

General Guidelines for Saturday Academies

- 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.
- Attendance is required at all Saturday Academies. Absences are only excused in case of school activity, illness, or other pre-approved activities. If a student will be absent from a Saturday Academy, he/she must notify UB staff in advance.
- After two (2) unexcused absences, students may be dismissed from Upward Bound.
- If you are employed, please discuss Upward Bound with your supervisor when you are hired or when you join UB. Please ask off for Saturday Academies; we provide these dates well in advance. Most employers have no problem letting you off work for UB events as long as you tell them in advance. Absences will not be excused for work.
- Upward Bound provides transportation from each county to the Saturday Academy. The bus schedules are provided to each student and are also posted on our website at <http://www.upwardbound.eku.edu/saturday-academy> . However, if you plan to drive yourself to the Saturday Academy, it is your responsibility to park in legal spaces to ensure that your vehicle is neither ticketed nor towed. After you arrive on campus, you may not return to your vehicle until the Saturday Academy has been dismissed for the day. If you choose to ride with someone who is driving their own vehicle, you must furnish the UB office with written permission from your parent or guardian that day. UB assumes no liability for students who drive their own vehicles or who ride with others to the Saturday Academies.
- Students are expected to participate in all classes/activities at Saturday Academies. Students will keep phones and other devices turned off (or on vibrate) and put away during all Upward Bound activities. It is acceptable for students to use their phones and other devices during breaks and lunch. Violation of this rule will result in the phone or device being taken away for the duration of the Saturday Academy.
- It is expected that you will be polite and respectful to all UB staff, students, speakers, teachers, tutors, and visitors.
- Stipends will be given only to students present at Saturday Academies. If a student misses a Saturday Academy, they will not receive the stipend for that

date. New students do not begin to receive stipends until they have been a member of Upward Bound for at least 60 days.

- Meals at Saturday Academies will be provided by Upward Bound.
- As with all Upward Bound activities, use of tobacco, alcohol, and drugs is prohibited.
- UB students are restricted from sharing or downloading any content that is sexually explicit or discriminative against any race, ethnicity, religion, gender, sexual orientation, disability, or culture.

Guidelines for Overnight Trips

Upward Bound will occasionally take overnight trips during the academic year. At these events, please remember you are representing Upward Bound to the public. Please behave in a way that ensures we will be welcomed back.

During these events, we will spend the night at a hotel or other facility. In addition to the above guidelines, the following guidelines apply for overnight trips:

- Males and females will have rooms on separate floors whenever possible. 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.

- All students must be in their rooms at "lights out" and are not to leave their rooms after that time unless there is an emergency. TAs will do room checks at "lights out", and after that, all students must remain in their rooms. The only exception would be in the unlikely event of a hotel evacuation. In the event of a hotel evacuation. Students should meet at the designated emergency meeting location. Students are not to open their doors after lights out to anyone other than Upward Bound staff.
- We are not the only guests at the hotel. Please keep noise to a minimum in hallways and in rooms. Other guests may be trying to sleep, even during the day. Do not run through the hallways. Please wear shoes when you leave your room.
- Feel free to utilize the hotel's facilities such as the pool and exercise rooms if time is available. Please be aware of other guests wanting to use those facilities and make sure they have an opportunity to do so.
- Make sure to clean up all trash you have in the lobby and other public areas. If you see trash, even if it's not yours, please clean it up so that UB will continue to be welcome there.

- Hotels, meals, and events cost UB money, and must be booked well in advance. If you have committed to going on a trip/event and fail to show up, you will lose your stipend for the next Saturday Academy.
- If breakfast is provided at the hotel, please be considerate of other hotel guests. When people are waiting for tables, please do not “hang out” in the breakfast area.
- You will be given a schedule for Upward Bound events. Please read your schedule and keep it with you at all times, making sure you are on time for all events. You are responsible for getting yourself up each morning.
- Please make sure to keep your hotel room reasonably clean. All trash should be in trash containers and furniture should not be moved. If there are any problems in your room (running toilet, overflowing sink, something doesn’t work), please call the hotel front desk and alert UB staff, if necessary.

Guidelines for Riding on Buses

UB students often ride school and charter buses for Saturday Academies and other trips. Certain guidelines apply to these 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.

Inclement Weather Policy

We sometimes have to cancel Saturday Academies due to weather conditions. Typically we make the decision to cancel a Saturday Academy the night before or very early on the day of the activity, after determining road conditions and consulting with bus drivers in each county. When this occurs, we will make every effort to contact you ahead of time. The information will be posted on our Facebook page as well as to local

television stations (WLEX 18, WKYT 27, WTVQ 36). You may contact UB staff if you are unsure about whether an event will occur.

UB Dress Code

We do have a dress code in Upward Bound. We believe that while you are on campus and on trips, you represent Upward Bound. We want that representation to be very positive. So, given that, please use discretion in the way you dress.

You must wear shoes and shirts along with the other usual clothing articles, including undergarments. Appropriate dress and behavior for a given occasion are lessons UB students are expected to learn.

- Crop tops, short shirts, tube tops are not allowed. No bare midriffs for males or females.
- Shorts, dresses, and skirts must be long enough to cover you, even when you sit down.
- 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" shall not be worn at/to organized Upward Bound activities (for both on and off campus activities).
- Headphones may not be worn and cell phones must be turned off during classes, group meetings (or other meetings), campus tours, events, etc.
- Please be aware that in certain situations hats may not be appropriate. UB staff will make students aware if those circumstances occur.

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

UB on the Web

Please visit us on the web at www.upwardbound.eku.edu for additional information about Upward Bound. From this website you can also access information about the summer program, print off UB applications, and link to ACT prep, financial aid information, and much more.

UB also has a Facebook page (EKU Upward Bound) where you can see photos, post questions, and connect with staff and other UB students. Please feel free to post any exciting news and share general information.

UB can be found on Twitter at @EKU_UpwardBound, Instagram at ekuupwardbound, and Pinterest at EKU Upward Bound. Our YouTube channel is EKUUpwardBound.

Contacting Upward Bound

We realize students often have questions about many aspects of Upward Bound. We want you to know there are a variety of ways to get in touch with us. The Upward Bound offices are 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. 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.

Contact information for Saturday Academies and trips

If you or your parent/guardian needs to contact UB staff during Saturday Academies or on trips, please call our cell phones.

Tamara Stewart, Director 859-200-1217 tamara.stewart@eku.edu

Zak Hess, Assistant Director 859-779-2734 zachary.hess@eku.edu

Becca Morrison, Coordinator 859-325-5579 becca.morrison@eku.edu

I have read, understand, and agree to abide by the Upward Bound Guidelines.

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____