

Upward Bound Math/Science

Summer Academy Student Handbook



East Central University

Mission Statement:

Our mission is to empower the students and the parents with the knowledge necessary to enter and complete a program of postsecondary education in the STEM fields, and obtain a job in the STEM fields. To develop students aptitudes and confidence in pursuing degrees in math and science. Our holistic approach seeks to guide and mentor students on their paths towards overall success: emotionally, academically, and socially.

During the summer, participants are offered the opportunity to live the college experience! Students take academic classes, live in residence halls, and participate in an internships geared towards their career interests. The UBMS summer academy exposes the students to fun and challenges, and offers students the chance to gain a sense of independence, improve social interaction, and most importantly, lessen the anxiety of their future college experience.

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# **General Information**

# Application and Selection

**Process:**

Students and parents will be informed of the summer application deadlines and the 6 week dates via a remind message in mid January-February. The academic counselor will take applications to students during monthly school visits. Students and parents who do not receive an application should request the application or contact the school counselor to obtain an application. The application should be completed and mailed to the UBMS office, given to the local school counselor, or brought by the office on or before the deadline to submit applications. No applications will be processed after the deadline.

**Paperwork:**

Parents and students should read, complete, and return the following forms on or before the deadline to submit applications.

1. Student Responsibility - This form needs to be signed by the parent and student after both parties have read the “Summer Academy handbook.”
2. T-Shirt/Press Release/Picture- Read, complete, and sign **(only signed by those whom haven’t attended UBMS Summer Program before)**
3. Medical Liability Release Form- This form is necessary in case your child becomes hurt or sick. You and your child will sign this form so that we can attend to their medical needs should an emergency arise. **(only signed by those whom haven’t attended UBMS Summer Program before or IF the information has changed in the last year)**
4. Collective Damage and Liability of Personal Property- This form releases UBMS and its staff from being liable for any personal and/or electronic devices that the participant may bring with them.
5. Insurance/Social Security Card- We need a copy of these items, if you have not submitted them at initial selection or if the insurance has changed.
6. Income Eligibility Form for the Summer Food Service Program- The Summer Food Service Program is designed to ensure that your child receives the most nutritious meal possible. These meals are similar to the school programs that the students receive at their local high schools. We need everyone to complete a form regardless if you submitted one last year, or if you think you do not qualify.
7. Consent for TB Test- Chickasaw Nation Health Center will administer the TB test onsite for each of the UBMS participants whom do their internships at the Health Center. TB tests are required each year. If your child misses the date of the initial TB test or the date for reading the TB test- he or she will not be able to intern at the Chickasaw Nation.
8. Allowed Student Sign in- Out- Please complete this form. Students will not be allowed to leave with people whom are not listed on this list. Staff will review this list each time a student is requesting to leave. This form will also be available at check in so that the Director can review this document with the parent.

**Deadlines:**

The Deadlines will be communicated via a remind text message to students and parents. Due to budgetary constraints no applications will be processed after the deadline. Those that arrive after the deadline will be placed on a waiting list and if someone drops, then they will be notified of the position opening.

# Expenses

All expenses for participating in the Upward Bound Math/Science program are paid for with program funds. The program provides meals, housing, supplies, classroom materials, books, paper, pencils, and for their activities on the weekends. The only cost to the participant is for personal clothing, toiletry, and incidentals.

# **Academic Classes**

## Classes

The academic classes offered in the summer are intense and vary from 1.5- 2 hour sessions. They are designed to reinforce knowledge learned as well as introduce new topics crucial to succeeding in secondary and post-secondary education. Courses may vary year to year depending on the ability to get certified instructors as well as student need. We employ a certified and competent staff with prior teaching experience. Courses include science, math, computers and/or foreign language, English, as well as Career Readiness.

## Placement

Students are placed into courses according to their state test results (End of Instruction Exams) if a student fails the EOI in Algebra 1 that student will be placed back in Algebra 1 to strengthen their skills. UBMS also employs a full time tutor that lives in the residence halls with the students.

## Accreditation

Students have the opportunity to take upper level courses for high school credit. This is contingent upon the students meeting the prerequisites for those courses as well as meeting the criteria for successful completion. If a student meets the prerequisites for the course and does not miss more than two days of class and makes a 75% or better, then a letter is submitted to the high school counselor requesting credit for that course. The student will be notified before credit is requested from the school. The student may decline to add that course to their transcript.

