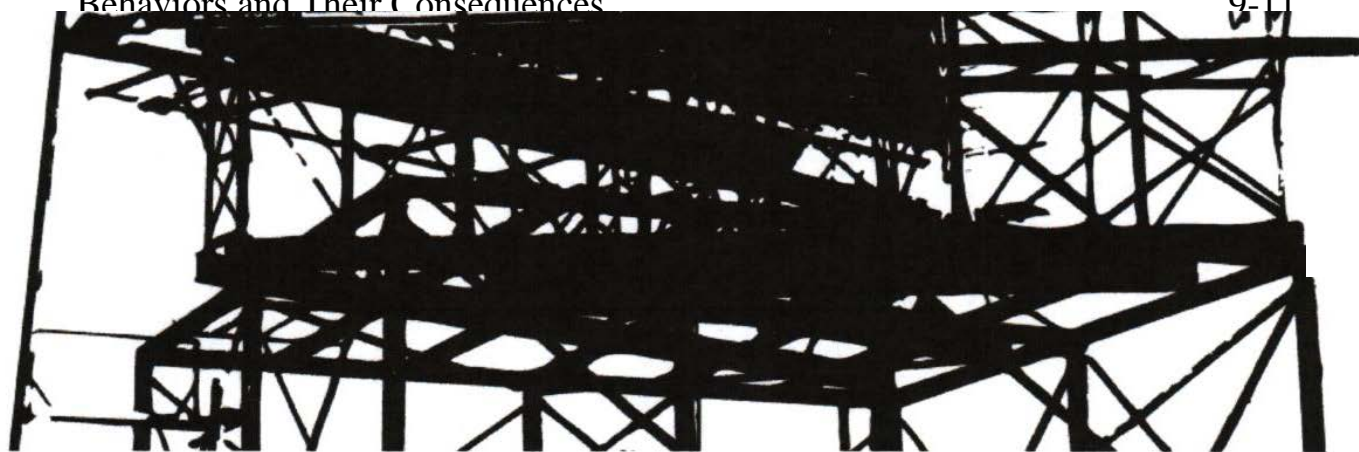




Upward Bound
Summer Program 2013
Student Handbook

TABLE OF CONTENTS

<u>Subject</u>	<u>Page #</u>
Summer Staff	2
Welcome	3
IDs/Meal Cards	3
Upward Bound and Twin Towers West Staff	3
Keys	4
Roommates	4
Tobacco Products	4
Food Services	5
Illness	6
Leaving Campus	6
Mail	7
Safety	7
Laundry	7
Behavior Plan	8
Cell Phone Policy	8
Slip-ups and Judicial Board	8
Behaviors and Their Consequences	9-11



Upward Bound
Summer Program 2013
Student Handbook

MARSHALL UNIVERSITY STAFF

Rudy Pauley ~ Associate Vice President for Outreach Programs
Old Main 110

UPWARD BOUND STAFF

Jay Wright/Director
126 Prichard Hall
696-6846

Darlene Collier/Counselor
128 Prichard Hall
696-2443

Roxanne Skiles/Office Manager
125 Prichard Hall
696-6462

FACULTY

Frances Cade
Cathy Dippolito
Sara Blevins
Ron King
Todd Parks, Darlene Collier, and Jelly Scott

Mathematics
Communications
Literature
Physical Science
Career Class/Study Skills

RESIDENCE HALL ADVISORS

HEAD ADVISOR:

