Upward Bound Office Staff

Dr. Ronnie Gross                                        439-4002
TRIO Executive Director

Phil Blevins                                          439-4474
Interim Assistant Director

Tiffany Brown                                          439-4003
Assistant Director of Operations

Emily Grater                                           439-6188
Assistant Director of Academic Services

Julie McReynolds                                      439-4003
College Access Coordinator

Jessi Nicely                                           439-5241
Academic Coordinator

Brandon Pennington                                    439-5899
College Access Coordinator

Emily Pritchard                                       439-5006
STEM Coordinator

Fax Number                                             439-4770

Office is now located in Lucille Clement (1st floor)—entrance is on the side facing the CPA.
Upward Bound 2019 Instructional Staff

**Literature and Writing**
Debra Brooks
Catherine Childress
Karissa Doughty

**Mathematics**
Lloyd Griffin
Jaime Hise
Brittany Mitchell

**Science**
Raja Das
Brian Dempsey
Alliese Martelli
Michelle Osborne
Debra Smith
Shiva Thapa
Alyssa Younker

**Foreign Language**
Mary Lynn Barnes
Hillary Buckner
Sherrie Farmer
Zoe Hester
Willie Wallace
Upward Bound 2019 Summer Staff

Residential Directors
Leah Patton
Matthew Peters
Layken Ward

Recreation Coordinator
Hunter Cobble

Residential Advisors
Wasilat Adeoluwa
Grayson Aldridge
Zander Bennett
Jenny Brummett
Ryan Burgess
Sanjeev Das
Peggy Dossey
Laken Dye
Cassidy Hensley
Taylor Herron
Hunter Jones
Amber Nerren
Oluferisayo "Feyi" Odeunmi
Hunter Oliver
Roxy Reed
Idaraobong Udoeyp
Brianne Ward
Olivia Webb

Program Assistants
Elizabeth Coffey
Lauren Coleman
Ray Combs
Kerrington Dougherty
Erin Helbert
Nolan McClain
Rose Minton
Christian Phillippi
Jonathan Waddell
Tentative Summer 2019 Daily Schedule

Rising Sophomore/Rising Junior/Non-CWS Rising Senior Morning and Afternoon Schedule

6:30 - 7:00  Rise and Shine
7:15-8:10  Breakfast
8:30 - 12:45  Academic classes (Math, English, Science, Foreign Language)
12:45 - 1:30  Lunch
1:30- 3:45  Afternoon classes, seminars, and study hall
3:45- 5:00  Downtime in the dorms

Rising Senior (CWS Student) Morning and Afternoon Schedule

6:30 - 7:00  Rise and Shine
7:40 - 8:20  Breakfast
8:30 - 12:15  Academic classes (Math, English, Science, and study hall)
12:20 – 1:00  Lunch
1:30 – 4:30  CWS Placement

All Students Evening Schedule

5:00-6:00  Dinner
6:00-6:15  Large Group
6:30-8:30/9:00  Rec Time (Monday, Tuesday, Wednesday, and Thursday)
6:45-7:45  Family Group (Tuesday)
9:00-10:00  Shower Time/Study Time/Laundry Time
10:00-11:00  In your hall. (Quiet hours begin) Study time/Get ready for bed
11:00  In your own room

Wednesday Schedule

4:00 - 9:00  Family Visitation Night (Activities will be available for students staying on campus.)

Sunday Schedule

6:00-8:00  Students will check back into the residence halls.
8:30-9:30  Family group
11:00  In your own room
The following information covers many areas of the Upward Bound Summer program. The main focus of the summer program is academics. Additionally, in order for a student to take full advantage of the program, we believe he or she should participate in all Upward Bound activities and follow the guidelines of this book.

**Student Attendance** - Students are encouraged to participate in every summer session while they are in the Upward Bound program. Students who will be unable to attend the summer program should notify UB staff as soon as possible during the academic year. Students are expected to do all in-class and homework assignments. Grades are recorded regularly to track students' progress. Attendance is required in all classes. **Any student who misses a day or several days of the Upward Bound summer is responsible for making up all work that was missed.** Students are strongly discouraged from missing more than a week. The student must let his or her instructor know if he/she will miss class. The student is expected to obtain and complete the in-class and homework assignment(s) and/or project(s) needed for the next class session. Please fill out Days Missed Form with your trip’s dates before the start of the summer.

**Academic Objectives** - Because the Upward Bound program is an academic program first and foremost, all students will sign the Academic Commitment form, which states the objectives to be reached during the summer. Students must complete all objectives in order to go on the summer trip.

