



Summer Academy Handbook

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UPWARD BOUND SUMMER ACADEMY

The mission of Upward Bound is to prepare each participant for successful entrance into a college or university. This college preparatory program is designed to assist students with the development of their academic skills and to provide the guidance for success beyond high school. To do so, students participate in two program components: a six-week Summer Academy (includes a residential stay) and a nine-month Academic Year Component, which supplements the traditional school year.

During the summer, participants are offered the opportunity to live the college experience! Students take academic classes and live in residential housing on Indiana University - Purdue University Indianapolis's campus. Summer Academy exposes participants to not only challenges and fun, but also offers students the chance to gain a sense of independence, improve social interaction skills, and most importantly, lessen the anxiety of their future college experience. The ultimate success of this academy depends on the participants.

This handbook serves as a guide outlining Upward Bound expectations for all participants involved in Summer Academy.

PART ONE - ACADEMIC CLASSES



CLASSES

The Upward Bound Summer Academy links the previous school year with the upcoming year, while at the same time giving each participant a feel for the actual college classroom. The academic classes offered in the summer are intense but will reinforce knowledge learned, as well as introduce new academic concepts crucial to succeeding in secondary and post-secondary education. Students will also be able to raise their awareness in the areas of career exploration, college success skills, community involvement, and cultural interaction. In order to be successful, Summer Academy participants must:

- Be prepared
- Be punctual
- Be attentive
- Be responsible
- Be committed
- Be open

Be prepared to be challenged! Summer Academy is Upward Bound's greatest opportunity to improve student's academic skills. Give the program your best; the Upward Bound program expects no less. At the end of the summer, you will feel a sense of pride and accomplishment as you receive your Certificate of Successful Completion.

ATTENDANCE POLICY

In order to obtain the maximum benefits from the summer classes, regular attendance is essential. **Absences must be approved by the Director prior to the start of the summer program. Family vacations should be scheduled around Summer Academy.**

More than three absences are grounds for dismissal from the summer program. In most cases, it will be difficult to meet the requirements for credit if a student misses more than a day or two of classes.

If a student will be absent for any reason, his or her parent/guardian must notify the Upward Bound office through email, phone call, or in writing at 317-278-1927, a week in advance if at all possible. This will allow us to notify the teachers and advisors. If a parent needs to pick up his/her student during the day, they must notify the office that the student is leaving and give an estimated time of return. This is for the student's own safety, so please keep us informed!

BEHAVIOR IN CLASSES

Good behavior in and out of the classroom is just as important as attending class. Students selected for participation in this program have a high standard of good behavior to uphold. Many people associated with this University as well as community residents are very interested in this program. As a result, they frequently observe activities and classes.

It is very important to remember that negative actions affect the entire Upward Bound family. There are some standards set by the University and rules of the program that students will be expected to follow. Appropriate disciplinary action will be the consequence of any infraction of these rules.

PROGRESS REPORTS

Periodically, progress reports will be reviewed by Upward Bound staff. If for any reason a student is not doing well, a teacher will complete an Unsatisfactory Progress Report form.

At this time, based on recommendations from the teacher a meeting will be called between the student and the Advisor to discuss a relevant course of action to bring the grade in question up to satisfactory.

A final report card will be mailed at the conclusion of Summer Academy.

PRE-PROFESSIONAL SUMMER INTERNSHIP

Upward Bound has instituted an internship opportunity to expose qualified students to the professional world and to help participants gain work experience while exploring career interests.

This program called the Pre-Professional Summer Internship was established with the ideal that students will understand the education and training necessary to succeed in any given field. To qualify, students must be a rising senior and meet the GPA requirement. They must also have good attendance at Upward Bound events and exhibit a positive attitude, maturity, and good communication skills.

PART TWO - RESIDENTIAL STAY

The residential host for the Summer Academy is IUPUI Student Housing.



HOUSING POLICY

Housing units consist of two, three, or four bed dorm rooms. The rooms are basic and provide at least a bed, desk and small dresser for each student.

Students must provide their own LINENS, TOWELS, WASHCLOTHS, HANGERS and TOILETRIES (soap, toothpaste, etc.)

Residential Assistants will knock on doors around 7:00 a.m. to wake up their group members for 8:30 a.m. classes. However, students wishing to wake up earlier may bring an alarm clock. Students must be in their rooms by the time designated by staff. Students who do not comply with the curfew may be dismissed from the summer residential component.