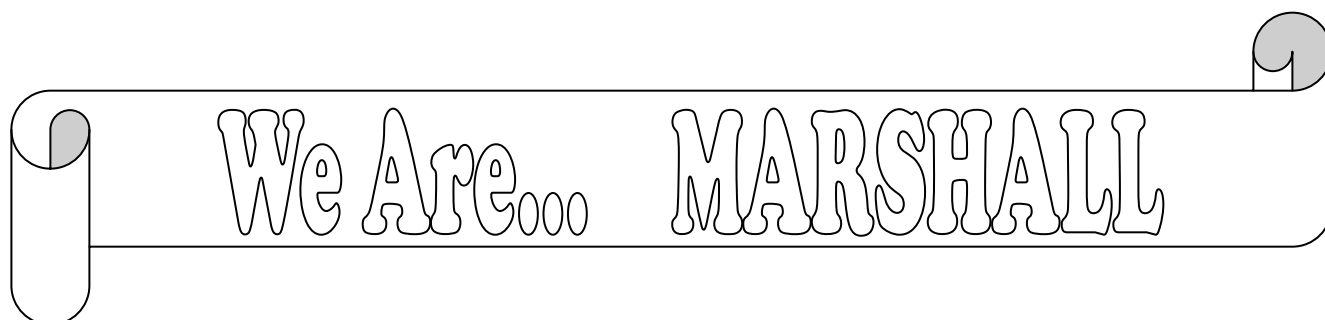
Caylin Bradshaw

LINE STAFF ADVISORS:

Todd Parks
Jelly Scott
Zack Underwood
Sami Mize
Jake Smith

JUNIOR ADVISORS:

Aerison Parrish
Lamar Thompson





This handbook has been prepared for you as a new resident of TTW (Twin Towers West) and as an Upward Bound student. It contains information concerning rules, guidelines, services and a calendar.

Please read this handbook carefully for, throughout the program, you will be responsible for knowing its contents and abiding by its rules and regulations.

The rules and regulations come from Marshall University, Residence Services, and from the Upward Bound Staff. Each rule has a reason. The Upward Bound staff will be happy to discuss these reasons with you. Keep in mind that all of these rules need to be followed to allow for a safe and structured program.

IDS/MEAL CARDS

Each of you will have a Marshall University ID/meal card to be used during the summer. One card will serve as both an MU ID and a meal card and will be referred to as a meal card. This card must be presented for admittance to the cafeteria in order to eat and to use facilities on campus. If lost, you will need to pay (\$10.00 for TRIO, \$20.00 for MU) for the replacement of a meal card. Inform an advisor **IMMEDIATELY** if you lose your meal card and they will help you get a replacement. You must have your meal card with you at all times because it serves as your MU ID.



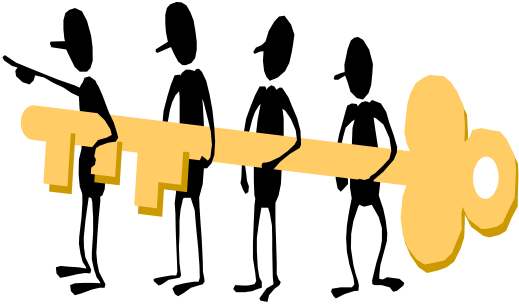
UPWARD BOUND AND TTW STAFF

The advisors on your floor are responsible for you. They are there to supervise and assist you. Please make their jobs easier by being cooperative and pleasant. They are

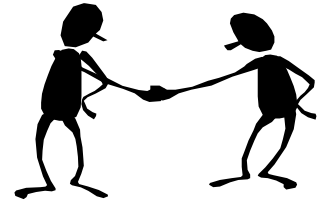


required to enforce the “slip-up and automatic J-Board” system (see page 9) used by the UB Administrative Staff, so please do not make this harder on them. The Twin Towers West staff is also available to help you and is obligated to report your behavior to us. Please remember to respect the university staff that is not part of our program.

KEYS



Each of you will be issued a key for your residence hall room. You are responsible for it and will be charged a **\$40.00** replacement cost if it is lost. Each Friday when you leave campus for the weekend, you will check out by leaving your key and meal card with an advisor. These will be returned to you on Sunday evening when you check back in. If you have lost your key, contact one of your advisors **IMMEDIATELY**. The front desk **will not** issue you a loan key. In the event that you lose your key, you will need to contact the desk coordinator or resident advisor on duty at that time for a replacement.



ROOMMATES

We have tried to honor roommate requests made by those of you who were already in the program. We realize that you may want to move, so we have set aside the first Tuesday night from 9:30 - 10:30 p.m. as “Friendly Moving Night.” All parties involved must agree with the move and must have had a meeting with the head advisor before doing so. This is the only time you will be allowed to change roommates during the program.

TOBACCO PRODUCTS

There will be NO use or possession of any tobacco products while participating in the Upward Bound Summer Program. All facilities and residence hall rooms on campus are **Non-Smoking!** There will be NO tobacco use on the trip, either!