**Residence Halls** - The male students will be in West Hall and the female students will be in Lucille Clement Hall. All rooms in both halls have two beds, two desks, and two closets. Both residence halls are air-conditioned. All students will be using community showers located throughout the floor(s). Should a student have a problem in the residence hall, it should be reported to the Resident Advisors. No student is permitted to be in another person's room without approval from the resident(s) of that room. No student is permitted to be in another person's room after 11:00 p.m. and will face disciplinary action up to and including suspension if found in another room after that time. Students are not allowed to be in the opposite gender’s residence hall dorm rooms or hallways at any time; students are permitted to visit the opposite gender’s dorm lobby during recreation time only. There are laundry and vending machine facilities convenient to the rooms in each residence hall. Please note, room inspections can take place any time throughout the summer.
The following is a list of items you may need for residence hall living:

**Essentials**
GOOD ATTITUDE!
Blanket, bedspread, and sheets (for twin bed) Pillow and pillowcase
Bath towels, hand towels, and wash clothes Personal toiletries
Shower shoes or sandals, Tote to take items to and from showers
Wastebasket, Alarm Clock Umbrella

**Optional**
Laundry supplies Posts or wall decorations (no tacks!)
TV; Radio/iPod with ear buds Iron, Lamp
Computer w/ Ethernet connection

Coin-operated laundry machines are available for student use. (Students may also use their ID accounts to use the machines.) Please monitor your machines while using them and promptly remove clothes upon the completion of the cycle. This allows other students to use the machines without disturbing your clothes.

**Students and Residence Hall Access** - As per university rules, students are to ONLY be in residence halls that they are assigned to live. This means that undergraduate students are to only be in Lucille Clement and West Halls while Bridge students are to only be in Davis Apartments. Undergraduate students are not to be in Davis AT ANY TIME (this includes Wednesday nights when you check out for Family Night as well as on the weekends) as Bridge students are not to be in West or Lucille Clement at any time. If you are found in a residence hall that you are not assigned to live in, you will be dismissed from the summer program.

**Curfew** - All students should be in their assigned residence hall rooms by 11:00 p.m. or at the time designated by the RD. Students should only leave rooms after this time if they need to use the restroom or need assistance from an RA/RD. Otherwise, students found out of their rooms after 11:00 p.m. will face disciplinary action up to and including suspension.

**Checking In and Out of Upward Bound** - Full participation and attendance is expected of all students who attend the summer program. Students should not check out during times other than the designated times listed above without a valid excuse (illness, medical appointment, family emergency, etc.) **Students should not check out during academic classes when avoidable.** Excessive checkouts or absences may result in the student being asked to leave the summer program or switch to day student status.
Checking In: Students should arrive back on campus to check in each Sunday from 6:00PM – 8:00PM (students can check in to the program by themselves; no guardian is needed). If a student needs to check in late (after 8PM on Sundays or after 9PM on Wednesdays) due to circumstances beyond their control, he or she must call the RD with a specific return time. Students will also need to have their parents/guardians call and grant them permission to check in late. If a student has not returned by check-in time without prior parent/guardian permission, UB staff will contact parents or guardians. The latest time a student may return is 11PM. Students who cannot return by 11PM should call the RD and make arrangements to return before breakfast the following morning.

Checking Out: Students will need to be checked out by an approved person (who can show an ID) each time they are checked out unless they have permission to check themselves out. Students may check out on Wednesdays starting at 4PM at the students’ residence halls; students must return before 9PM. Wednesday night check-out is optional. Checkout on Fridays is from 1:30PM-4PM at the students’ residence halls.

Checking out at other times: Students who need to check out at any time other than Wednesday and Friday check-out times should have their parents/guardians call the office (if between 8:00 a.m.-4:30p.m.) at 423-439-5619 or the RD (if after 4:30) to make arrangements for check-out. Students who have permission to check themselves out may only do so on Wednesdays and Fridays and will need a parent/guardian to call, provide the safety word, and grant them permission to check out at any other time.

Student Illness/Injury - Students who are ill or injured and cannot attend class should be picked up by parents or guardians. Upward Bound is not able to provide supervision for sick students in the residence hall during class time. Students who are experiencing an emergency or serious injury will be transported to the emergency room. Parents/guardians should make arrangements to meet Upward Bound staff at the hospital as soon as possible in these cases.

