Summer 2022
Session 2 Rising Sophomores and Juniors
Student and Parent Handbook

Introduction

The Upward Bound Summer Session supports students as part of our overall program.

Upward Bound students will work towards the following goals throughout the academic year and the summer.

- We will celebrate YOU each year as you move to the next grade level with a college tour trip at the end of the summer session.
- You will have at least a 2.5 GPA in your core classes on your final transcript every school year.
- With our support, YOU will challenge yourself with a rigorous secondary school schedule allowing you to be ready to enter the college of your choice.
- We will assist YOU with the college enrollment process, including financial aid.
- We want to celebrate with YOU when you graduate from college! Please keep us updated on your progress towards that goal.

The purpose of this handbook is to let students and parents know what to expect from the Upward Bound Summer Session. Reading, understanding, and following the policies outlined in this handbook will create an enjoyable and beneficial summer for everyone. Program Administrators may update policies and procedures at their discretion and inform students and parents of any changes.

Staff Contact Information

Jane Bourhill – Director: 802-558-5907
Julie Finnegan – Associate Director: 802-558-5908
Adnane Adossama – Student Development Coordinator: 802-989-0783
Rachel Casey – Students Development Coordinator: 802-345-0065

Section I—Academics

Students will be enrolled in Upward Bound academic courses or a college course to help prepare them for the upcoming school year. It is expected that students give 100% effort and complete every assignment to the best of their ability.

Attendance

Students are required to attend and positively participate in all classes in which they are enrolled. Students are not allowed to leave campus for any reason due to set University COVID guidelines. All students will participate in person for the entire session.

Grades

Course instructors will monitor student progress and write a narrative at the middle and end of each UB course. Upward Bound will share these narratives with parents and students' schools in the fall. College courses will receive grades.

Instructor Office Hours

If you need to speak with an instructor outside of class time, they will attend lunch with UB twice a week. Students should ask their instructors for their lunch schedule. Students should email instructors with questions as they arise.

Stipends

Stipends for the summer will be paid as follows: For the month of June the stipend amount is $75. Participation in work-study assignments are required. Participation in work-study assignments for the months of July and August, as well as positive participation in your UB or college class(es), will be paid at $300 per month. You will need to join the summer work-study Google classroom for access to the work-study assignments. We will also be communicating with you during your session about your grade in your college class or UB class. July stipend will be paid in mid-August and August in mid-September.

Student Advising Hours

Student Advising Hours will be held on the first Friday of the session from 3:30-5:00 pm. This will be a time for UB staff to discuss any academic or other issues with students on a one-on-one basis. Students may also request an appointment at any time with any UB staff member to discuss any questions or concerns.

Section II—Internships and Career Exploration

The purpose of the Upward Bound internship experience is to give students an opportunity to explore different occupations held by professionals with at least a bachelor's degree. Only students who have completed one full summer with the Castleton Upward Bound program will be eligible to participate in an internship position during the summer. Students experiencing their first summer will participate in a career exploration project. **Due to COVID all students will be participating in career exploration activities this summer.**

Internships

Internships are for Rising Seniors living on campus only.

Career Exploration

Summer is the time to Explore Your Story! Students will participate in activities designed to increase awareness of careers that require a college degree. Students will compile important personal, educational, and career information into TRELLO. Students will explore a variety of career options, identify their interests and abilities, and ultimately make informed decisions regarding post-secondary education necessary to achieve their career goals.

Section III—Extra-Curricular Activities

Free-time

Students must sign out at the front desk with a mentor for free time and report their destination. Students must check back if they change locations. Approved locations will be posted at the front desk. Mentor supervision may be required for some activities. Sports equipment and games will be available for students to check out during free time. Students must check out equipment with a mentor and submit their key lanyard with ID as a deposit.

Mentor Families

As part of the summer experience, students are assigned to a mentor family. Mentor families will consist of 4-8 students and a residential mentor. These families will meet several times a week to debrief and process each student's personal experiences and challenges throughout the summer. Within each mentor family students will also have the opportunity to set goals, share feelings, and celebrate accomplishments.

Section IV—Living on Campus

Upward Bound students will be housed in Babcock Hall for the summer program. Males will be housed on the third floor, and females will be housed on the fourth floor. Residential staff members will be housed on student floors. Any student who has questions or concerns while living in the residence hall should speak with the mentor on duty.

Absences

Students are required to remain on campus for the session's duration in compliance with University COVID guidelines.