FOOD SERVICES

All meals will be served in the Harless Dining Hall. The UB dining hours:

Breakfast:	7:00 a.m. - 8:00 a.m.
Lunch:	12:00 p.m. - 1:00 p.m.
Dinner:	4:00 p.m. - 5:00 p.m.

Your meal card must be presented at every meal. If you lose your meal card, inform an advisor and he/she will help you get a replacement. Do not punch holes in your meal card. This, too, will cost you **\$10.00 (for TRIO ID) \$20.00 (for MU ID)** for a replacement.

The Upward Bound Program at Marshall University participates in the Summer Food Service Program sponsored by the State Department of Education and Agriculture. This pays for our summer food bill and allows us to use the Upward Bound food money for other things.

Each student will be **required** to participate in the Summer Food Service Program. To participate in the Summer Food Service Program, each student must include specific items of food on their tray per meal. The meal specifications are listed on the following page. Once you choose your meal, you must have the food monitor check your tray for these specific items. **Please cooperate with the monitor checking your tray. You do not need to eat all the food on your tray. Choose and place your balanced meal on your tray, then go to the food monitor to check its contents before you sit down.**

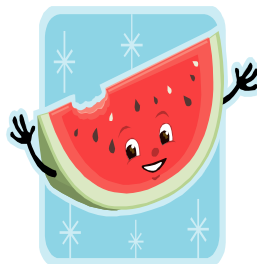
One slip up per meal will be given for not having a balanced meal on your tray and checking with the food monitor.

BREAKFAST



- ◆ white or chocolate milk (1 cup)
- ◆ vegetable or fruit or fruit juice (1/2 cup total)
- ◆ bread or bread alternative (1 slice or serving)
or cold, dry cereal (3/4 cup or 1 ounce)
or hot, cooked cereal (1/2 cup)

LUNCH AND DINNER



- ◆ white or chocolate milk (1 cup)
- ◆ 2 servings of vegetables and/or fruits (3/4 cup total)
- ◆ meat or poultry or fish (2 ounces)
or cheese (2 ounces)
or eggs (1 Large)
or cooked beans or peas (1/2 cup)
or peanut butter (4 tablespoons)
- ◆ bread or bread alternatives (1 slice or serving)

ILLNESS

If you are ill, **tell the advisor on duty**. If necessary, he/she will take you to the Cabell Huntington Hospital Emergency Room. **If your parents have insurance, bring your card with you to the medical center. UB does have accident coverage.**

Prescriptions are not paid for under UB insurance and you might, therefore, want to keep some money with you just in case. UB Staff cannot pay for prescriptions. Anytime you are ill, you must stay in your room for the duration of the day and not attend any activities. You may go to the cafeteria long enough to eat, if you feel like doing so. You must also notify an advisor immediately if you get sick during the day; otherwise, they will count you absent from classes and activities (two slip-ups each!).

The Upward Bound staff **will not** give any over the counter medicines (pain relievers, acid relievers, allergy medicines, etc.) to any student in the Upward Bound summer program. Students will be allowed to bring medications from home as long as they are listed on the Parental Consent for Treatment form. The Upward Bound Staff reserves the right to ask your parent or guardian to come and get you if we feel we cannot handle your illness.

If you are too ill to attend class, you must report this to the **HEAD ADVISOR before the 7:45 a.m. morning meeting**. (KEEP IN MIND, You must be bleeding, throwing up, or have a temp higher than 101) If not, you will receive all the slip-ups for missing your classes and activities that day until you notify an advisor. You must stay in your room for the rest of that day and may not attend any of the activities planned. If you wish to eat lunch, you must meet the head advisors in the cafeteria at 11:30a.m. It is your responsibility to find them when you get there and to tell them when you leave. You may not leave your room to eat before 11:25 a.m. nor can you be in the cafeteria after 12:00 noon. You are responsible for finding an advisor to ask them when they are going to dinner so you can go to the cafeteria with them. If you are ill on Friday, you must stay in your room until 3:00 p.m.