The Program is not responsible for any damage to personal items: including theft or loss of property.



UPWARD BOUND DRESS CODE

There is a dress code for Upward Bound. While on campus or during any scheduled event, participants are required to represent the program positively through appropriate dress. In general, T-shirts and jeans are acceptable, however, the following are not allowed:

1. Crop tops, halter-tops and tube tops and any T-shirts exposing the bare midriffs.
2. Shorts/skirts above the mid-thigh.
3. Sagging (Underwear should not be seen.)
4. Pajamas or other "sleeping attire."
5. Shirts, hats, or other articles of clothing or jewelry with profanity, inappropriate words, or drug paraphernalia printed on them.
6. Wave-caps, hats, or scarves.
7. Headphones and sunglasses worn during classes, group meetings (or other meetings), campus tours, etc.



VISITORS

Upward Bound asks that parents, family, friends, and others refrain from visiting campus during the residential stay, unless there is prior approval by the director.



BOUNDARIES

IUPUI is a relatively large campus and students may desire to wander however, for the safety of all, Upward Bound has established boundaries.

Unless given expressed permission, anyone leaving the residence hall after dinner hours will be given demerits to be determined by the staff member in charge. All participants are to stay within the parameters designated by the IUPUI Upward Bound program. Female and male students will reside in separate areas. Participants are not permitted, under any circumstances, to be in rooms of persons of the opposite sex during any part of the Upward Bound activities.

Curfew is at 10:00 p.m. At this time all participants must be in their hall floor. After 11:00 p.m., students are to be in their assigned rooms; lights out at this time.



ILLNESS OR INJURY

If at any time a student is sick or injured, an Upward Bound Staff member must be contacted, immediately. If it is determined that the student needs medical treatment, the student's parent will be notified so that appropriate treatment may be arranged. While away on visits, Upward Bound staff will follow the appropriate steps to seek treatment.

In the case of an injury, IUPUI is a handicap accessible institution; ramps are provided throughout the campus and elevators are available in most campus buildings. Upward Bound staff will not transport students from one place to another on campus because of injuries. Students who experience such injuries during the summer (sprains, pulled muscles, broken bones, etc.) will be

expected to attend all classes. Students will also be expected to participate in all activities, to the extent possible. Students with medical limitations (to participate in certain activities) may be required to provide appropriate documentation. Injured or ill students who are not able to participate in the program may need to return home to recover.

RESIDENCE HALL GUIDELINES

The Upward Bound staff expects students to behave in a responsible manner while participating in the Upward Bound program.

The Upward Bound staff takes the responsibility of working with all program participants, very seriously. A truly great summer can be had by all if participants adhere to the following guidelines:

1. Students must be accompanied by parent/guardian for check-in and check-out of residential component each week.
2. After carefully considering roommate preferences, the Upward Bound staff determines the final room assignments. Students are expected to be considerate and respectful of one another. If there are any conflicts or disputes, students should involve the Residential Assistants on duty and/or Upward Bound staff members to help mediate any differences.
3. Curfew is at 10:00 p.m. Students are to be on their floor no later than 10:00 p.m. If an Upward Bound activity/trip extends beyond curfew, once the bus returns to campus, the participant has only 10 minutes to get to their residence floor.
4. Students are to be on their floor at 10:00 p.m. and in their room at 11:00 p.m. for a room check by the RA. "Lights Out" goes into effect at 11:00 p.m. Lights Out is defined as: no TV, no phone calls,

and no stereo.

5. Students must remain in the residence hall between the hours of 10:00 p.m. and 7:00 a.m. Students are not allowed to leave the residence hall before 7:00 a.m. without permission from the RA. A student is in violation if this guideline is not kept, and the students' parents will be notified immediately.

6. RAs will conduct room inspections periodically. Students must make their beds and keep their rooms clean and orderly.

7. All students must adhere to the following:

- Do not hang anything on the walls., sprinkler, etc.
- Do not tamper with or disconnect the smoke detector in the rooms. If there is a problem with the smoke detector, contact the RA on duty.
- Do not cook (microwave, hot plate, etc.) in the room at any time.
- Do not light any incense, candles, or anything that requires a match.

