

Eastern Kentucky University Upward Bound

Academic Year 17-18 Student Handbook



Upcoming Events

October 28

Saturday Academy

November 18

Saturday Academy

December 2

Saturday Academy *Please note time change!*



Welcome to Eastern Kentucky University (EKU) Upward Bound (UB)! We hope you're excited about joining!

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 will spend well over \$4000 on you each year, every year you are in UB. 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 this packet, including the last page of these guidelines. Paperwork must be returned to us before you can attend any UB event.

2018 Summer Chautauqua

June 9th – July 20th, 2018

EKU Upward Bound
Patterson House
521 Lancaster Avenue
Richmond, KY 40475
www.upwardbound.eku.edu
Office 859-622-1080
Fax 859-622-7877

Office hours 8:00 am-4:30 pm
Monday – Friday

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, 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 (school visits). 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!

Kroger Community Rewards

Please support EKU Upward Bound as part of Kroger 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. Enrolling in Kroger Community Rewards does not affect your fuel points. EKU Upward Bound # 45462. <https://www.kroger.com/communityrewards>

Contacting Upward Bound

We realize students and parents/guardians may have questions about UB. 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 Saturday Academies, on trips, and in 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

Zak Hess
Assistant Director

Cell: 859-779-2734

zachary.hess@eku.edu

Becca Morrison
Assistant Director

Cell: 859-325-5579

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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.

UB on the Web

Please visit us on the web at 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

Instagram www.instagram.com/ekuupwardbound

Pinterest

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

YouTube

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

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. EKU 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

EKU 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.

EASTERN KENTUCKY UNIVERSITY UPWARD BOUND IS FUNDED THROUGH A TRIO GRANT FROM THE UNITED STATES DEPARTMENT OF EDUCATION TOTALING \$535,039.

Participation

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.

It is expected that you will be polite and respectful to all UB staff, students, speakers, teachers, tutors, and visitors.

Attendance

- Attendance to all Upward Bound events is mandatory. Absences are only excused in case of school activity, illness, or pre-approved activity. Our dates are scheduled months in advance to enable you to attend.
- Students should arrive on time and stay the entire time of the UB event, unless permission has been granted from UB staff ahead of time for an excused reason.
- 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 Saturday Academies. Absences will not be excused for work. We are happy to send documentation of your UB participation to your employer, if needed.
- If you must miss a Saturday Academy, please let us know **IN ADVANCE** or as soon as you know. UB must pay for some things in advance, so we need an accurate count of students attending so money is not wasted.
- After two (2) unexcused absences, students may be dismissed from Upward Bound.

Transportation

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>. The times posted on the bus schedule are when the bus leaves. Students should plan to be at the bus pickup location **at least ten minutes before the bus is scheduled to depart**. The bus cannot wait for you.

If you plan to drive yourself to the Saturday Academy, however, 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.

Please notify Tamara if your pickup or dropoff location will vary from normal, such as someone is picking you up from the Saturday Academy.

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.

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.

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.

Wi-fi

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

Summer Chautauqua

A packet of information about the Summer Chautauqua will be sent out to families in May. Information is also available on our website at <http://upwardbound.eku.edu/summer-chautauqua-2018>.

Probationary period

All new UB students are on a probation for their first 60 days to ensure their commitment to UB and their ability to adhere to UB guidelines. During the probationary period, students do not receive stipends. Students will begin to receive stipends at the first Saturday Academy following the end of the probationary period or during the summer.

Stipends

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 after their probationary period is completed.

Inclement Weather Policy

We sometimes have to cancel Saturday Academies due to poor 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 go out over our texting service and be posted on our Facebook page. You may contact UB staff if you are unsure about whether an event will occur.

General Guidelines for Upward Bound

- 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.
- UB will not tolerate discriminatory or harassing behavior or bullying in any form. Students must abide by EKU's Non-Discrimination and Sexual Harassment policies.
- 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.) while on campus.

Senior services

During your senior year in high school, UB staff works closely with you to assist you in applying for college, scholarships, and financial aid. UB seniors must complete a number of college, scholarship, and financial aid applications, along with other requirements, by certain deadlines. Seniors will be made aware of these requirements the summer before your senior year. UB staff members are always available to help students complete the necessary steps for college enrollment and degree completion.

Nominate a student

Do you know a student who would be a good candidate for UB? Nominate them to apply at <http://upwardbound.eku.edu/nominate-student>.

Guidelines for Riding on Buses

UB students often ride school and charter buses for Saturday Academies 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.

Recycling

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

Guidelines for overnight trips

Upward Bound will occasionally take overnight trips during the academic year. As always, please remember you are representing Upward Bound to the public, and 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.

UB Dress Code

We believe that while you are on campus and on trips, you represent Upward Bound. We want that representation to be very positive, so please use discretion in the way you dress. Appropriate dress and behavior for a given occasion are lessons UB students are expected to learn.

- Shoes and shirts are always required. Cut-off shirts, crop tops, short shirts, and tube tops are not allowed. No bare midriffs for males or females.
- Pants, shorts, dresses, and skirts should 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" should 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."

Summer Bridge Program

During the summer following high school graduation, UB offers a free college course to students who have met all their senior requirements. The course offered is SOC 131 Intro to Sociology (3 credit hours). UB pays for all costs associated with the course (tuition, books, housing, food, etc.) as long as the student passes the course. Students failing the course will be required to reimburse UB for the costs.

Academic requirements

UB students are **expected** to meet certain academic requirements to enable them to be successful and to remain in good standing with the program. These include:

- Taking the Kentucky Pre-College Curriculum (see below)
- Maintaining at least a 2.5 cumulative GPA (preferably higher)
- Meeting benchmark scores in math and reading
- Passing to the next grade every year in high school
- Graduating high school on time
- Enrolling in college the fall immediately after high school graduation
- Graduating from college with at least an associate's degree within six years after high school.

Pre-College Curriculum Requirements		
Subject	Credits	Courses
Language Arts	4	English I, II, III, IV
Social Studies	3	U.S. History, Geography, Economics, Government and Civics, and Cultures and Societies.
Mathematics	3	Algebra I, Geometry and Algebra II
Science	3	Biology, Chemistry, &/or Physics – Minimum 2 of 3 Science classes required
Health	½	High School required Health Class
Physical Education	½	High School required Physical Education Class
Visual & Performing Arts	1	Music, Dance, Media Art, Theatre, Visual Art, and/ or specialized arts course
World Language	2	2 units of world language or demonstrated proficiency in 2nd world language (such as American Sign Language, Arabic, Chinese, French, German, Italian, Japanese, Latin, Spanish, & English for LEP students)
Electives	7	Academic and career interest standards-based learning experiences (to include four (4) standards-based learning experiences in an academic or career interest based on the student's Individual Learning Plan; and Demonstrated performance based competency in technology.)
Technology	0	Demonstrated performance-based competency in technology

Going to college and earning a degree of distinction is not only a dream, but a goal to which our students aspire so they can become very successful in a career.

If your high school offers honors, IB, AP, and/ or dual credit classes (and you are eligible to take them), challenge yourself to enroll in those classes. They may be a bit more challenging than a regular class, but they will certainly give you an advantage and prepare your mind for college academic work.

Please sign and return this sheet.

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

Student signature _____ Date _____

Parent/Guardian signature _____ Date _____