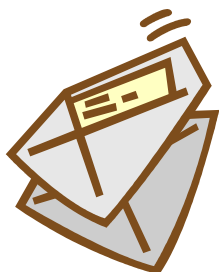
LEAVING CAMPUS

For the first week, any sophomore or junior student going off campus (please refer to back page for a map of the Marshall University Campus) must be accompanied by an advisor. After this week, you must (1) request permission from the advisor on duty, (2) always go with a buddy (3) both you and your buddy register on the sign-out sheet on your floor listing your whereabouts, your estimated time of return, and the name of the advisor who gave you permission to leave, (4) both you and your buddy check back in by putting your return time on the sign in sheet. Seniors have the privilege of going off campus during the first week of the program, provided they abide by this sign-out procedure. Requests to leave campus should be directed to the advisor on floor duty. The advisor may deny a request if they feel it is unreasonable or unsafe. No off-campus requests will be granted during mandatory activities or during meals **until trays have been checked for balanced meal with food monitor.**

You are not allowed to accept rides from people in cars. The only exception is when you are being transported by an Upward Bound Staff Member, a parent/guardian, or have approval from a parent/guardian to be taken somewhere by someone else. For example, you may not accept a ride from a “friend” to Taco Bell. An advisor must see the ID of the person who is transporting you and speak to them before you leave.

MAIL

All mail should be addressed as follows:



NAME
Twin Towers West (TTW)
Upward Bound
Room Number
Marshall University
Huntington, WV 25755



Mail will be delivered to the head advisors, and they will bring it to your room. You will not be issued a mailbox key.

SAFETY

Anytime you leave your room, **LOCK YOUR DOOR!** This includes when we travel. We hope that theft will not be a problem but the best way to ensure this is to prevent the temptation. **Absolutely no visitors are allowed on the floors for your safety. This includes parents/guardians, small children, friends, and so on. If you are ever on campus after dark, make sure you are with someone. You are also to lock your rooms after bed check.**



LAUNDRY



Coin-operated washers and dryers are located on your floor in the residence halls. Ironing boards are also available. Detergent and irons must be provided by the students. **Do not take clothes to another floor.** All washing and drying must be **completed** by bed check at 11:00 p.m. **It is cheaper to add money on your ID card and do laundry than to use cash.**

BEHAVIOR PLAN

The following is the behavior plan that has been carefully developed to ensure that all students may benefit from all activities and remain safe. We are legally responsible for all 50 Upward Bound students while you are with us! The following rules were created for this reason. Also, the entire program suffers when a few are allowed to break the rules, making it critical that you follow this plan.

CELL PHONE POLICY

The use of cell phones in class for any reason is not acceptable. If you are caught using your cell phone you will be given a slip up and your phone taken away and delivered to the UB office by the instructor at the end of class. You can pick your phone up during your free time at the UB office that day. If the phone is taken away a second time, you will not be able to pick it up until Friday before you leave to go home for the weekend. A third cellphone offense and you will not be able to attend the New York City Trip. A fourth cell phone offense will have you removed from the program.

SLIP-UPS AND JUDICIAL BOARD

You will receive a slip-up when a minor Upward Bound rule is broken. You will be notified within a reasonable amount of time of the error and a written copy given to you within 36 hours of being told about the slip-up. If the staff cannot find you or you have left for the weekend, the slip-up will be put under your door. You have 36 hours to appeal a slip-up or automatic J-Board (which equals five slip-ups). To appeal an advisor slip-up or automatic J-Board, you must take the slip-up to one of the head advisors. He/she may make a decision or take it to Jay or Darlene if the point is confusing or unclear. To appeal a faculty slip-up, bring it to Jay or Darlene during **your free time** within 36 hours. Remember, you will be responsible for your mistakes. Unless a slip-up is absolutely unjustified, the decisions of the staff will be upheld. Please be aware that slip-ups cannot be appealed during any mandatory activities.

One slip-up will prevent you from attending Reward Night for that week. Instead, you will stay in your room. The only exception is the last week of the program. **After Reward Night of the last week of the program, each slip-up equals \$5.00 deducted from your September check.** If you receive a total



of five slip-ups or an automatic J-Board anytime during the summer, you will go before the Judicial Board (J-Board) which is made up of your peers and advisors who will decide the consequences of your behavior. The J-Board is nominated and voted on by the students and consists of three of your peers, two advisors, and two alternates.

