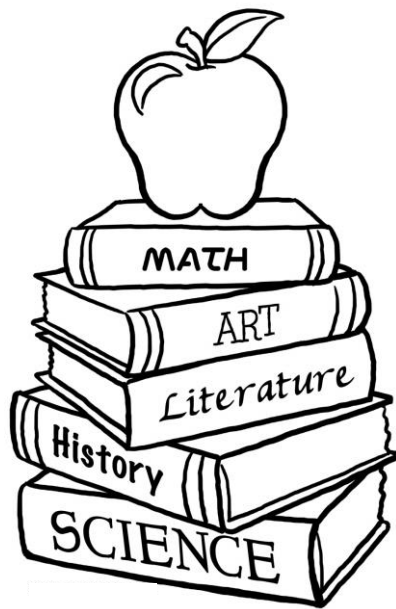


**Ohio State ATI
UPWARD BOUND**

**Summer Program
2018**



Guardian Handbook

Telephone Numbers

CALLS TO OHIO STATE ATI & UPWARD BOUND

Office Phones:

330-287-1284 Director
330-287-1285 Ashley Van Hesteren, Program Assistant, email: vanhesteren.2@osu.edu
330-347-8287 Jacob Gillam, Academic Advisor, email: gillam.25@osu.edu
330-287-1285 Messages for Faculty
330-287-0111 Ohio State ATI Campus Police

CALLS FROM GUARDIANS TO STUDENTS

To leave messages during the day, 8am-5pm, call the Upward Bound Office, 330-287-1285. If guardians need to contact their students after 5pm, they can call the UB cell phone 330-347-8287.

Communications

We want you, the guardians, to feel you have all the information you want about the Upward Bound Summer program and about the well-being and accomplishments of your child in that program. There are several ways we are planning to communicate with you on a regular basis. There are many other ways in which you can become involved with the program.

- You are welcome to call or to visit the Upward Bound office at any time. You are encouraged to speak with any of the Upward Bound or ATI staff about concerns.
- Regular communications will include a weekly newsletter sent home with the students on Fridays. The newsletter will have announcements, highlight the week that just finished and look ahead.
- Guardians who would like to speak, chaperone, or teach a skill are encouraged to call the director.
- Guardians will receive grade cards three times during the summer program: June 22, July 6, and July 13. Reports will be sent home with your student.
- If a student is written up for a discipline infraction, guardians will be called and receive a copy of the write-up (a Responsible Behavior Notice - RBN) in the mail.
- Guardians are our special guests during Family Night, July 13!

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Summer Program Goals

The five goals of The Ohio State ATI Upward Bound Summer Program are to empower students to:

1. Improve academic skills.
2. Widen cultural, recreational, and life experiences.
3. Gain a deeper understanding and appreciation of own skills and abilities and further develop those abilities.
4. Interact with others in a positive way; develop team and leadership skills.
5. Have Fun!

UPWARD BOUND PLEDGE

I am Upward Bound.
I take personal responsibility for my actions and my future.
My goal is a college degree.

I am determined to plan, study, save, and sacrifice
for my education.

I am part of the fellowship of Upward Bound,
and my goal is a college degree.

SUMMER PROGRAM '18 CALENDAR

| | Week | SUN. | MON. | TUE. | WED. | THUR. | FRI. | SAT. |
|----------------------------|------------------------------|--|--|-------------------------------|--|--|---|-----------|
| J U N E | #1 Commute Week | JUNE 10 | 11 Class | 12 Class | 13 Class Group Activity | 14 Class | 15 Class | 16 |
| | #2 | 17 Arrive College of Wooster campus | 18 Class | 19 Class | 20 Class Field trip Ohio Light Opera | 21 Class Cookout | 22 Class Home | 23 |
| | #3 | 24 Return to College of Wooster campus | 25 Class | 26 Class | 27 Class Field trip Denison University | 28 Class | 29 Class Home | 30 |
| J U L Y | #4 | 1 Return to College of Wooster campus | 2 Class | 3 Class Home | 4 Holiday | 5 Return to College of Wooster campus Late Start | 6 Class Home | 7 |
| | #5 | 8 Return to College of Wooster campus | 9 Class | 10 Class | 11 Class Field trip Cleveland Museum of Natural History | 12 Class | 13 Class Family Night Home | 14 |
| | #6 Travel Week | 15 | 16 Travel to The Carolinas | 17 | 18 | 19 | 20 Travel to Home End of program | 21 |

Bus Schedule

Week#1 – Commute Week (June 11-15)

DAILY BUS SCHEDULE

7:00 AM Bus leaves Timken High School
7:45 AM Bus leaves Orrville High School
8:15 AM Arrival of bus at ATI, Skou Hall. Wooster students arrive.

