

# Summer Chautauqua 2017

## Student Handbook

Welcome to the Eastern Kentucky University (EKU) Upward Bound (UB) Summer Chautauqua! We hope you're looking forward to summer as much as we are! The UB staff have worked hard to plan a great summer for you filled with learning, new experiences, and lots of fun. Please remember: the success of the Summer Chautauqua depends on you!

**Chautauqua: an annual educational meeting, originating in Lake Chautauqua, New York in 1874, providing public lectures, concerts, and dramatic performances during the summer months.**

Having been selected to participate in UB means you have demonstrated you have the academic potential and will to be successful. You have earned the privilege of being a member of UB. You have made a commitment to Upward Bound, and we, in turn, have made a commitment to you. We expect to spend well over \$4000 on you each year, every year you are in UB. This summer we expect you to live up to your academic potential. Your behavior is a reflection of Upward Bound as a whole, and we trust you will conduct yourself in an appropriate manner at all times and follow all UB and EKU rules.

Please share this handbook with your parents/guardians so they can become more familiar with UB and our requirements. Several sheets that **MUST BE SIGNED AND RETURNED** are enclosed in the summer packet. Paperwork is due in our office no later than **June 2<sup>nd</sup>**.

We are all looking forward to a wonderful summer, and we are so glad you have chosen to spend it with us! See you June 10th!



### Upcoming Events

#### June 10

Students move in! (See enclosed schedule)

#### July 16

Drama Production and student awards

#### July 17

End-of-Summer Trip to Chicago

### 2017 Summer Residence Hall

Burnam Hall  
EKU  
437 University Drive  
Richmond, KY 40475

<https://housing.eku.edu/burnam-hall>

EKU Upward Bound  
Patterson House  
521 Lancaster Avenue  
Richmond, KY 40475  
[www.upwardbound.eku.edu](http://www.upwardbound.eku.edu)  
Office 859-622-1080  
Fax 859-622-7877

## Upward Bound Program Information Overview

EKU Upward Bound is an academic, college preparatory program for high school students funded by the United States Department of Education as one of the federal Trio programs. The purpose of the program is to prepare students to be successful in education beyond high school, and the goal of our program is to create college graduates. To be eligible for UB, students must fall within either income or "first generation" guidelines specified by the US Department of Education. A "first generation" student is one whose parents have not completed a four-year degree at a college or university.

EKU UB serves 125 students in Casey, Estill, Jackson, Lee, Lincoln, Powell, and Wolfe counties. Most students are selected to participate in the program in 9th or 10th grades.

During the school year (September-April), UB staff visit the students in their schools one time each month for group sessions. The students also come to the campus of EKU once per month for an academic session (Saturday Academy). Staff additionally have at least one monthly electronic contact with each student.

The Summer Chautauqua is a six-week residential program designed to simulate the college experience. During this time, students live on campus in a residence hall (supervised by UB staff) and take classes to improve their skills in English, science, foreign language, and mathematics. They also enroll in elective courses. Social, cultural, and educational events round out the summer experience. The end-of-summer trip provides an excellent opportunity for students to travel to new places and exposes students to new and wonderful experiences!

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### **Kroger Community Rewards**

*Please support EKU Upward Bound as part of Kroger Community Rewards! August is the annual re-enrollment month for Community Rewards. In order for EKU UB to receive funds from Kroger Community Rewards, all supporters must enroll on the Kroger Community Rewards website. After registering, all you have to do is swipe your Kroger Plus Card any time you shop at Kroger, and EKU UB receives a percentage of your purchase.*

*EKU Upward Bound # 45462. <https://www.kroger.com/communityrewards>*

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## Contacting Upward Bound

We realize students and parents/guardians may have questions about the UB Summer Chautauqua. The UB office is open Monday through Friday from 8:00 a.m. until 4:30 p.m. You can reach us at our main number at 859-622-1080. Tamara, Becca, and Zak will answer calls and texts from students and parents at other times. Please be aware of the time you are calling/texting, and don't call/text very early or very late except in case of emergency. During the summer, UB staff are often out of the office and you will reach us more quickly by cell.