Each time you go a whole week without a slip-up, you will go to the Reward Night on Sunday evening. If you go the whole summer without any disciplinary action, you will have a special reward!

**The following is a list of behaviors that you will receive a slip-up for:
(#1 will result in TWO)**

1. Skipping classes or any mandatory activity is a cause for two.(morning meeting is only one)
2. Being tardy for class, activities, check in, sign in or meetings.
3. Sleeping in class. (**Cannot appeal this slip-up**)
4. Using headphones, iPod/mp3 players, or cell phones, in class (**Cannot appeal this slip-up**)
5. Wearing pajamas, taking a blanket or a stuffed animal to class (**Cannot appeal this slip-up**)
6. Being disruptive anytime. This includes slamming doors, running in the residence halls, screaming either in your room or in the hall, playing music too loud, etc.
7. Being in the halls of your floor after bed check and before 4 a.m.
8. Not following advisor, faculty/staff instructions.
9. Abuse of equipment, supplies, or the residence halls.
10. Loud or abusive language directed at someone or used in a public place; for example: F--- You B----! This includes suggestive behavior and gestures.
11. Being on your floor during the weekends when Upward Bound is not in session (from 5 p.m. on Friday to 5 p.m. on Sunday) (**Cannot appeal this slip-up**)
12. Being in another resident's room on your floor after bed check... (**Cannot appeal this slip-up**).
13. Smoking, use or possession of ANY tobacco products.
14. Burning candles, incense or any open flame in your room is also prohibited.**
15. If you are ill: a) being in the cafeteria before 11:25 a.m. and after 12 noon and/or not telling a head advisor you are there; or, b) going to dinner without an advisor.
16. Failure to turn in meal card and keys before trips and before leaving for the weekend (5 p.m. on Fridays).
17. Playing, sitting, eating, drinking or laying anything on the recreation tables in the lounge.**
18. Going off the floor after signing in for the night.
19. Not checking off a balanced meal with food monitor.

****This is a Marshall University Residence Hall rule.**

The following are more serious infractions and will bring about the stated consequences.

Automatic J-Board

1. Visitors are allowed only in the lobby of the Residence Hall. This is for everyone's protection. Having a visitor on the floor, in the elevator, or in the stairwells will result in an automatic appearance before J-Board. (See #14 for the consequences if your visitor is of the opposite sex and is in your room.) Once again, this means parents, siblings, friends, etc.
2. If you decide to leave the program, be advised that it is a permanent decision. Please let someone know if you decide to do this. If you need to leave for a brief period of time for a family emergency or a doctor's appointment, you must obtain the head advisor's permission, a parent must talk to one of the staff first and you must sign out. A parent must show proper ID and talk with a staff person before you leave with them. Be sure to sign out before leaving. Failure to do so will result in an automatic appearance before the J-Board.
3. For the first week, any student (except seniors) going off campus must be accompanied by an advisor. After this time you must request permission from the advisor on duty and remember you must use the Buddy System. You and your buddy must register on the sign-out sheet on your floor listing your whereabouts, time you left, your estimated time of return, and the name of the advisor who gave you permission to leave. Upon your return, you and your buddy must put in your return time. If you leave without following the above guidelines or if you lie about the above, you will automatically go before the J-Board. Requests to leave campus should be directed to an advisor. The advisor may deny a request if they feel it is unreasonable or unsafe. No off campus requests will be granted during mandatory activities.
4. You must return to campus each Sunday between 5:00 p.m. and 6:30 p.m. If an emergency arises and you cannot be here by then, you must call to let an advisor know that and you won't receive a slip-up. If you do not call or do not show up by 7:30 p.m., you will be considered missing and go automatically before the J-Board.
5. You are not allowed to accept rides from people in cars. The only exception is when you are being transported by an Upward Bound Staff Member or have approval from a parent to be taken somewhere. For example, you may not accept a ride from a "friend" to Taco Bell. An advisor must see an ID of the person who is transporting you before you leave. Failure to comply will result in an automatic J-Board.
6. If you fail to follow/complete J-Board sanctions, you will receive an automatic J-Board.
7. Destruction of personal property. (i.e. "Room Tossing")