3:10 PM Bus departs ATI, Skou Hall. Wooster students should be picked up.
3:40 PM Bus arrives Orrville High School
4:25 PM Bus arrives Timken High School

Week#2 - 5 – Residential Weeks

SUNDAY NIGHT BUS SCHEDULE (June 17, June 24, July 8)

6:15 PM Bus leaves Timken Commons (entrance facing 4th Street NW)
7:00 PM Bus leaves Orrville High School
7:15 PM Residence Hall opens
7:30 PM Arrival at College of Wooster, Andrews Hall
*Wooster students should arrive by 7:30pm at College of Wooster, Andrews Hall

FRIDAY AFTERNOON BUS SCHEDULE (June 22, June 29, July 6)

3:05 PM Bus departs from ATI for College of Wooster
3:30 PM Residence Hall closes. Bus departs.
4:00 PM Bus arrives Orrville High School
4:45 PM Bus arrives Timken High School
*Wooster students should plan to be picked up by 3:30pm at College of Wooster, Andrews Hall

THURSDAY, JULY 5 LATE START BUS SCHEDULE

10:00 AM Bus leaves Timken Commons
10:45 AM Bus leaves Orrville High School
11:15 AM Arrive at College of Wooster, Andrews Hall
12:00 PM Lunch at College of Wooster

FAMILY NIGHT BUS SCHEDULE, (July 13)

5:00 PM Bus picks up guardians at Timken Commons
6:00 PM Arrive ATI

9:00 PM Depart from ATI to College of Wooster
9:30 PM Depart from College of Wooster
10:30 PM Arrive Timken High Commons

***Please Note:**

SIGN-OUT Procedure: Students who do not ride the bus must be sign out of the dorm by the driver who picks them up. If the driver is not a guardian, the guardian should notify the program ahead of time.

Daily Schedule When in Residence

- Below is a typical schedule for a Monday, Tuesday, or Thursday.
- On Wednesdays, we leave campus after lunch for a field trip and dinner out.
- Friday, July 13th, students stay and guardians come for Family Night, which ends at 9 PM.

| | |
|----------|---|
| 7:30 AM | Breakfast at Lowry Center |
| 8:05 AM | Depart College of Wooster for ATI |
| 8:30 AM | Classes |
| 12:00 PM | Lunch |
| 1:00 PM | Classes |
| 3:00 PM | Activities: Volunteering, Arts or Sports Electives |
| 5:00 PM | Dinner |
| 6:00 PM | Speaker or Student Council or Group Activity |
| 7:00 PM | Study and Tutoring Time |
| 8:30 PM | Free Time at ATI or 1 st Shuttle to College of Wooster |
| 9:45 PM | Last shuttle to College of Wooster free time |
| 10:45 PM | In rooms. Doors open. |
| 11:00 PM | Lights out. All quiet. |

Sunday Night Schedule

| | |
|----------|---|
| 7:30 PM | Students arrive at College of Wooster dormitory |
| 8:00 PM | UB Family Meetings & Group Activity |
| 9:30 PM | Homework |
| 10:45 PM | In room. Doors open. |
| 11:00 PM | Lights out. All quiet. |

Courses

English Literature

Algebra I

Geometry

Chemistry

Anatomy/Physiology

Biology

Spanish

Chinese

Reading Club

English Composition

Algebra II/Trigonometry

Pre-Calculus/Calculus/Stats

Physics

French

Current Events

Speech & Debate

Publications

Electives

Volunteering

Wayne County Humane Society

Wooster YMCA

Project Linus

And more!

Athletic Electives

Archery

Kickball

Yoga

And more!

Art Electives

Gaming Focus

Cooking and Culture

Stitches and 'Casts

And more!

Of Special Note

MEDICATION POLICY

No Upward Bound staff person is permitted to dispense any kind of medication. Your child should bring from home whatever medication they use, including over-the-counter medicines like Tylenol or calamine lotion. Staff are likewise not permitted to dispense things like mosquito repellent or sunscreen. **Controlled prescription medications should be given to the director so that they can be locked up and a log maintained.**

ABSENCE POLICY

If your child must be absent from the summer program, you will need to fill out and turn in an **Absence Form**. The Absence Form gives the Upward Bound staff your consent to allow your child to be absent from a portion of the summer program. If your child is to leave the program during the week, the form gives your consent to the staff to allow your child to leave the campus with a person you designate. Staff are trained not to allow your child to leave campus unless your written authorization has been obtained. Persons coming to pick a student up will be asked to fill out a Sign-Out-Form. If an Absence Form has not previously been submitted, staff will not allow a student to leave until the Director or Academic Advisor can talk with the guardian of the student. Persons unknown to staff will be asked for identification.