Arrival and Departures

Move-in and Transportation

Session 2: Students have two options for move in. We will be staying in Ellis Hall.
Option 1: July 4th Evening between 7pm – 10pm. OR July 5th morning between 7am – 7:30am.
Parents can help students move their belongings in.

A grab and go breakfast will be provided on July 5th.

Move-out and Transportation

Move out will take place on July 29th at 11:00 am after our awards ceremony. There will be no rides on this Friday.

Friday Check Out/Transportation

Check out is at 2:00pm on Fridays. There will be Friday Transportation to the local Stewarts in your area. Your student will need to sign up ahead of time for this transportation. There is **NO** transportation on July 29th.

Student Drivers
Students who drive themselves to and from campus will be required to obtain a parking permit from Julie and park in designated areas only. Students are not allowed to use vehicles during the week, therefore students will be required to turn in the keys to their vehicle when they arrive on Sunday evening and they will be returned to them on Friday afternoon at check-out.

Communication

Communication between Upward Bound and parents is critical throughout the academic year and even more so during the summer program. Upward Bound communicates in various ways during our summer sessions, by phone, if necessary, Facebook, and Twitter for important information and pictures. In addition, we use the Remind app to send parents (and students) timely, important reminders and messages through text or email. If you have not already signed up for Remind, please complete this before starting the summer program. Please contact us for directions on how to sign up before summer begins.

Displays of Affection

No excessive physical contact or kissing is allowed. Couples are not allowed to be alone at any time.

Drugs/Alcohol

No student is to be under the influence or in the possession of illegal drugs or alcohol while participating in the Upward Bound program. Suspicion alone can result in suspension. Random room searches may be conducted at any time during the summer program. Read more in our Drug and Alcohol Policy.

Emergency Numbers

In case of an emergency during the summer program, parents should call the residential staff member on duty. The on-duty cell phone number is 802-779-4197. Parents may also call Castleton University Public Safety at 802-468-1215. The Upward Bound office may also be contacted from 8:00 am to 4:00 pm Monday-Friday at 802-468-6403. You may call any Upward Bound Staff cell phone at any time! (see the first page for contact information)

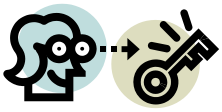
Full Value

Full Value is the belief that when we value others and ourselves, others see our value; and when others see our value, we value ourselves. All students and staff will respect this principal while participating in Upward Bound activities by giving feedback to others in a spirit of helpfulness, support, and respect. All staff and students will also increase their awareness of times when they may be devaluing or discounting others or themselves and make a direct and conscious effort to confront and work toward changing this behavior.

Lost or Stolen Items

Upward Bound is not responsible for theft or loss of items brought to campus. Students should keep their rooms locked at all times. Students will be given lanyards on move in day with their room key and student ID attached. Students will be charged for Upward Bound or college property if it is lost or damaged. Charges will be deducted from student stipends or billed to parents.

- Lost key at Castleton University: $40.00
- Lost ID card at Castleton University: $40.00
- Lost key/access/ID card at Northeastern University: $25.00
- Lost/damaged textbook: $30.00

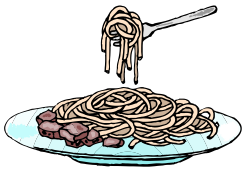


Meals

Students are required to attend all meals, which include breakfast, lunch, and dinner. Students who refuse to eat or to eat an adequate diet, will be sent home.

Meal times are as follows (subject to change):

Breakfast: 7:30-8:00
Lunch: 12:30-1:00
Dinner: 5:30-6:00



Rules for the dining hall are as follows:

Stay in dining hall for entire time allotted for meal.
Do not leave tables messy.
Push in chairs when leaving.
Show respect for dining hall staff and others who may be dining there.
Present student ID to enter dining hall. Students who lose their ID card will be charged a replacement fee.

Upward Bound participates in the federally funded summer food service program. Participating in this program helps us pay for food for Upward Bound students. This program encourages students to eat a balanced diet and requires students to take a variety of nutritious foods when making selections in the dining hall. Students will check in with their mentor family leader at each meal to ensure all required foods have been selected. Students may opt-out of one component at each meal, except for fluid milk! Food requirements are as follows:

Breakfast
Fluid milk (1 cup fluid measure)
Juice or fruit or vegetable (1)
Grains/Breads (1)

Lunch
Fluid milk (1 cup fluid measure)
Meat/meat alternative (includes cheese, egg, nuts, peanut butter, or yogurt)
Vegetables/fruits (2) (must be two separate fruits and/or vegetables)
Grains/breads (1)

Dinner
Fluid milk (1 cup fluid measure)
Meat/meat alternative (includes cheese, egg, nuts, peanut butter, or yogurt)
Vegetables/fruits (2) (must be two separate fruits and/or vegetables)
Grains/breads (1)

Medical Emergency

In the event of a medical emergency on the Castleton University campus, Upward Bound staff will immediately contact Public Safety for emergency aid and/or ambulance service. Upward Bound staff will notify parents of medical emergencies directly after contacting Public Safety.