Tamara Stewart  
Director

Cell: 859-200-1217

[tamara.stewart@eku.edu](mailto:tamara.stewart@eku.edu)

Zak Hess  
Assistant Director

Cell: 859-779-2734

[zachary.hess@eku.edu](mailto:zachary.hess@eku.edu)

Becca Morrison  
Assistant Director

Cell: 859-325-5579

[becca.morrison@eku.edu](mailto:becca.morrison@eku.edu)

## Program Goals

As a UB student, you should keep in mind the goals of the program. They are:

1. To instill in UB students a positive attitude toward learning and postsecondary education.
2. To increase the students' abilities to relate to their peer groups by developing a sense of personal self-worth.
3. To expose the students to new academic, social, and cultural learning experiences.
4. To provide, when necessary, academic assistance to each individual student.
5. To help students increase their understanding of - and ability to cope with - their environment.

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## UB on the Web

Please visit us on the web at [www.upwardbound.eku.edu](http://www.upwardbound.eku.edu) for additional information about Upward Bound.

UB also has social media where you can see photos, post questions, and connect with staff and other UB students.

Facebook

<https://www.facebook.com/EkuUpwardBound>

Twitter [https://twitter.com/EKU\\_UpwardBound](https://twitter.com/EKU_UpwardBound)

Instagram [www.instagram.com/ekuupwardbound](http://www.instagram.com/ekuupwardbound)

Pinterest

<https://www.pinterest.com/EkuUpwardBound/>

YouTube

<https://www.youtube.com/user/EKUUpwardBound>.

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## Trio Overview

**Trio** refers to eight programs (originally only three) funded by the federal government under the Higher Education Act of 1965. This Title IV program is part of the series of programs in President Johnson's War on Poverty, like Federal Financial Aid. Trio Programs are designed to encourage students to enroll in college and successfully complete degree programs. Services are available nationwide and have the potential to serve students from the 6th grade through a doctoral degree. ECU houses four Trio programs: Upward Bound, Educational Talent Search, Nova Student Support Services, and the Ronald E. McNair Postbaccalaureate Achievement Program. All services are offered at no charge to participants.

## Texting service

ECU UB has texting services to allow us to quickly communicate important information to students and parents.

**Students:** text @eku to 81010.

**Parents:** Text @ekuubpar to 81010.

# EKU Upward Bound Mission, Vision, and Program Values

## **Mission**

EKU Upward Bound is a supportive community that prepares high school students who have limited access to higher education opportunities for a successful college career through a program of engaging academic instruction, experience-based college preparation, and enriching cultural exposure.

## **Vision**

EKU Upward Bound's vision is to inspire and to empower all students to reach their full potential, positively impacting their families and communities.

## **Values**

### ❖ *Education*

We value instilling knowledge, competence, and a love for learning through different ideas, new experiences and personal interaction.

### ❖ *Growth*

We value the empowerment and personal development that results from challenging ourselves and from capitalizing on opportunities for creativity and adventure.

### ❖ *Integrity*

We value doing the right thing by being transparent, ethical, honest and fair.

### ❖ *Relationships*

We value creating and fostering connections, collaboration, and working cooperatively.

### ❖ *Respect*

We value the innate worth of each person. All people are accepted, welcomed, and recognized as enhancements to our community.

### ❖ *Responsibility*

We value thoughtful stewardship, taking ownership of our actions, and upholding our commitments.

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**EASTERN KENTUCKY UNIVERSITY UPWARD BOUND IS FUNDED THROUGH A TRIO GRANT FROM THE UNITED STATES DEPARTMENT OF EDUCATION TOTALING \$521,989.**

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## Classes

All students will attend all classes every day and be prepared with paper, pencil, and any other materials required by instructors (these items will be provided to you by UB). Students must keep up with reading assignments and turn in all work on time. Since the purpose of this program is to generate the skills and motivation needed to succeed both in high school and postsecondary education, class time is extremely important. Students are expected to do well academically and behaviorally in all their classes. If a student fails any class, he/she will be ineligible for the end-of-summer trip.

If you are ill, you may stay at the Residence Hall during class sessions. You must report your illness to Zak so that he can inform the instructors of your absence. If you are sick for more than one day OR wish to visit a doctor you must call your parent or guardian to come pick you up.