NIGHT MONITOR

The program hires a night monitor to be present in the common areas of the dormitory at night. The night monitor ensures that there is no traffic between floors or rooms, and is alert and able to respond quickly should anything happen during the night.

VISITS FROM GUARDIANS

Guardians are welcome to visit, however, the visits must be scheduled with the director. There are several reasons for this policy. First, the director can confirm the time and place where the student will be at the time the guardians wish to visit. Most importantly, the UB staff is trained to expect prior knowledge and authorization of any visits. If anyone appears without scheduling a visit, the staff is trained to direct the visitors to first see the director or academic advisor. These policies are in place for the safety of your child.

CELL PHONE & INTERNET ENABLED DEVICES

Cell phone and internet enabled devices are allowed **after study time, which ends at 8:30pm**. Students may use UB Office phones when they need to call guardians during the day. See Cell Phone & Personal Technology Policy in Rules and Regulations.

THE CAROLINAS

"Your Ticket" to The Carolinas

In order to be eligible for the trip, students must meet **all 3 requirements**.

1. Attend all 5 weeks of the summer program. Absences caused by illness, extenuating circumstances, or other summer camps will be considered on a case-by-case basis. **All homework and tests during the absence must be made up.**
2. Demonstrate effort and responsibility in classes and study time.
3. Demonstrate responsible and respectful behavior. It is extremely important while travelling that staff can rely on students to pay attention, follow instructions, and not create disturbances.

By the end of the 4th week, students and their guardians will be notified of any concerns or decisions regarding the students' eligibility for the trip. Students who are eligible at the end of the 4th week can lose their eligibility during the 5th week.

Summer Program Stipends

How much is the maximum stipend?

Upward Bound participants can earn a maximum of \$75 during the summer program.

How often are stipends paid?

The first check (maximum \$30) covers Weeks 1 and 2 of the summer program. The second check (maximum \$30) covers Weeks 3 and 4, and the last check (maximum \$15) covers the last week of classes.

How are stipends calculated?

The stipend for Academic Achievement is calculated in the following way. For each two-week Performance Report, students earn based on their grades in science, math, English literature, composition, and foreign language:

- \$6 for every A or grade above 90%
- \$4 for every B or grade between 80–89%
- \$2 for every C or grade between 70–79%
- \$1 for every D or grade between 60–69%

The classes in other topics will be graded satisfactory or unsatisfactory. Unsatisfactory grades will result in a \$3.00 deduction. Of course, you need to be present to earn. **You will not be paid for days you do not attend the summer program.**

CODE OF BEHAVIOR

In order to promote harmony in any closely-knit community, guidelines are necessary to protect the rights, reinforce the responsibilities, and ensure the health and safety of each community member. Since our beginning in 1992, our students have built a fine tradition of working together effectively so that each could reach a level of personal fulfillment by using to the greatest extent the opportunities which are offered.

We seek your commitment and cooperation in maintaining these essential rules and objectives during your years in Upward Bound.

STUDENT RESPONSIBILITIES

1. **PARTICIPATION**: Students have the responsibility of participating fully in the learning process. Students must report to Upward Bound meetings and to all scheduled classes regularly and on time, remain until excused, pay attention, complete assignments to the best of their ability and request help when it is needed.
2. **BEHAVIOR**: Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or to other students' educational goals. Students must cooperate in maintaining reasonable orderliness in school and in meetings, and must encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the provisions of the Discipline Code.
3. **RESPECT FOR STAFF**: Students have the responsibility for showing respect for the knowledge and the authority of program staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.
4. **RESPECT FOR OTHER STUDENTS**: Students have the responsibility for showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

Summer Discipline Code Summary

LEVEL 1 -- Results in Loss of Free Time

- ◆ Talking during class lecture, speaker, or at other inappropriate times.
- ◆ Late to class or other scheduled activity.
- ◆ Inattentive or asleep during class, speaker, or activity.
- ◆ Unprepared for class (if homework is incomplete or required books and materials were not brought to class.)
- ◆ Public display of affection.
- ◆ Failure to observe dress code.
- ◆ Failure to respond appropriately to verbal instructions or warnings.
- ◆ Lack of courtesy.