In the event on a medical emergency off campus, Upward Bound staff will either transport the participant to the nearest hospital or contact 911 for ambulance service. Upward Bound staff will notify parents of medical emergencies directly after seeking medical attention for the participant. Upward Bound staff will accompany the participant to the hospital and/or in the ambulance, and will remain with the participant until parents arrive.

Upward Bound staff are not medical professionals and will always seek out immediate medical care for participants who are not able to continue regular participation in Upward Bound activities due to an illness, injury or medical emergency.

Medication

Parents/guardians must fill out a medication form for students online. This form will list all prescription drugs students may need to take during the summer program. The form will also list any non-prescription drugs the student has permission to take during the summer program. It is the parent's/guardian's responsibility to notify Upward Bound staff if any medications are prescribed during the course of the summer program.

Physical Activity

All Upward Bound participants are expected to perform physical activity while in the program, particularly on field trips. These include, but are not limited to walking, climbing stairs, standing for extended periods of time, and getting in and out of vehicles without assistance. We will make reasonable accommodations for otherwise qualified students with disabilities in compliance with federal laws that pertain to public institutions of higher education, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Participants requesting accommodations are required to submit medical documentation to administrative staff, meet with administrative staff, and develop a plan together for all upcoming events and activities within a reasonable amount of time before events and activities are scheduled. Should these accommodations not be satisfactory to the participant, he/she may appeal to the Castleton University ADA/Section 504 coordinator.

Illness/Injury

Any illness that prevents students from being an active participant in any UB activities should be communicated with the Residential Coordinator, Associate Director, or Director. Students who are not well enough to participate will be asked to have a parent take him/her home until he/she is well enough to participate. All academic course work must be made up. Unfortunately, students who miss class or internships due to illness will not be eligible for that week's stipend.

Rules of living in the residence hall

Decorating your room – taken from the Castleton Resident Handbook

- The fire code requires that furnishings of an explosive or highly flammable nature not be used and/or possessed in a residence hall.
- Wall coverings such as posters or other paper/cloth decorations can only cover 50% of a wall.
- No holes, nails or screws may be put into any residence hall door, wall, ceiling, floor or furniture.
- No wall coverings (posters, etc) may be applied by the use of adhesive glue or cement.
- No objects may cover electrical outlets, heat or smoke detectors, fire alarm signaling devices or lighting fixtures.
- Residence hall furniture belongs where it has been placed.
- Road signs, highway cones and lights may not be displayed in residence halls and will be confiscated if found.

Right place, right time

- Students are not allowed to be on residential floors other than their own at any time. There will be designated areas where all students may gather in and around the residence hall.
- Students must be in their rooms at 10:00 pm and observe quiet time.
- Room checks are at 10:45 pm. Students should have bathroom visits completed and be in their rooms at this time.
- Students are to stay within designated UB areas unless a staff member has given prior approval.
- Absolutely no visitors are allowed on the floors or in the residence hall without prior approval from the Director or Assistant Director.
- Students are not allowed to loiter in the stairwells.

Windows/Balconies/Stairwell

- Screens are not to be removed from room windows. Students will be charged to replace removed screens.
- No objects may be thrown or dropped from a window/balcony/stairwell or thrown up to a window/balcony/stairwell.
- No sliding down stairwell railing.
- Exiting or entering the residence hall through a window/balcony is strictly prohibited.
- No more than 4 people are allowed on a balcony at one time.
- Balcony use is a privilege that may be taken away if abused.

Recreation

- No outdoor games are allowed in the building (ball sports, Frisbee, water guns, etc.)

Deliveries

- You may not place an order for food delivery after 9:15 pm. Food must be picked up in the lobby. Students will not be allowed to go downstairs to pick up deliveries after 10:00 pm.

Noise

- Students are required to be courteous of others when listening to music by keeping the volume at a reasonable level.
- Quiet hours are from 10:00 pm until 7:00 am.

Schedules

Schedules are available upon request!

Smoking/Vaping/Juuling

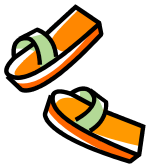
Students are not allowed to smoke, vape or Juul during the Upward Bound summer program.