## Attendance

- Attendance to the Summer Chautauqua (all six weeks, including trips) is mandatory. Absences are only excused in case of school activity, illness, or pre-approved activity. Our dates are scheduled months in advance, so we ask that family trips and vacations be scheduled outside of the UB summer.
- If you are or become employed, please discuss Upward Bound with your supervisor when you are hired or when you join UB. Please ask off for summer, or let your employer know you are available only on weekends during that time. Absences will not be excused for work. We are happy to send documentation of your UB participation to your employer, if needed.
- If a student misses more than 5 days of classes during the summer (for any reason), that student will not be eligible for the end-of-summer trip. The UB Summer Chautauqua is set up to simulate the college experience. In college, only a certain number of absences are allowed before students get a grade reduction or fail the class.
- Students who miss summer will not be able to continue in Upward Bound unless there are extenuating circumstances.
- Attendance to all classes and events is required. If a student is ill in the morning, he/she MUST notify UB staff (Zak) immediately. If a student is ill for more than one day, he/she needs to be picked up and remain at home until well enough to participate in UB classes and activities.
- Students are expected to participate in all classes/activities during the Summer Chautauqua, and to complete all homework and assignments, even if the student is absent from class.
- All students are expected to wake themselves and to be at classes and events on time. Students should plan to bring an alarm clock or other device for this purpose.
- If a student must leave at any time (doctor appointment, etc.), his/her TA and UB staff must be notified in advance.



## Directions to

### **Burnam Hall, ECU Campus, 437 University Drive, Richmond, KY 40475:**

#### **From Wolfe, Powell, Estill and Lee counties:**

Come into Richmond on Irvine Road (KY 52). Turn left on the ECU Bypass (KY 876). Pass Roy Kidd stadium, KY State Police Post, and Alumni Coliseum (all on the right). Turn right onto Lancaster Avenue at Stoplight 5. Pass Model Laboratory School on right, then go through stop light (you'll see a gas station on left), then take first right past that light onto University Drive. Follow University Drive around the Ravine on the left. Burnam Hall will be on the right; we will have signs to mark the dorm. It is a large brick building. You can park just past Burnam Hall on the left or in the parking lot behind Burnam.

#### **From Casey, Lincoln and Garrard Counties:**

Come into Richmond on Lancaster Road (KY 52). Drive through the ECU Bypass Intersection (KY 876) and continue going straight on Lancaster Avenue at Stoplight 5. Pass Model Lab School on the right, then go through stop light (you'll see a gas station on left), then take first right past that light onto University Drive. Follow University Drive around the Ravine on the left. Burnam Hall will be on the right; we will have signs to mark the dorm. It is a large brick building. You can park just past Burnam Hall on the left or in the parking lot behind Burnam.

#### **From Jackson County:**

Come into Richmond on KY 421/Hwy 25 North. Turn left onto the ECU Bypass (KY 876). Pass Roy Kidd stadium, KY State Police Post, and Alumni Coliseum (all on the right). Turn right onto Lancaster Avenue at Stoplight 5. Pass Model Laboratory School on right, then go through stop light (you'll see a gas station on left), then take first right past that light onto University Drive. Follow University Drive around the Ravine on the left. Burnam Hall will be on the right; we will have signs to mark the dorm. It is a large brick building. You can park just past Burnam Hall on the left or in the parking lot behind Burnam.

## UB Summer: What should I bring?

UB will reside in **Burnam Hall** this summer. **\*\*This location has changed from last year.\*\*** Each residence hall room will come equipped with two beds, two dressers, a closet, and a mini fridge. Please discuss what you are bringing with your roommate so that you don't end up with two of something.

WHAT TO BRING TO THE UB SUMMER CHAUTAUQUA:

- **Comfortable, casual clothes**
- **Gym/athletic shoes** Gym shoes, tennis shoes, or athletic shoes must be worn for all evening activities
- **Swimsuit** (If you do not have a swimsuit, please let UB staff know).
- **Linens: sheets** (for a XL twin-size bed or regular sized jersey knit), **pillows, blankets, towels, washcloths, and hangers.**
- **Toiletries: razor, deodorant, shampoo, conditioner, soap, hairbrush, toothbrush, toothpaste**, etc.
- **Flip-flops for the shower.** (Very important!)

There are spirit days scheduled throughout the summer, and you may want to bring dress-up items for those days. See the calendar for the dates of our UB "holidays".

UB will provide umbrellas to students.