Loss of Trip

1. If you are caught on any other residence hall floor or in any other Residence Hall without an advisor (including empty floors, the roof, and the stairwells), you will be exempt from the end of the summer trip.
2. If you are not on your floor between 11 p.m. bed check and 6 a.m. you will be exempt from the end of the summer trip.
3. If you accumulate 15 slip-ups during the summer program you will be exempt from the end of the summer trip. Remember that an automatic J-Board equals 5 slip-ups.
4. Not completing assignments or presentation for academic classes, you will be exempt from the end of the summer trip.

Loss of Trips and a one week suspension

1. Fighting will result in a one week suspension and exemption from the end of the summer trip.
2. Engaging in physical contact of a sexual nature will result in an exemption from future trips and being sent home for one week. Your Parent or Guardian will be call ASAP.
3. If you are caught in the opposite sex's room or hosting a member of the opposite sex in your room you will be sent home for a week and will be exempt from future trips. Your Parent or Guardian will be called ASAP. This includes both roommates if you have someone in your room. The only exceptions to this and #8 are floor parties.

Dismissal from the Program

1. Bullying/Harassment/Intimidation – A student will not bully/intimidate/harass another student. According to W. Va. Code 18-2C-2, “harassment, intimidation or bullying” means any intentional gesture, or any intentional written, verbal or physical act or threat that: (a) a reasonable person under the circumstances should know/will have the effect of: (1) harming a student; (2) damaging a student's property; (3) placing a student in reasonable fear of harm to his/her person; or (4) placing a student in a reasonable fear of damage to his/her property; or (b) is sufficiently severe, persistent, or pervasive that is creates an intimidating, threatening or abusive educational environment for a student”
2. Possession of illegal drugs or alcohol or participation in a “party” where they are present, will result in immediate dismissal from the program. Whether you will be allowed back in the fall will depend on whether you can convince Jay and Darlene that this should happen.
3. Stealing will result in dismissal. Whether you will be allowed back in the fall will depend on whether you can convince Jay and Darlene that this should happen.

4. If you accumulate 20 slip-ups you will be sent home for the duration of the program but will be eligible for the fall program. Remember, again, that an automatic J-Board equals 5 slip-ups.



HOURS

The following is a list of the hours to be kept while with Upward Bound:

3:00 – 4:00 p.m. Sundays:	Return to campus and check in
10:30 p.m. nightly:	Be on your floor & signed in
11:00 p.m. nightly:	Be in your own room
7:45 a.m. daily:	Be in Ed Gross room in Harless Dining Hall
5:00 p.m. Fridays:	Be gone from campus

The 4th of July holiday will begin Wednesday, July 3 at noon. All students will be dismissed and can leave at that time. You must be out of the Residence Hall by 5:00 p.m. You must return between 3:00 – 4:00 pm on Sunday, July 7th.

STUDENT UPWARD BOUND SCHEDULE

ATTENDANCE REQUIRED:

Breakfast: 7:00 – 7:45 a.m. daily

~ Morning Meeting: 7:45 a.m. daily

~ Academic Classes: 8 a.m. – 11:50 a.m., Mon.-Fri.
1 p.m. – 4 p.m., Tuesdays

Lunch: 11:50 a.m. – 12:50 p.m., Mon.-Fri. (90 minutes each)

~Afternoon Elective Classes: 1:00 – 4:00 p.m. (Except Tuesdays)

Choose two:

• Performing Arts	Mon.-Thurs.	1:00 – 2:30 p.m.
• Spanish	Mon.-Thurs.	1:00 – 2:30 p.m.
• Arts & Crafts	Mon.-Thurs.	1:00 – 2:30 p.m.
• Fitness	Mon.-Thurs.	2:30 – 4:00 p.m.
• Yoga	Mon.-Thurs.	2:30 – 4:00 p.m.
• Use the Force	Mon.-Thurs.	2:30 – 4:00 p.m.

Dinner: 4:00 pm – 5:00 p.m., Mon.-Fri.