Work - If a student chooses to work during summer, he/she should make prior arrangements to work during times that will not conflict with regularly scheduled Upward Bound activities (i.e. work only on weekends or Wednesday nights).
**Student IDs** - Each student will receive an official ETSU ID guest card with his/her picture. This ID card will be used for access to the residence hall. It is vital that the student carries his/her ID at all times. **If a student loses his/her ID, he/she must pay to have it replaced.** Students are responsible for maintaining their IDs from year to year to be used each summer.

**Meals** - Students are expected to attend all meals. Meals are provided by Upward Bound at no cost. Students will be required to check in with a staff member at each meal to confirm that they are there by the following times and have met USDA requirements for their meals:
- Breakfast: Before 8:10 a.m.
- Lunch: Before 1:15 p.m. (1:00 p.m. for CWS students)
- Dinner: Before 5:30 p.m.

**Counseling Services** - Professional counselors are available on the Upward Bound staff to assist students with personal, emotional, or social issues they may experience, and graduate level counseling interns may also work with UB students under the supervision of the counselors. Upward Bound counselors may need to address sensitive topics through one on one interactions with students. In situations where long-term or more in-depth counseling services are needed, Upward Bound counselors can provide students and their families with referrals to outside counseling agencies. Upward Bound counselors and/or all staff are required by law to break confidentiality and report all cases of suspected child abuse to the Department of Children’s Services and may also be required to report elder abuse or the abuse of a disabled person. Upward Bound counselors will also notify parents or guardians in cases in which a student reports suicidal intentions or in other cases in which their physical or psychological health is in jeopardy. Students will sign an “Exceptions to Confidentiality” form each summer outlining the circumstances in which counselors must break confidentiality. In cases in which students report suicidal intentions, parents or guardian may be required to provide documentation of a suicide assessment and clearance by a mental health professional for the student to return to normal activities before he or she is allowed to return to the summer program.

**Family Groups** - Students have been divided into small groups called Family Groups that will meet weekly (on Tuesdays and Sundays) and be led by the Resident Advisors. RA’s will facilitate group
activities that are designed to encourage connection and social and emotional growth. The program counselors and other Upward Bound staff will monitor these sessions routinely.

**Campus Resources and Facilities Use** - ETSU offers our students many resources on campus.

- When using the Sherrod Library, please observe University rules and behave appropriately. Library books may be checked out with an UB ID. However, the student will be responsible for lost books or library fines.
- Upward Bound students will have limited access to ETSU computer labs during the summer (student may have to present their student ID). Every student must sign and turn in a Computer Usage Agreement Form in order to have computer access. This form simply states that if a student misuses a computer the Upward Bound program or ETSU will not be held responsible or liable.
- Students may not have food or drinks in computer labs.
- **Students are not allowed to use elevators in academic buildings.**

**Stipends** - Summer students are given $10.00 per week of full participation and attendance. Stipend checks will be issued to students prior to the summer trip if possible.

**Automobiles** - Automobiles are allowed on campus if prior permission is given from the parents/guardians. Parking decals will be provided by the Upward Bound program. **The student is responsible for paying any fines incurred while living on campus.** Students are NOT allowed to drive on campus to classes or other activities. Cars are only to be used when arriving on Sunday evenings, going to and from campus on Wednesday night family night, driving to and from Career Work Study, and going home on Fridays (all of these activities must be approved by the parent/guardian). All drivers must follow ETSU parking rules listed on their website: [www.etsu.edu/parking](http://www.etsu.edu/parking)

**Campus Safety** - Should a student encounter a problem with any individual on campus, he/she should report it immediately to the Resident Directors. In case of an emergency on campus, you can dial 911 from a campus phone.

**Personal Property** - Good security is the best guard for personal items. All students should make sure that their rooms are locked when they leave. We do not encourage students to loan personal items to other students. For security reasons, we also recommend that students do not carry large sums of money or have expensive items on campus. When traveling in ETSU vans, Johnson City Transit or chartered buses during Upward Bound sponsored trips, it is the responsibility of the student to take all personal possessions out of the vehicles when he/she is finished with the trip. The Upward Bound staff will not be
responsible for any items left on University vehicles or chartered vehicles/buses.

**Student Behavior** - Students are expected to conduct themselves in a well-behaved manner. While the University would like students to feel at home during their time on campus, Upward Bounders are still guests and should follow rules and regulations established by ETSU and the Upward Bound program. Students need to remember that other University activities, in addition to the Upward Bound classes, are taking place on the campus. Please refrain from excessive noise while in the halls and rooms in all University buildings. ETSU is fortunate to have excellent educational facilities and equipment and a beautiful campus. The preservation of these facilities is the job of students and faculty. We expect students to respect the campus, and we expect students to leave each room in the same or better condition than when we arrived.