### Wi-fi

Free wi-fi is available throughout EKU's campus. Staff will provide login information to students

### Laundry Facilities

Laundry facilities are located in each residence hall and are equipped with washers and dryers that are FREE! Students will need to bring their own laundry detergent for washers/dryers if they plan to use these

### Recycling

UB and EKU encourage students to recycle whenever possible. Recycling containers are provided in the residence hall and classroom buildings.

**\*\*\*The following items are allowed, but UB students are not required to bring all of these items.\*\*\***

### **Bedding**

- Sheets- Extra-long or jersey knit twin, or deep pocket sheets
- Mattress Pad (eggcrate)
- Blanket
- Pillow
- Comforter/Bedsread
- Bedskirt

### **Room Accessories**

- Alarm Clock with Battery Backup
- Lamp
- Storage Crates/Bins
- Fan
- Radio/CD/Tape Player
- Cleaning Supplies
- Decorations (Posters, Pictures, etc.)

### **Appliances**

- Microwave- 700 watts or less
- TV/VCR/DVD Player
- Computer
- Hot Air Popper
- Coffee Pot-Thermostatically Controlled
- Electric Hair Rollers/Curling Iron
- Hair Dryer

### **Toiletries**

- Towels and washcloths
- Shower Caddy
- Shower Shoes- Flip Flops, etc.

- Robe
- Shampoo, Conditioner
- Soap
- Hair Products
- Toothbrush/Toothpaste

### **Laundry Items**

- Laundry Bag/Basket
- Detergent/fabric softener
- Ironing Board/Iron

### **First Aid**

- Tylenol, Advil, Cold Medicine
- Any Prescribed Medications

### **Miscellaneous Items**

- Camera
- Deck of Cards

**The following items are NOT permitted to ensure your safety while living in the residence halls:**

- Tortier lamps (octopus lamps)
- Hot plates
- Toaster ovens
- Pop-up toasters
- Deep fryers
- Electric frying pans
- Sandwich makers
- Grills (like the George Foreman Grill)
- Fuel tanks (propane, kerosene, etc.)
- Space heaters
- Any other appliances with an exposed heating element
- Candles/candle warmers/incense
- Octopus plugs
- Extension cords
- Power strips that are not UL approved and do not have their own self-contained circuit breaker

## Residence Hall Guidelines

- After carefully considering your roommate preferences, the staff determines the room assignments. Remember that this assignment is only for five weeks. UB staff members are available to help mediate any issues.
- “On floor” is 10:00 pm unless otherwise specified. You **MUST** be on your appropriate room floor at that time.
- “Lights Out” is at 10:30 pm unless otherwise specified. All trips to the restroom and showers must be finished by this time. TAs will check rooms at night to ensure everyone is where he/she should be.
- Please do not leave your room or the residence hall before 7:00 a.m. (Breakfast starts at 7:30 a.m.) without permission from a staff member or TA.
- Sign-Out Policy: There will be a sign out sheet posted in the lobby of the residence hall. If you are stepping off of the front porch, you must sign out! You must write legibly the time you are leaving and where and with whom you are going. When you return, you must sign back in. You may not sign in or out for another person. Students must travel in groups of no less than three. Students do not have to sign out to attend mandatory total group activities, classes, and meals, because attendance will be taken at all activities. **When in Doubt, Sign Out!**
- ONLY UB STUDENTS AND STAFF ARE ALLOWED ON UB FLOORS except during drop off or pick up. UB STUDENTS MAY NOT VISIT FLOORS OR ROOMS NOT IN USE BY UB. There may be instances where other student groups are staying in our hall. They are NOT allowed on your floor and you are NOT allowed on theirs.
- UB students may not visit Bridge student rooms.
- Turn off lights and other electrical equipment when not needed or when leaving the room. This is not only an energy-saving measure, it is also a safety precaution.
- Do not tamper with or disconnect anything in your room. If you have problems with anything, please tell your TA and report it to the Head TA.
- Pizza or other foods can only be ordered for delivery prior to floor curfew. This means that the food must arrive prior to floor curfew. Please remember to tip the person delivering your food. Ask your TA or a staff member how much is appropriate if you are unsure.
- Keep the lobbies of the residence hall clean. Pick up after yourself. Dispose of your trash appropriately.