~Alive at 5, 5 p.m. – 6:00 p.m., M, T, & TH

- Can choose to participate in basketball, Field Sports, Dance & Tennis/Volleyball

~Evening Activities

- Sunday Night – Reward Nights (i.e. floor party, bowling)
- Monday Night – Group Activities (i.e. Capture the Flag, Movie in HH, Water Park)
- Tuesday Night – J-Board 6:30 p.m., UB Day Practice 7:00 – 9:00 p.m.
- Wednesday Night – Study Skills/Career Class 5:00 – 6:30 p.m., Team Challenge 7:00 – 9:00 p.m.
- Thursday Night – Workshops, Picnic/International Night, UB's Got Talent

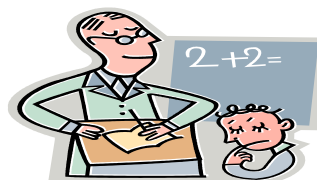
On the Floor and signed in: 10:30 p.m.

In the Rooms: 11:00 pm.

❖ THE CUT OFF DAY FOR SWITCHING CLASSES OR CHANGING YOUR SCHEDULE IS FRIDAY JUNE, 14TH.

UPWARD BOUND ROOM LIST

ACADEMIC CLASSES



Communications Harris Hall 402 (M - F ~ 8:00 - 11:50 am and T 1:00 – 4:00 pm)
Cathy Dippolito

Literature Harris Hall 443 (M - F ~ 8:00 - 11:50 am)
Sara Blevins and Harris Hall 134 on July 3 ~9:00 am – 12:00 only

Mathematics Harris Hall 446 (M - F ~ 8:00 -11:50 am and T 1:00 – 4:00 pm)
Frances Cade

Science Harris Hall 447 (M - F ~ 8:00-11:50 am and T 1:00 – 4:00 pm)
Ron King

Computer Lab Harris Hall 444 (M-F ~ 8:00 – 12:00 noon)

ELECTIVE CLASSES (M, W & Th)

1:00 – 2:30 p.m. options:

Performing Arts Jacob & Sami HH 134	Spanish Todd & Zack HH 137	Arts & Crafts Jelly & Caylin HH 138
--	---	--

2:30 – 4:00 p.m. options:

Fitness Aaron & LaMar Rec Center	Yoga Lisa & Caylin Rec Center	Use The Force Zack & Aerison HH 139
---	--	--

Alive at 5

This year from 5:00 – 6:00 pm (M, T, & TH) you will have active time. The following activities will be offered and you must choose one.

Basketball
Field Sports
Dance
Tennis/Volleyball
Floor Duty

Zack & LaMar
Aerison & Caylin
Jacob & Sami
Todd & Darlene
Jelly

Rec Center
Buskirk Field
Rec Center
Courts/Rec Center



STUDY SKILLS/CAREER CLASS (Wednesday June 12, 19, 26, and
Thursday July 11th : 5:00 - 6:30 p.m.)

Todd/Jay - Sophomores
Darlene/Caylin - Juniors
Jelly/Jacob- Seniors

Harris Hall 135
Harris Hall 137
Harris Hall 138

TEAM CHALLENGE GROUP (Wednesdays: 7:00 – 9:00 p.m.)

Group I -	Caylin Bradshaw	outside or Harris Hall 135
Group II -	Todd Parks	outside or Harris Hall 137
Group III -	Zack Underwood	outside or Harris Hall 138
Group IV -	Jelly Scott	outside or Harris Hall 130

Floor Duty: Sami, LaMar & Aerison

J-BBOARD (Tuesdays: 6:30 p.m.)

Harris Hall 134



WORKSHOPS (Thursdays ~7:00 p.m.)

Career Fair Workshop	June 13, 2013	HH134
International Night/Picnic	June 20, 2013	Ritter Park
Sexuality Workshop	June 27, 2013	HH 134
Diversity Workshop	July 11, 2013	CCC

UB's GOT TALENT

Wednesday, July 10	7:00 – 9:00 p.m.	CCC
--------------------	------------------	-----

STUDENT PRESENTATIONS

Tuesday, July 9	1:00 – 4:00 p.m.	CH104
-----------------	------------------	-------