LEVEL 2 – Results in a Responsible Behavior Notice (RBN)

- ◆ Multiple Level 1 infractions (3 or more)
- ◆ Failure to observe 10:30 PM in room or 11:00 PM quiet hour rules.
- ◆ Disruptive behavior. Disobeying, lying, or talking back to staff. Disrespect to other students. Malicious teasing or gossiping.
- ◆ Use of cell phone during UB activities
- ◆ Profanity directed toward oneself or another person. Inappropriate language or subject matter, either direct or implied.
- ◆ Engaging in verbal altercations, name calling.
- ◆ Flagrant public display of affection.
- ◆ Inappropriate use of the Internet (intentionally being on an inappropriate website).

LEVEL 3 – Results in possible loss of all field trips and Final Week Trip

- ◆ AWOL: Cutting a class, meal, or activity.

LEVEL 4 – Results in Suspension (Staff Council reviews special cases and makes recommendations to the Director and Academic Advisor)

- ◆ AWOL for an extended time or leaving the premises without notification/permission.
- ◆ Being in the room or on the floor of the other sex, or outside the dormitory without permission.
- ◆ All forms of physical fighting.
- ◆ Sexual activity.
- ◆ Threats.
- ◆ Illegal activity, such as drugs, alcohol, or theft.
- ◆ Profanity towards a staff member.
- ◆ Multiple Level 2 infractions. (3 or more)

Consequences of Receiving a Responsible Behavior Notice

Anytime: 1 RBN = Director notifies guardian by phone. Loss of free time.

During the program: 3 RBN's = Possible loss of Final Week Trip and possible suspension.

Essential Residence Life Rules

1. Students are not permitted on other sex floors.
2. Students may not be in the lounges without permission or without being accompanied by an R.A.
3. Respect each other and the R.A.'s (**this means:** no talking back, no cursing, no hitting, no verbal abuse.)
4. No water balloon fights inside or hall sports.
5. Lights out at 11:00 p.m.-Lights Out means-No talking, no visiting other rooms, no ironing, no cooking, no listening to music, no showering. All of these things need to be completed **BEFORE LIGHTS OUT.**
6. Not leaving a building or the group without permission from an R.A.
7. Compliance to authority (**this means:** respecting and following the rules of the R.A.'s, Night Supervisor, the Director, Academic Advisor, Program Assistant, and College of Wooster employees.)
8. At the end of each week, you must make sure that your room is clean and your trash is taken out. Your key **MUST** be turned into your R.A. **BEFORE** you leave.
9. If something is missing or stolen from your room, please see an R.A. **IMMEDIATELY.**
10. Any damage to college furniture in your room or the condition of your room is your **FINANCIAL** responsibility, unless you can report that you did not cause the damage. Do not delay in reporting damage to an R.A.
11. If you need a vacuum, toilet paper, soap, cleaning supplies, etc., please see any R.A.
12. Tobacco (i.e. cigarettes snuff, chewing tobacco, etc), alcohol, and/or illegal narcotics are not permitted and **WILL NOT BE TOLERATED.** If a student is caught having any of these items, he/she is subject to dismissal from the program and/or possible arrest and prosecution.

Rules and Regulations

I. CAMPUS REGULATIONS

A. On Campus

Upward Bound rules apply during all Upward Bound activities, whether on or off campus.

B. Off Campus Permission

Students are not to leave campus without prior written permission from the Academic Advisor and the Project Director. Permission to leave campus can only be granted when an Absence Form or written statement is received in advance from a student's guardian. This statement must include: the reason for the absence, the dates and time of the absence, and the name of the person being authorized to escort the student from the campus (a student will not be permitted to leave with any other person.) A UB staff member will telephone the guardian to verify this information.

Students will be required to sign out when they leave, and the Ohio State ATI Upward Bound Program will assume no liability for the student until the student signs back in. A student with Off Campus Permission should return to the dormitory by 10:30 PM, unless otherwise arranged with the director.

C. Vehicles on Campus

Students with a driver's license may bring a vehicle to campus only under special circumstances. The car must be registered with the Project Director and the student must present written permission from their guardian to use the vehicle to leave the campus.

Vehicles brought to campus by residential students must be parked near the College of Wooster dorm and a parking permit must be obtained. Parking at Ohio State ATI does not require a permit. Security of a student's vehicle will not be guaranteed by the Upward Bound Program. You park at your own risk. The car keys must be handed to the Project Director or Resident Advisor at time of arrival.