Technology Policy

Cell phones may only be used **during free times or meal times**. We ask that students be respectful in using their cell phones and Chromebook when participating in Upward Bound workshops and events. Devices used inappropriately will be dealt with on an individual basis, and parents will be contacted if necessary. Upward Bound strongly encourages students to shut devices off at night. Technology use in the late hours is unhealthy for you as it can disrupt your sleep schedule!

What to Bring/Not to Bring

Useful items to have for your summer at Upward Bound include:



- Alarm Clock
- Extra long sheets (stretchy t-shirt sheets will also work)
- Pillow
- Blanket
- Fan
- Reading lamp
- Towels/washcloth
- Toiletries
- Caddy for toiletries
- Shower shoes (i.e. flip flops)
- Decorations for your room
- Rain jacket
- Bathrobe
- Laundry basket/bag
- Backpack
- Lawn or camping chair if you have one!
- Swimsuit
- Sunscreen
- Snacks for your room
- School supplies—students will be enrolled in up to 2 courses and should come prepared with their personally preferred supplies, but Upward Bound will supply whatever is needed for classes. Any special supplies that are needed will be provided by Upward Bound.
- Laptop or tablet for homework
- Lawn chair

Please do not bring:

- Gaming consoles
- Dartboards
- Incense/Candles
- Pets
- Skateboards/roller blades/scooters/bicycles
- Alcohol or drug paraphernalia

Prohibited items will be confiscated immediately and returned to parents only.

Students are not allowed to bring the following items, but access to kitchens with these items on residential floors will be permitted.

- Microwaves
- Cooking appliances and utensils

Section V—End of Program Trip

This year's college tour trip will be held during the last week of the summer program, August 1-3, 2022. Our destination will be Boston, Mass. We will be staying at Suffolk University. Students will need to bring these items on the trip:

- Sheets or sleeping bag
- Pillow
- Towel & Washcloth
- Comfortable clothing for all 4 days
- Comfortable shoes for walking, there's a lot!
- Jacket and rain gear
- Toiletries
- Robe and shower shoes (e.g. flip flops)
- Money for souvenirs
- **Water bottle**
- Prescription medication
- Tablets and handheld video game devices are allowed on the bus and in your room ONLY!

Important number for Suffolk University

617-573-8000

Students may bring one small suitcase or duffle bag and one carry-on bag or back-pack. Sleeping bags should be rolled tightly and secured, with the student's name clearly marked for identification.

The end of the program trip is considered an important part of the Upward Bound experience and is mandatory for all students. Please contact UB staff with any questions or concerns.

We will depart promptly from Castleton University on **Monday, August 1 at 8:00 am**. Students should arrive ready to go at Hoff Hall no later than 8:00 am. We will return to campus on **Thursday, August 3 at 10:00 – 10:30 pm.** All students will need to be picked up at Castleton at this time. Upward Bound is not responsible for supervision of students after 8:00 pm.

NOTE: Departure and arrival times are subject to change.

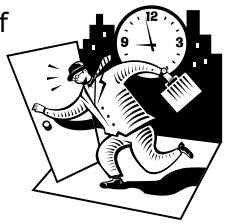
Section VI—Disciplinary Actions

The policies and procedures in this handbook are in place to ensure an enjoyable and safe summer for all students and staff. Therefore, it is essential that students and parents take the time to carefully read and understand the policies set forth in this handbook. Consequences for violations of Upward Bound policies may include the completion of special assignments, loss of weekly stipend, financial payment if damage to property was involved, not being invited to the end-of-program trip, probation or removal from the program.

Student offenses that may result in immediate suspension or expulsion from the program include, but are not limited to:

- Inappropriate use of social media to promote self-harm, harm to others, sexting, or any other improper posting.
- Drug or alcohol use, being in the presence of drug or alcohol use, or coming to school or campus under the influence of drugs or alcohol.
- Verbal or physical acts or threats of violence to self or others
- Inappropriate sexual conduct.
- Tampering with safety equipment such as fire alarms, fire extinguishers, or smoke detectors.
- Possession of weapons, fireworks, or other explosives of any kind
- Violation of any local, state or federal laws.

Participation in Castleton Upward Bound is a privilege. Violation of any UB policy or suspicion of inappropriate behavior of any kind is grounds for dismissal from Upward Bound.



USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.
Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.
To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:
mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
fax:
(833) 256-1665 or (202) 690-7442; or
email:
program.intake@usda.gov

This institution is an equal opportunity provider.