8. Smoking is not permitted near or in any University building. Smoking inside any building will result in immediate dismissal from the summer program.

9. Students may not visit the room of a member of the opposite sex and any type of sexual activity is forbidden. Violation of this rule will result in immediate dismissal from the program. Parents will be notified.

10. Students are not allowed to use campus transportation without a staff member.

11. Students may not return home (other than when scheduled), visit the homes of friends or relatives, attend

church services, or other activities outside of the established boundaries unless an Upward Bound staff member has received permission from a parent(s).

12. The Upward Bound program shares the residential areas with IUPUI college students. At all times, participants must be respectful of their surroundings and keep radios, stereos, and voices at reasonable levels in the rooms and in other places as well. Quiet hours begin at 10:00 p.m. and continue until 7:00 a.m.

13. Students will be held responsible for damages to residence hall rooms, furniture, fixtures, etc. Damage to any campus property or alterations within the residence hall will not be tolerated and may result in a monetary fee.

14. Participants are responsible for securing their items if necessary within the room and locking their rooms when out.

KEYS

Each student will be issued a room key. If any of the keys are lost, the student will be charged an administrative fee for each missing, lost, or damaged key. University keys may not be duplicated. If the fee is not paid by the end of Summer Academy, the replacement amount will be deducted from the student's last stipend, and/or any future stipends until the debt is resolved.

MEALS

Students are required to attend all meals. Upward Bound provides breakfast, lunch, and dinner. Meal times are planned and outlined on the daily schedule.

PART THREE - MERIT PROGRAM

Stipends, Special Events, and Field Trips

The Upward Bound staff has developed an equitable system designed to reward each participant's attendance, involvement, attitude, and behavior throughout the summer. Upward Bound is convinced that everyone in this program is capable of high achievement and the program believes the Merit Program will provide the encouragement and motivation for each student to achieve his or her very best.



STIPENDS

Students who fully participate in the summer program are eligible to receive two stipends in the amount of \$60.00 each to be distributed twice during Summer Academy. Stipends are awarded based on the criteria outlined on the summer contract.

If a stipend disbursement day is missed for any reason, it is the participant's responsibility to pick up the stipend within a week of disbursement. If not claimed during this time frame, the stipend will be forfeited.

MERITS

Upward Bound students may have the opportunity to earn special merit points from teachers, residential, and administrative staff.

These are merits given for efforts that go above and beyond (e.g., an exceptional attitude or great improvement in attitude, assisting staff with special projects, volunteering to help instead of being asked, etc.).

The student who earns the most merits by the end of the summer will receive special recognition during the annual banquet at the conclusion of Summer Academy.



FIELD TRIPS AND SPECIAL EVENTS

Several educational and entertaining trips and events are scheduled throughout Summer Academy. However, the right to participate in Olympiad (a statewide Upward Bound event) and residential evening activities must be earned. At different times during the academy, grades, attendance, attitude, and behavior will be assessed in order to determine eligibility for scheduled group activities. See the supplemental handout for a brief description of each of the events and dates of the trips. If a student signs up for an event, and does not show up, the amount that was spent on the ticket will be deducted from the student's stipend. Students must provide at least a 24 hour notice if unable to attend a special event.

THE MERIT TRIP

The Merit Trip is the final event for Summer Academy. This is an earned trip typically taken the week following the end of summer classes.

PART FOUR - BEHAVIOR CODE

RULES OF CONDUCT

It is expected that all students will:

1. Pursue learning and set high academic and personal goals.
2. Show respect for themselves, for other individuals, for other cultures, and for the environment, both the human and natural.
3. Be role models with high standards of conduct, trustworthiness, and the ability to resolve conflicts peacefully.
4. Show responsibility by taking personal responsibility for oneself and for the well-being of the community.
5. Respect the college environment as a place of learning by being respectful when others are studying or attending class, and being respectful of all staff when teaching, working in offices, or walking on campus both IUPUI and others.
6. Treat each other and the staff with respect at all times. Any racial, cultural slur, or sexual harassment will be viewed as a serious violation of this expectation.
7. Show respect to speakers and guests by engaging them in questions and displaying interest in presented topics during college visits and other group activities.