## Attendance Policy

In order to obtain the maximum benefits from summer classes, regular attendance is essential. Absences must be approved by the Director prior to the start of the summer program if applicable. If the student needs to miss class or an activity the parents are required to inform the Director as soon as possible. This will allow us time to notify teachers and advisors. If a parent needs to pick up his or her student during the day or evening, they must notify the Director and give an estimated time of return. When the students return they must check in with the HDS or a resident advisor and sign the sign in and out sheet. Failure to do so can result in consequences. Students are not allowed to return to the dorm after the lights out time of 10:15 p.m.

## Behavior

Respectful behavior is expected both in and out of the classroom. Students selected for participation in the program are constantly being observed by the faculty and staff at the University, as well as the community as a whole. It is very important to remember that negative actions affect the entire UBMS family.

## Progress Reports

Instructors are expected to provide weekly grade reports to be evaluated by the UBMS office staff. If for any reason, a student is not doing well, the staff will communicate the issues with the parents and student as well as consequences for continued unsatisfactory grade reports. A final report card is mailed at the end of the summer residential program.

## Internships

Students are prompted early in February through a remind message to text or email us with their career of choice. We work hard to develop and maintain relationships with community leaders and businesses that are willing to allow our students to shadow them during our summer residential program. Shadowing occurs every Monday for the duration of the residential program. Students are encouraged to dress appropriately, in professional attire and maintain professional ethics and behaviors at all times. Not doing so could result in dismissal from their internship position or the UBMS summer residential program.

# **Residential Stay**

## What to Bring

Pair of dress shoes for internships

Nice outfits: Dresses or slacks for internships

Jeans, long pants

Old shoes (for camping and hiking)

Dress/outfit for End of Year Banquet

Swimsuit

Linens: towels, pillows, pillow cases, sheets, blankets, hangers,

Personal Hygiene: toothbrush, toothpaste, shampoo, soap, deodorant, laundry detergent,

Tent (if you already own one) for camping

# Check in Procedures

All parents are expected to attend a mandatory check in meeting. This meeting will occur at the Pesagi Dorm at East Central University on the first day between 11:30-1:30 p.m. During orientation tables will be set up and parents along with students will move from one point to the next until they reach the end point. A staff member will be in charge of each checkpoint. Dr. Robin Roberson chair of ECU academic counseling practicum will also be there to administer the SSIS skills exam to parents and students.

Each student will be required to have an East Central University ID card while on campus for the summer. The ID cards are to be carried at all times along with the QR Code provided in the students back backs. The QR codes are used for scanning attendance in classes, Taft Cafeteria, and on trips. Dorm Supervisors will ensure that students have an ID and a QR code at check in daily.

All students are expected to check in between 7-8 p.m. on designated Sunday nights, if they have returned home for the weekend or left on Sunday. If a student cannot check-in by the deadline of 8:00 p.m. or is running late, the parent must contact the Head Dorm Supervisor whom will contact the Dorm Staff and the Project Director. If a student does not arrive within the time allocated, the Resident Advisor on duty will call the student’s parents, or the HDS should call the parents to determine if the student is coming back that evening.

# Check out Procedures

A staff member and the Head Dorm Supervisor must remain with students until all students have been checked out by a parent or guardian. Check out procedures include verifying that all areas below have been thoroughly cleaned. Students are not permitted to leave without cleaning their dorm rooms and bathrooms. Areas to be cleaned include: lounge, stair wells, dorm rooms, bathrooms, etc.

# Visitors- Signing in and Out

Upward Bound Math and Science staff request that family, friends, and parents refrain from visiting students during times when they are in class. If a member of the family, friend, or parents do want to visit the students that person must be listed on the check-out list and the Director should be notified. Each UBMS student must be signed in and out every time they leave the UBMS camp or ECU campus. At the beginning of summer the parents complete a list of whom can sign them in and out. If students are 16 years and older and drive a car, then their parents can also list that student as someone whom can sign himself or herself out. Each UBMS student will have their own page for sign in and out. The binder will remain in the office. IF students are signing out between 8-5, they MUST use the office sign in and out book. If they are signed in or out before or after normal business hours, then they will use the book in the lounge. Contained in the binder will be two sheets for each student (see sample) These are created before the first day of the UBMS dorm staff boot camp.