## Residence Hall Regulations

**Alcohol** EKU is an alcohol-free campus. The use and/or possession of beer, wine, liquor, or any other alcoholic beverages is strictly prohibited on-campus. Empty alcoholic beverage containers, either in one's personal possession or assigned room constitutes a violation of University regulations. Therefore, alcoholic beverage containers are not permitted as room decorations. No guest of a resident will be allowed to bring alcohol in or around any University Housing facility.

**Animals/Pets** No pets are allowed in the residence halls during the Summer Chautauqua.

**Bunk Beds** The provided beds are designed to bunk if both residents wish to do so. Bunk beds may not be placed in front of windows, under sprinkler heads, or in front of heating and air conditioning units. Residents must unbunk the beds and return the mattress springs to the lowest level upon check-out. Failure to do so will result in damage charges.

**Candles/Incense/Open Flame/Heat Source** Candles, incense, and any item with an open flame or exposed heat source are potential fire hazards and are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls.

**Controlled Substances/Drugs** The manufacture, sale, possession, use, and intent to distribute controlled substances(s); or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in or around University Housing. Anyone found in violation of this policy will be subject to appropriate action under municipal, state and federal law.

**Cooking** Microwave ovens are the only cooking appliances permitted for use in student rooms. No homemade electrical appliance will be permitted. Residents must be present when using any cooking appliance or iron in student rooms or in hall kitchens. University Housing provides a 2.0 cubic foot refrigerator in each room.

**Damages** Students are expected to maintain their room in an appropriate manner. Each room will be reviewed by Housing staff prior to occupancy and again upon check-out. Students will be billed for damages to or loss of University property. Additionally, damages in common areas (i.e. hallways, elevators, bathrooms, stairwells, etc.) may be billed to all students assigned to a floor, building, etc.

**Decorations** Students are encouraged to personalize their room within established guidelines. Students are not permitted to add nails or hooks to the walls, use contact paper, spray adhesive, wallpaper, borders, paneling or painting. Fire regulations prohibit covering more than 20% of the walls or room door. No decorations may be attached to the ceiling or near fire equipment including sprinklers. Examples of these include posters, lights, stickers, and fabric material or curtains. All issued furniture must stay in the assigned rooms and not block the doorway. For fire safety reasons, neon lights are prohibited.

**Electrical Appliances** To help ensure a safe living environment, University Housing restricts use of electrical appliances within the residence halls. All appliances must be connected to a UL-approved power strip with a self-contained circuit breaker and residents must be present when using any cooking appliance or iron within the residence halls.

**Fire and Safety Equipment** Tampering with fire and safety equipment in the residence halls or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. Students responsible will be assessed for all damages that occur as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to judicial action, financial restitution, and possible criminal prosecution. All student rooms and stairwells are equipped with closing mechanisms. Tampering with or removing fire pins is prohibited and will result in a \$20.00 charge.

**Flammable Liquids** Gasoline, kerosene, ether, oil, and any other flammable liquids are prohibited in residence halls.

**Furniture** All furniture provided in student rooms must remain in the designated room. Students are not permitted to move lounge, classroom, or lobby furniture to their room, nor are students permitted to remove any furniture from their room. Failure to comply will result in damage charges.

**Hall Sports** Hall sports and other potentially dangerous activities are not permitted within any residence hall. Student participation in sports and other such physical activities is encouraged in appropriate designated outdoor areas and Campus Recreation facilities. Examples of this include wrestling or rough-housing, throwing sports balls or bouncy balls, rollerblading in the hallway, etc.

**Implied Consent** Each resident is responsible for all activities that occur in their assigned room. By allowing the existence of behaviors or items that violate policy, the resident has nonverbally consented to the violations. Each resident is responsible for actively ensuring that unlawful or inappropriate behaviors or items do not exist in their residence hall room and reporting such behaviors or items to University staff.

**Noise** Residents are expected to avoid making noise that disturbs others and to avoid excessive noise in the hallways, commons areas, and around the residence halls. Residents should be considerate of others and respect other student requests for quiet.

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**Noise** Residents are expected to avoid making noise that disturbs others and to avoid excessive noise in the hallways, commons areas, and around the residence halls. Residents should be considerate of others and respect other student requests for quiet.

**Personal Safety** Residents should not engage in activities that might place themselves or others at risk of bodily harm. This includes, but is not limited to, propping exterior doors, throwing objects out of windows, sitting on window ledges, entering any roof area, or the use of bicycles, rollerblades or skateboards inside any University building.