**Unsupervised/Unapproved Participation** - Students are expected to be where they are supposed to be at all times. Students who are found in areas where they should not be (skiing class, in residence halls during class/activity time, out of room after 11:00 p.m. curfew, etc.) will face disciplinary action. When walking to and from classes, residence halls, library, recreational facilities, and the Culp Center, students should be in pairs or small groups whenever possible.

**Public Displays of Affection** - Students should refrain from excessive public displays of affection (kissing, hugging and touching as deemed excessive by UB staff).

**Dress Code** - Upward Bound students are expected to be neat and clean in appearance, and the clothing students wear is expected to be appropriate to the situation. The following guidelines are offered to you as an aid in determining what is or is not appropriate. Clothing with holes or rips in inappropriate places should not be worn. All dress code violations will be handled by permanent staff.

**Shirts/Blouses**
Low cut, backless, strapless or revealing shirts are not permitted.
Crop tops are not permitted
Bra straps should not show.
No "muscle" shirts allowed.
Shirts must be free of inscriptions that may be interpreted as being vulgar or suggestive.

**Shorts and Skirts**
No "short shorts" or miniskirts are allowed.
Garments, jewelry, belt buckles, etc. that tend to promote the idea of illegal substance abuse, inappropriate reference to sexual behavior, or other vulgar or suggestive symbols are not acceptable.

**Alcohol, Tobacco, and Other Drugs** - No smoking, use of other tobacco products, or vaping is permitted during on campus or during Upward Bound trips. If you are caught using tobacco products or in possession of tobacco products, you will be dismissed from the summer program. Please note that ETSU is a smoke free campus, so all visitors of ETSU campus (including guardians, friends, students, and teachers) are not allowed to smoke on campus. Alcohol and drugs are prohibited. Students who are caught with alcohol or drugs on campus must be reported to ETSU Public Safety.

**Prescription Medication Policy**

**Rescue/Emergency Medication, and Diabetic Supplies** - Students may carry on their person, rescue/emergency medications such as inhalers, epinephrine injections, and glucagon. Diabetic supplies such as insulin, glucometer, lancets, and needles may be kept with the student. A completed ETSU Upward Bound Authorization For Self-Adminstration of Prescription Medication form must be provided to the Upward Bound program indicating the need for a student to carry these items on his/her person. Rescue/emergency medications and diabetic supplies must be in its ORIGINAL CONTAINER labeled with the minor’s name, medication name, dosage, and time/frequency of administration or the student’s name should be written on all rescue medications and diabetic supplies.

**Oral Contraceptives** – Oral contraceptives may also be kept with the student and do not require an authorization for self-administration of prescription medication form.

**All other prescription medications** – Other prescription medications may be brought to the Program under the conditions that the Upward Bound staff can secure, store and dispense medication and the student can self-manage care and delivery of medication. Prescription medication must be in its ORIGINAL CONTAINER labeled with the minor’s name, medication name, dosage, and time/frequency of administration. A completed ETSU Upward Bound Authorization For Self-Adminstration of Prescription Medication form must be provided to the program indicating that the medication is to be stored, secured and dispensed by the program staff. Any medication not picked up at the end of the summer program will be discarded.
**Over-The-Counter (OTC) Medication Policy** - The UB program will **not** have OTC medication available to dispense. If needed, students may keep OTC medications with them for their own personal use. These medications are not to be shared amongst students. OTC medications do not need to be turned in to UB staff. If you have any questions about this policy, please contact the Upward Bound staff.

**Disciplinary Code** – Violations of Upward Bound Program rules will be documented and handled by the Program Director in accordance with policy and procedure. Any incident involving inappropriate behavior including but not limited to sexual contact of any sort must be reported to Student Affairs. Upward Bound discipline issues will be handled by Dr. Gross. Consequences will be determined by the severity of rules’ infractions. In any case where disciplinary action is required, students’ parents/guardians may be notified and the infraction will be documented by program director. There are several levels of disciplinary measures for Upward Bounders who break program rules. These include the following:

1. Verbal/written warning
2. Administrative conference with parent notification. Typically, parental participation/attendance will be optional for the parent unless requested by Upward Bound staff.
3. In-program suspension of privileges
4. Program suspension
5. Program expulsion