# Accommodations

Students will be housed in Pesagi Dorms on the East Central University campus. Each unit consists of a dorm room with two beds connected to another dorm room, which is called a suite. The rooms are basic and contain a bed, desk, dresser, and closet. Students are not allowed to choose their roommates or suitemates. Those are chosen at random by the UBMS Academic Counselor. We strive to teach students to resolve conflicts, and build relationships with others. When students are seniors they are allowed to choose their roommates.

The students are responsible for the maintenance and cleaning of their rooms both daily and at the end of the program. Dorm staff will regularly do room checks to determine if students are meeting expectations and responsibilities. Damage to a room will be charged to the individual or equally to all roommates in the case that we cannot identify the responsible person.

# Transportation

UBMS will provide transportation for all activities, internships, and events for the duration of the six week period. The Director, Academic Counselor, and UBMS dorm staff will all be certified to drive the ECU school fifteen passenger buses. UBMS students are expected to adhere to rules while riding on the ECU buses. These include: wearing their seat belts when bus is engaged, not moving while the bus is engaged, refraining from making loud or distracting noises while the bus is engaged. And picking up and cleaning the bus after every event and trip.

# Dress Code

Although the dress code for the program is informal, we require clothing that is neat, clean, and appropriate for wearing while on campus. Shirts and shorts should be of acceptable length and not expose the midriffs or other private parts of the body. Pajamas are not acceptable for internships or class time and should only be worn in the residence halls. Shirts, hats, or other articles of clothing or jewelry that contain profanity, inappropriate words, or drug paraphernalia printed on them are not acceptable. Headphones and sunglasses are not permissible during class or group meetings. Students should choose clothing that reflects pride in oneself and that casts a positive image both on themselves and the program. Students in violation can be asked to change clothes.

# Injuries or Accidents

Participants are covered by accident insurance supplied by the program. However, our policy is secondary to the parent’s policy. Should a student become injured or ill, it should be reported to the Academic Counselor or Director immediately.

East Central University has a physician’s assistant on campus that will administer the students for non-injury illnesses such as colds, sore throats and such. In order to be treated, a participant will be accompanied by a staff person. Should something major occur, parents will be notified and treatment administered at a local hospital. **A medical release form signed by the student's parents must be on file.**  These forms are mandatory for each student and should cover this type of situation. East Central University has a physician’s assistant on campus that will administer the students for non-injury illnesses such as colds, sore throats and such.

# Medication

Students should bring an adequate supply of any prescription medication, as well as over-the-counter medicine they might need. **Resident Advisors are not permitted to dispense medication to students.** **Only the office Manager or the Dorm Supervisor will dispense medication. Medication will be dispensed according to the prescription label and will be logged daily. The medication sign in and out form is located in the office from Monday-Friday during normal office hours, and the students must be sent to the office so that the office manager can dispense and log medication. If it is after hours the office manager will give the medication log and medication to the Dorm Supervisor to dispense and log after normal business hours.**

For students on medication, their parent or guardian will bring the medication in its original bottle used by the pharmacy, bearing the prescription number, student’s name, and name of prescribing physician. **The medication is to be given to a staff member when the parent or guardian is signing their student in.** The parent or guardian will sign a form of the medication that is brought on the day of check-in, when refills are brought in, and when students check out medication at the end of the program. **Students should not share medication, prescription or over-the-counter.**

# Meals

Students are expected to attend and eat all available meals during their stay. Breakfast, lunch, and dinner will be provided by the Taft Cafeteria. Dorm advisors will accompany students to the cafeteria for three meal times. Vending machines are available at the student’s expense. Students are expected to log in their meals with a dorm supervisor as well as follow the guidelines of the summer food program.

# Supervision

Upward Bound Math and Science employs ECU upper level college students to live with the students in the dorms 24 hours a day. We also employ a night guard whom is in charge of seeing that no one is out of their rooms nor the building after lights out. Campus police is also just a phone call away.

# Laundry

All UBMS students will have access to the dorm laundromat. The students will be responsible for washing their own cloths at their expense.