**Roofs/Ledges** Students are not permitted on roofs or window ledges. Items are not to be placed on the outside of window ledges or hung outside the windows.

## “The Board”

Check the dry-erase board in the lobby for schedules, updates, location changes, announcements, etc. Students should monitor their schedules and the board to be aware of daily events. Please check the board before asking staff members about the schedule. Students are expected to be on time for all classes and events.

## Library

*Students may check out materials at EKU's library during the Summer Chautauqua. Students are responsible for any fees from overdue or lost materials.*

## Meals

Students are required to go to breakfast, lunch, and dinner. Most on-campus meals will be eaten at the Fresh Food Company upstairs in the Powell Building. Students must swipe their meal cards to gain entry to the cafeteria. Food at Powell is served buffet style with many choices. Students may eat as much as they like.

Off-campus and on-campus meals will be provided by Upward Bound. UB may give students food money for some off-campus meals.

Breakfast: 7:30 am - 9:00 am

Lunch: 11:00 am – 12:00 pm

Dinner: 4:30 pm – 6:00 pm

\*Please remember UB must pay for these meals whether they are eaten or not.\*

## Stipends and program costs

Costs for all meals, housing, activities, travel, and supplies will be provided by Upward Bound. There is no cost to the student to participate in UB or any UB activities.

Stipends will be given to students during the summer. Stipends may be banked and given to students during the end-of-summer trip at UB staff discretion.

## Lanyards

At all times you MUST keep your room key, meal card, and residence hall fob with you. Your fob allows you access to the residence hall, and your key locks and unlocks your room door. You are given a lanyard on which you may keep all of these. It is your responsibility to keep up with these items. If any of these are lost, it will be your responsibility to pay for the replacement. (Fobs cost \$50 and keys are \$50.) Upward Bound CANNOT pay for these replacements. Any student who fails to pay for lost key/fob by the end-of-summer trip will have his/her stipend forfeited until the amount is paid in full.

## Transportation

Upward Bound does not provide transportation from each county during the summer. Most families choose to carpool with other families from the same county so that no family must make the trip to ECU every time.

Students may not drive their own vehicles for summer except in extreme circumstances that must be pre-approved by UB staff. If a student must drive, the car must be parked at the Patterson House (UB office) and keys given to the student's TA for the week.

Students may only ride in – or even sit in – a vehicle belonging to a person who is on their Transportation/Pick Up List, and only then when the student is riding home on the weekends. Students may only leave with parents/guardians at any other time.

## Medications

Students may bring prescription and non-prescription medications and keep medications with them. Students are responsible for their own daily medications. UB staff may not give any medication to students without parent/guardian permission. Students should not give medication to any other student.

## Visitors

No visitors are allowed unless a parent or guardian provides written permission and UB staff members approve the visitor in advance.

## Cell phones

Students may bring personal cell phones with them to EKU. Students should keep phones and other devices turned off (or on vibrate) and put away during **all** UB classes and activities. It is acceptable for students to use their phones and other devices during breaks, lunch, and free time.

## Tobacco use

EKU is a tobacco-free campus. No students, staff, parents, or visitors may use tobacco of any kind, including vaping. Breaking this rule can result in a **\$25 fine** per incident.

## Checking out of the residence hall

Students will check out of the residence hall on Friday, July 14th. It is expected that families will take all of their students' belongings home at that time. Students must remove all trash and other items from rooms upon checkout. Cleaning fees may be assessed for dirty rooms. When checking out of the residence hall, all rooms must be put back to their original condition, and furniture replaced in its original location. Students' vacant rooms must be approved by a TA before they can check out.

Following check-out on Friday, students will return to EKU Sunday, July 16th for the Drama Production and awards ceremony. Students will bring only what they are taking with them on the end-of-summer trip. We will depart for our trip following the activities that day.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Rev 5/14

# Safety

## EKU Emergency Notification Systems

EKU has implemented an emergency notification system to inform the community about incidents and emergencies affecting campus. Any one, or a combination, of the alert methods listed below may be used depending on the nature and severity of the event. Systems Include:

- Siren/Public Address System - Audible sirens and announcements can be broadcast over four loudspeakers strategically placed on campus. This system can be activated by the ECU Division of Public Safety as well as the Madison County Emergency Management Agency for weather and community emergency notifications.
- Text Messaging - An opt-in notification where a text message can be received on your mobile phone. ECU does not charge for this service; however, your carrier may have standard text messaging charges. (Important: Students should re-enroll their mobile phone numbers at the beginning of every semester)
- Voice Messaging - An opt-in notification where a voice message can be received on your mobile or home phone. (Important: Students should re-enroll their mobile phone numbers at the beginning of every semester)
- Email Messaging - This notification provides an email message about an event. Community members can opt-in to receive emails and are encouraged to check their email frequently throughout the day to be sure they see any message sent by this alert method.
- RSS Feeds - A message can be posted on the Emergency Management, Police Department, or University web pages.
- Social Media - ECU can use Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @EKUEmergency on Twitter and LIKE ECU Emergency Management on Facebook.

## Fire Alarm Procedures

When an Alarm Sounds:

1. Leave your room immediately.
2. Close and lock the room door.
3. Walk quietly and quickly to the nearest exit. Do not use the elevators.
4. Remain outside in designated area until the signal is given to return inside the building.

For the protection of all residents, obey all fire regulations. Failure to evacuate a hall when an alarm sounds may result in disciplinary action. University officials and emergency responders reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

**Property Loss or Theft** Students are encouraged to lock their door each time they leave their room.

The University is not responsible for loss or damage to residents or other person's money or valuables or personal property for any cause. Moreover, the University is not responsible for any injuries to residents or guests (including but not limited to death), damage to their property that may result from a violation of any University policy or Housing guideline, or arising from any other misuse of the premises.

**Severe Weather** Should the National Weather Service issue a Tornado Watch, residents are cautioned that the conditions favor the occurrence of tornados and severe weather. A Tornado Warning indicates that a hazardous event is occurring or is imminent. When a Tornado Warning has been issued, residents should remain calm and seek shelter on the lowest floor possible toward the center of the building, preferably in a hallway. Residents should use the stairwells, not the elevators, as the potential for a power outage always exists with severe weather conditions. Due to high winds, residents also should stay away from windows and glass doors. Until the "all clear" signal has been issued, residents should remain in the designated area.

**Fire and Safety Equipment** Tampering with fire and safety equipment in the residence halls or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. Students responsible will be assessed for all damages that occur as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to judicial action, financial restitution, and possible criminal prosecution. All student rooms and stairwells are equipped with closing mechanisms. Tampering with or removing fire pins is prohibited and will result in a \$20.00 charge.

**Flammable Liquids** Gasoline, kerosene, ether, oil, and any other flammable liquids are prohibited in residence halls.

### **Student behavior on the end-of-summer trip:**

UB students are expected to follow all UB, ECU, and state/federal laws and behave maturely and responsibly on all trips, but especially so on the end-of-summer trip. Students whose behavior does not meet UB standards on the trip may receive any or all of the following consequences:

- Loss of stipend
- Requirement of staff supervision at all times
- Sent home at parent expense
- Dismissal from UB

## EKU Emergency Notification Systems

Eastern Kentucky University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campus. Realizing that message redundancy is a necessity, EKU has several primary notification systems available for the community. Any one, or a combination, of the alert methods listed below may be used depending on the nature and severity of the event.

### Systems Include:

- **Siren/Public Address System** - Audible sirens and announcements can be broadcast over four loudspeakers strategically placed on campus. This system can be activated by the EKU Division of Public Safety as well as the Madison County Emergency Management Agency for weather and community emergency notifications.
- **Text Messaging** - An opt-in notification where a text message can be received on your mobile phone. EKU does not charge for this service; however, your carrier may have standard text messaging charges.

(Important: Students should re-enroll their mobile phone numbers at the beginning of every semester)

- **Voice Messaging** - An opt-in notification where a voice message can be received on your mobile or home phone. (Important: Students should re-enroll their mobile phone numbers at the beginning of every semester)
- **Email Messaging** - This notification provides an email message about an event. Current students, faculty, and staff are automatically registered to receive notifications on their EKU email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts. Community members are encouraged to check their email, frequently throughout the day, to be sure they see any message sent by this alert method.
- **RSS Feeds** - A message can be posted on the Emergency Management, Police Department, or University web pages.
- **Social Media** - EKU can use Twitter and Facebook to send notifications to the community. These social systems require the user to check to receive any messages posted. Follow @EKUEmergency on Twitter and LIKE EKU Emergency Management on Facebook.