A student may receive a **verbal/written warning** for minor infractions including but not limited to the following:

- a. Missing class or activity
- b. Being tardy to class or activity
- c. Lack of satisfactory participation
- d. Disrespectful attitude or behavior toward staff

A student may be required to participate in an **Administrative conference with parental notification** (parental participation/attendance may be optional or mandatory) for infractions including but not limited to the following:

- a. Repeat minor offenses
- b. Unsupervised/unapproved program participation
- c. Abuse of rec time or activity privileges
- d. Repeat or aggressive, disrespectful attitude or behavior toward summer staff
- e. Disruption to the educational process
- f. Improper language or profanity
- g. Insubordination
- h. Medication policy violation

A student may receive **in-program suspension of privileges** for infractions including but not limited to the following:

- a. Repeated minor offenses
- b. Permission to drive violations
- c. Housing violations
d. Unsupervised/unapproved program participation 

e. Repeat or aggressive, disrespectful attitude or behavior toward summer staff 

f. Disruption to the educational process 

g. Technology infractions 

A student may receive out-of-program suspension from the Upward Bound program for a period of 2 days to 6 months, by the Director, for infractions including but not limited to the following:

a. Repeated minor offenses that cause substantial disruption to the educational process 

b. Aggressive interference to the educational process 

c. Verbal abuse of students, teachers, or Upward Bound staff members 

d. Lack of academic effort and progress in Upward Bound classes 

e. Medication policy violation 

f. Unsupervised/unapproved program participation 

g. Curfew violation of 11:00 p.m. 

h. Multiple In-Program Suspensions and/or Out-of-Program Suspensions 

i. Violation of University Policy 

A student may be expelled by the Director from the Upward Bound program for infractions including but not limited to the following:

a. Repeated offenses in which all other disciplinary measures have been exhausted; 

b. Violation of University Policy or Violation of Law 

Violation of University Policy - ETSU disciplinary measures will be followed, through appropriate due process procedures, for conduct which adversely affects the institution’s pursuit of its educational objectives, which violates or shows disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by the institution. Some of the infractions that violate University Policy include but are not limited to the following:

a. Conduct Dangerous to Self or Others, Harm inflicted on self 

b. Disorderly Conduct 

c. Harrassment or Retaliation, Hazing 

d. Misuse of ID cards 

e. Misuse of or Damage to Property 

f. Possession of Firearms/dangerous weapons, Explosives, Fireworks, Flammable Materials 

g. Smoking 

h. Theft 

i. Threats and/or Intimidation 

j. Unauthorized access to Institutional Facilities and/or Grounds 

k. Unauthorized Surveillance 

l. Under the influence or possession of drugs or alcohol 

m. Verbal or Physical Abuse 

The non-exclusive list of offenses published in the ETSU Catalog can be found: 

https://catalog.etsu.edu/content.php?catoid=21&navoid=1062#Student_Disciplinary_Policies 

An incident report will be filed with Student Affairs if the situation does not rise to a violation of law.
Generally, a violation or allegation that a law or university policy is violated will result in immediate notification of the parents by Public Safety and/or Student Affairs. Decisions regarding parental notification will be made on a case by case basis given the nature of the incident.

**Violation of Law** - Upon notification, the Program Director will immediately file a police report with the local jurisdiction where the situation occurred. If the incident does not occur on campus property and the report is not made directly to ETSU Public Safety, then Public Safety and Student Affairs should be notified that a report was filed, where it was filed, and when it was filed. In cases where a crime or potential crime has been committed on campus, UB is required to report the crime to ETSU Public Safety.

**Due Process** - A student may appeal any disciplinary decision that involves suspension or expulsion from the program based on violations of Upward Bound Program rules by using the following procedures:

1. The student must put the appeal in writing to any UB permanent staff member stating the facts from his/her point of view and the reason why he/she feels the decision is unfair. The appeal must be given to a staff member within 48 hours during the summer or within seven days during the academic year. Letters of testimony from reliable witnesses should accompany the appeal.

2. A hearing will be held before the Upward Bound staff and the Justices of the Student Government Association within 48 hours of the notification of the appeal.

3. The student has a right to have witnesses testify. Witnesses against the student may also be used. A recommendation will be made at the hearing.

4. The Project Director may respond to the appeal in one of the following manners:
   a. Hear the case and concur with the disciplinary recommendation.
   b. Hear the case and reduce the disciplinary recommendation.
   c. Hear the case and void the disciplinary recommendation.