# Keys

Students will be issued a key to their rooms during dorm check in. IF any key is lost, the student will be charged an administrative fee of $75.00 for missing keys. If the fee is not paid, UBMS administration reserves the right to withhold stipends until the $75.00 fee is paid in full. Students are encouraged to keep their dorm rooms locked at all times and to notify the office immediately if a key is lost.

# Residence Hall Guidelines

1. Curfew is at 10 p.m. Students are to be on their floor no later than 10:00 p.m. If an Upward Bound Math/Science trip extends beyond curfew, once the bus returns to campus, the participant has 10 minutes to get to their rooms.
2. Students are to be on their floor and in their rooms by 10:00 p.m. Lights out is at 10:15 p.m. this is considered a quiet time and students should be mindful of others when it comes to TV, games, or other distracting behavior during quiet time.
3. Students are not allowed to leave the residence hall at anytime between the hours of 10 p.m. and 7:00 a.m. If a student is in violation the parent is notified immediately and it is grounds for immediate dismissal from the summer academy.
4. Resident Advisors will conduct room inspections periodically and students are subject to consequences for not adhering to the rules and guidelines.
5. Students should not hang items on residence room walls, tamper with smoke detectors, cook or microwave in their rooms, or light candles etc.
6. Smoking, alcohol, or any other illegal substances are not allowed at UBMS activities or in the residence halls. Students found with such items in their rooms or in their possession will be immediately dismissed from the summer academy.
7. Students may not visit the room of a member of the opposite sex or be on the same dorm floor as the opposite sex. Doing so will result in immediate dismissal despite the reasoning.
8. It is the student’s responsibility to wake up on their own and be down stairs by the designated time each morning. Students failing to be responsible will have consequences for being late. Including but not limited to: limited free time, or no participation in nightly activities.
9. Any damage to furniture, screens, windows, etc will be charged equally to all occupants unless the responsible person is identified. Rooms should be left in the same or better condition than what they were found in.
10. All UBMS participants are required to attend a nightly meeting. This meeting will occur at 9:00 p.m. and is conducted by the dorm staff. The purpose of the meeting is to inform students of daily or weekly activities, and commitments. If you cannot attend a meeting you will need to inform your dorm supervisor.

# Searches

Students and resident advisors rooms in the residence hall are subject to search at the discretion of the Program Coordinator and the Director, and in conjunction with campus security to protect the health, safety, and welfare of the students. Unannounced searches will be conducted if staff members have reasonable suspicion of a violation of Upward Bound or East Central University polices.

# **Merit Program**

The Upward Bound Math and Science staff has developed an equitable system designed to reward each participant’s attendance, improvement, involvement, aptitude, and behavior throughout the summer program. We believe that everyone in the program is capable of high achievement and have established a merit system to provide encouragement and motivation for each student to achieve at his or her very best academically and socially. Merit points are given for efforts that go above and beyond (exceptional attitude, good sportsmanship, good attitude, helping others, volunteering, etc) Teachers, residential, and administrative staff can issue merits. Merits are presented to students during the annual banquet at the conclusion of the Summer Academy.

# Stipends

Students whom fully participate in the summer academy are eligible to receive weekly stipends in the amount of $15.00. Before stipends are distributed, UBMS verifies with teachers that students are not missing any work from any class. If a student is missing work, UBMS will hold the stipend until the student has completed all of their coursework. IF the student successfully completes their research paper and scores a 75% or better, the student will receive a $60.00 stipend.

It is the students responsibility to obtain the stipend if for some reason they were gone during dispersal. Stipends that have expired (60 days) will be forfeited and not regenerated.

IF a student signs up or RSVP’s for an event and does not attend, that money for the ticket or pass will be deducted from the student’s stipend. Students should provide a 24 hour notice if unable to attend an event. This will be noted on the RSVP trip list and ticket.

# Evening Structured Activities

Most evenings a social or recreational activity is scheduled. These include: movies, swimming, team building competitions, botball competitions, pinball, videogames, sports, etc. All students are required to attend these activities, unless excused by the dorm supervisor. The residence hall bulletin board will announce the date, time, and location of all activities during the week and weekends. Please check the board daily. Please be responsible when using these areas, and always take care of the facilities and equipment of both UBMS and East Central University.

The Pool at Wintersmith Park will be available on Sunday evenings. Students must be accompanied by a resident advisor and a lifeguard must be present. Students whom can’t pass room check will not be allowed to go.