To Register:

- Go to the Rave Site Look-up and search for Eastern Kentucky University (<http://www.getrave.com/login/eku>).
- Click the Register Button in the upper right hand corner.
- Register your information and select to receive text, voice, and/or email messaging.

Or scan:



## General Guidelines for Summer Chautauqua

- Please remember that at all times you represent Upward Bound, and your behavior is a reflection of our program. We hope that you conduct yourselves appropriately at all times, but especially so during Upward Bound activities.
- It is expected that you will be polite and respectful to all UB staff, students, speakers, teachers, tutors, and visitors.
- UB will not tolerate discriminatory or harassing behavior. Students must abide by EKU's Non-Discrimination and Sexual Harassment policies, which may be viewed at [http://policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/equal\\_opportunity\\_nondiscrimination/equal\\_opportunity\\_nondiscrimination\\_genetics BOR 1 25 09.pdf](http://policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/equal_opportunity_nondiscrimination/equal_opportunity_nondiscrimination_genetics BOR 1 25 09.pdf) and [http://policies.eku.edu/sites/policies.eku.edu/files/policies/sexual\\_harassment\\_policy 8 27 13 fixc-1.pdf](http://policies.eku.edu/sites/policies.eku.edu/files/policies/sexual_harassment_policy 8 27 13 fixc-1.pdf)
- UB students are restricted from viewing, sharing, or downloading any content that is sexually explicit or discriminative against any race, ethnicity, religion, gender, sexual orientation, disability, or culture.
- Students may not have or use wheels of any kind (skateboards, roller skates, wheelie shoes, etc.)
- Males and females will have rooms on separate floors/wings. Males may not be on female floors or in girls' rooms. Females may not be on male floors or in guys' rooms. **Ever. For any reason.**

## Guidelines for Riding on Buses

UB students often ride school and charter buses for Kentucky Experiences and other trips.

- Please keep noise to a minimum on buses. Loud noises, singing, and yelling distract the driver.
- Nothing should ever be thrown from the bus, and hands, arms, and other body parts should always remain inside the bus.
- The driver has the final decision about what is allowed on the bus. Some drivers let us eat and drink on the buses, chew gum, open windows, etc., and some don't. We will follow whatever rules the driver sets for the bus.
- All trash needs to be taken off the bus whenever we stop and at the end of the trip. Windows should also be raised at the end of trips.
- If the bus has a dvd player, UB will only watch rated G, PG, and PG-13 movies.
- No sharing blankets on buses.

## UB Dress Code

We believe that while you are on campus and on trips, you represent UB, and we want that representation to be very positive. Please use discretion in the way you dress.

- No bare midriffs for males or females, except at the beach or pool.
- Clothing must be long enough to cover you, even when you sit down. This applies to males as well as females.
- Shirts, hats, or other articles of clothing or jewelry with profanity, other inappropriate words/phrases, alcohol, or drugs/drug paraphernalia printed on them are not appropriate.
- Sunglasses are not allowed to be worn during indoor class or group meetings.
- Pajamas or other items of clothing generally considered "sleeping attire" are not to be worn at/to organized UB activities (for both on and off campus activities).
- Headphones may not be worn and cell phones must be turned off during all UB activities.
- Please be aware that in certain situations hats may not be appropriate. UB staff will make students aware if those circumstances occur.
- Tennis shoes or athletic shoes must be worn for all evening activities. Other shoes, including flip-flops or sandals, may be worn at other times.
- Most UB events call for casual dress. For some events, however, such as banquets, dances, etc., students may choose to dress up. UB staff will inform students if dressy clothing is required.

UB administrative staff may add to this dress code as necessary in order to clarify "grey areas."

## Important dates

### **Summer paperwork due in the UB office**

June 2<sup>nd</sup>

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### **Move-in day:**

June 10<sup>th</sup>

See enclosed schedule

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### **Finals**

July 12<sup>th</sup> & 13<sup>th</sup>

### **Move-out day**

July 14<sup>th</sup>

3:00 – 6:00 pm

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### **Drama Production and Student Awards**

July 16<sup>th</sup>

3:30 pm

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### **End-of-Summer Trip to Chicago, IL**

July 17<sup>th</sup>-21<sup>st</sup>

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