BEHAVIOR AND THE DEMERIT SYSTEM

Upward Bound staff members will reinforce the policies and rules of the program by dealing with behavioral problems as they arise. As a fair and just means of discipline, the Upward Bound staff has

established a demerit system. The accumulation of an excessive number of demerits will result in the loss of privileges, stipends and/or dismissal from the summer program and ultimately, exclusion from the merit trip.

The following is a partial, and certainly not a complete, list of behaviors which will result in demerits.

CLASS DISCIPLINARY POLICY

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Skipping Class	Demerit	Demerit and partial loss of stipend	Loss of stipend and termination from summer program
Tardy to class/activities	Warning or Demerit	Demerit	Demerit and partial loss of stipend
Failure to complete homework	Warning or Demerit	Demerit	Demerit and partial loss of stipend
Sleeping in class	Demerit	Demerit and early curfew	Demerit and early curfew/ loss of evening activities

CLASS DISCIPLINARY POLICY (CONT')

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Disruptive or rude behavior (including profanity)	Demerit	Loss of stipends	Dismissal from the summer program
Refusal to participate in class/activity	Demerit	Demerit and partial loss of stipend	Dismissal from the summer program
Cheating	Demerit/ Grade of zero	Loss of stipend	Dismissal from the summer program
Use of electronic devices during class	Warning or Demerit	Demerits and confiscation of the device for the day	Demerits/ Confiscation and partial loss of stipent

RESIDENTIAL DISCIPLINARY POLICY

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Late for curfew and bed check	Warning or Demerit	Demerit	Demerits and partial loss of stipent
Violation of "lights out" policy	Warning or Demerit	Demerit	Demerit and partial loss of stipent

RESIDENTIAL DISCIPLINARY POLICY (CONT')

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Failure to attend evening activities	Warning or Demerit	Demerit and partial loss of stipent	
Violation of Boundary Lines	Demerits (determined by the severity of the offense)	Loss of stipend	Dismissal from the summer program
Riding in a vehicle without permission	Demerits (determined by the severity of the offense)	Loss of stipend	Dismissal from the summer program
Failure to present I.D. badge	Warning	Demerit	Demerit and partial loss of stipent
Losing I.D. badge	Warning	Demerit	Demerit/ payment for a new badge
Rude or disruptive use of phones	Demerits (determined by the severity of the offense)	Demerit and partial loss of stipend	Loss of stipent

RESIDENTIAL DISCIPLINARY POLICY (CONT')

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Dress code violation	Warning	Demerit(s)	Demerit and partial loss of stipent
Littering	Warning	Demerit	Demerits
Public display of affection	Demerits (determined by the severity of the offense)	Demerit and partial loss of stipend/ Parent conference	Dismissal from the summer program
Using/Taking someone's belongings	Demerits (determined by the severity of the offense)	Dismissal from the summer program	
Use of profanity	Demerits (determined by the severity of the offense)	Demerit and partial loss of stipend/ Parent conference	Dismissal from the summer program
Practical jokes	Demerits (determined by the severity of the offense)	Demerit and partial loss of stipend/ Parent conference	Dismissal from the summer program

DEMERIT PROCESS

- 1 demerit = serves as first warning
- 2 demerits = 1 hour hall restriction
- 3 demerits = 2 hour hall restriction
- 4 demerits = 2 hour hall restriction & loss of \$5 stipend
- 5 demerits = 2 hour hall restriction, loss of \$10 stipend, parent/guardian contacted, & conference with director
- 6 demerits = 2 hour hall restriction, loss of \$20 stipend, parent/guardian contacted, & conference with director
- 7 or more demerits = possible dismissal from summer program

GROUNDS FOR DISMISSAL

The following actions are grounds for immediate program expulsion without prior warning:

1. Causing or threatening physical injury to another person, whether a fellow student, staff member, or other outside person.
2. Bringing alcoholic beverages and illegal drugs on campus at any time. (This is against state law.)
3. Smoking on campus.
4. Possessing weapons (guns, knives, etc.) or fireworks.

As stated previously, being a part of the Upward Bound program is a privilege and much is expected from an Upward Bound student. While participants are encouraged to take advantage of the many cultural and social support services offered, this is an academic program with the main focus of providing the necessary skills to succeed in and beyond high school. Each Upward Bound participant is expected to read this handbook carefully and adhere to all of the policies stated throughout.