# Free Time

Students have built in “free time.” They are encouraged to develop the skills necessary to self-regulate and determine whether or not they should engage in free time, as opposed to studying or completing homework. Free time will not be awarded to those whom have been a discipline problem in class, have below a C average in class, or have missing assignments. For those students free time will be used to complete work. Specific areas on the campus have been identified as suitable areas for free time. Among these are: dorm lounge, library, and the student union. Students are not allowed to access their free time without supervision of an adult dorm advisor.

# Field Trips and Special Events

Weekends and some week days and evening are designated and scheduled throughout the summer academy. The right to participate must be earned through respectful behavior and aptitude of a 75% or better in their courses. IF a student signs up or RSVP’s for an event and does not attend, that money for the ticket or pass will be deducted from the student’s stipend. Students should provide a 24 hour notice if unable to attend an event. This will be noted on the RSVP trip list and ticket.

# The End of the Year Merit Trip

UBMS takes a merit trip at the end of each summer. In order to participate in the merit trip students must have earned a C or better in each class, completed their research paper, and maintained appropriate and respectful behavior with other students, staff, and instructors.

# **Code of Conduct**

# Rules of Conduct

1. Pursue learning and set high academic and personal goals.
2. Show respect for everyone, other cultures, beliefs, religions, etc.
3. Be role models with high standards of conduct, trustworthiness, and the ability to resolve conflicts peacefully.
4. Show responsibility by taking personal responsibility for oneself and for the well-being of the UBMS community.
5. Respect ECU and its faculty, staff, and grounds.
6. Follow the instructor’s syllabus and rules and guidelines for their classrooms.
7. The use of profanity will not be tolerated. Music that contains profane language or vulgar language is considered inappropriate and will be confiscated and returned to parents.
8. Students are not allowed to engage in inappropriate public displays of affection, sexual activities, or sexually harassing behavior. If this is the case students can be dismissed from the program. Hand holding, kissing, etc. if not allowed.

# Grounds for Dismissal

Being a part of UBMS is a privilege and we have high expectations for our students. Each UBMS participant is expected to read, understand, and adhere to the policies stated in this handbook.

The following actions are grounds for immediate dismissal without reasoning or notice:

1. Causing or threatening physical injury to another person, whether a fellow student, staff member, or other outside person.
2. Bringing alcoholic beverages or illegal drugs onto campus at anytime.
3. Smoking or possession of smoke (including e-cigarettes or vapors) or possession or use of tobacco products on campus.
4. Possession of weapons or fireworks.
5. Being on the floor or a room with the opposite sex.
6. A student may also be terminated if a problem has been addressed with the parent and student and cannot be corrected.

# Disciplinary Action

With 30 plus high school students participating in a college residential program, there may come a time when it is necessary to take discipline measures to minimize problems and assure the safety of the student. Problems are handled individually depending on the severity and consistency of the rule breaker. It is the aim of the UBMS staff to instill self-responsibility by teaching the student to accept consequences based on decisions made by the student. The most important task in this process is for the student to arrive at the conclusion that there is no acceptable rationale for unexcused rule breaking. Therefore, we try to be fair to the student in one-on-one discussions and to design an appropriate plan of action if the rule breaking continues.

The following actions will be considered for rule breakers:

1) One-on-one talks with a staff member. (verbal warnings)

2) Early evening retention to dorm room.

3) Denied Free Time

4) Billing of any damage to any facility.

5) Denied attendance to field trips and recreation events.

6) Dismissal from the program. Parents will be contacted to transport student’s home early at their expense.

**First Referral**

The student participant may receive a written referral by any staff member. The originating staff should complete the “ Student Referral Form:” and give to the Project Director. The project director will make comments on the actions needed or taken and distribute copies to the staff and the students.

**Second Referral**

A second written referral given to the PD will result in a parent conference by phone or in person, within 24 hours of the referral. The student participating maybe placed on academic or behavioral probation.

**Third Referral**

Should a third violation of any kind occur, parents will be notified immediately to discuss the cause and possibility of recommending immediate dismissal of the student participant.

**THE DIRECTOR RESERVES THE RIGHT TO FORFEIT THE SECOND AND THIRD REFERRAL IF A RULE IS BROKEN THAT IS LISTED ABOVE THAT REQUIRES IMMEDIATE DISMISSAL.**