D. Field Trips

All Upward Bound Rules and Regulations are in effect while students are on field trips. Seatbelts must be worn by **EVERYONE** in university vehicles.

E. Non-Upward Bound Persons

People who are not part of the Upward Bound program will not be permitted to visit you on campus. Remember, you will be going home on weekends and may visit friends at this time.

Guardians are invited to visit the program, assist with classes, or go on field trips. Make arrangements in advance with the Project Director.

II. CONDUCT PROHIBITED BY THE OHIO STATE UNIVERSITY CODE

- A. Any activity that might reasonably bring embarrassment or emotional, psychological, or physical harm to an individual or that might degrade or compromise the dignity of the individual. This includes offensive or degrading comments directed towards an individual's race, color, creed, religion, sex/gender, sexual orientation, national origin, age, or disability.
- B. Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or by failure to exercise reasonable care.
- C. Making unreasonable noise or offensively coarse utterance, gesture, or display, or communicating unwarranted and grossly abusive and obscene language to any person.
- D. Sexual harassment; communications of a sexual nature, whether physical, oral, written, or pictorial that are made for the purpose of threatening, intimidating, or humiliating the person receiving such communications. Further prohibited conduct includes unwanted sexual advances, request for sexual favor, inappropriate reference to gender or sexual orientation, or other conduct of a sexual nature; sexual references or advances which create an intimidating, hostile or offensive environment for working, learning or living while associated with the university.
- E. Any disorderly conduct which interferes with University authorized activities, including in the classroom.
- F. The use of tobacco products is not permitted on or off campus. Do not bring tobacco products to campus.
- G. The use or possession of narcotic drugs is prohibited and illegal. This includes the use and/or possession of hallucinogens, marijuana, and cocaine whether in the Residence Hall, on the campus grounds, anywhere in the surrounding community or at Upward Bound sponsored activities.
- H. No student is permitted to buy, consume, or possess any alcoholic beverage anywhere.
- I. No firecrackers, weapons, ammunition, or explosive materials are permitted anywhere.

Note: Intentional abuse of emergency systems, such as making false alarms or purposely setting off a smoke detector is a violation of one or more state laws including inducing panic. Anyone responsible for this type of activity will be immediately dismissed from the program summer and face criminal prosecution.

Anyone making a false 911 call (includes calling and hanging up) will be subject to criminal prosecution and immediate dismissal from the summer program. All calls are recorded and will be investigated.

III. DRESS CODE

All students will be expected to dress suitably for our Program's educational objectives at all times.

Our guidelines for appropriate dress for all UB activities except for athletics are as follows:

- i. Upper body clothing must cover the shoulders (no tank tops, halters, or spaghetti straps) and cover the belly button and midriff.
- ii. Pants or skirts must be worn so as not to reveal underwear and must meet the fingertip test.
- iii. All wearing apparel that incorporates signs, pictures, graphics, and slogans must be in good taste and appropriate.
- iv. Hats, do-rags, bandanas, etc. should be removed for classes, meals, field trips, and other UB activities as appropriate, unless otherwise arranged with the Director.
- v. Business casual attire for Fridays: slacks and a collared shirt, skirt with collared shirt or knit top, non-flashy patterned dresses, etc. No gym shoes or flip-flops, no cleavage or excess exposed skin, no flashy jewelry.
- vi. UB T-shirt for Wednesday field trips.

IV. CLASS RULES

A. Classroom Rules

The teachers will establish and enforce the rules for their classes. If there is a serious or continuing problem, it will be noted on a "Responsible Behavior Notice" and referred to the Project Director. Teachers reserve the right to limit food or drink in their classroom spaces.

B. Regular Attendance

Students must attend all classes. Students will not be permitted to return to the dorm during or between classes, so it is the student's responsibility to make certain that they have all the materials needed for their classes. Students must attend all activities assigned by teachers. The Project Director will receive a daily report of all absences. Missing a class or activity without permission is a Level 3 infraction of the Discipline Code.

A minor illness, such as a headache or cold symptoms, is not an excuse to miss class. **Students will be excused from class only with permission from the Director or Academic Advisor.**

C. Tardiness

Students are expected to be in class and arrive at activities on time. Occasional tardiness will be recorded by the classroom teacher. Repeated tardiness will result in disciplinary action according to the Discipline Code.

D. Preparation

Students must be prepared for each class; they must be prepared with materials needed for the class (paper, etc.) and with homework completed. Study hours have been set aside to ensure that all students have ample time to be well prepared. A student occasionally unprepared for class will lose free time; a student chronically unprepared for class will receive a Responsible Behavior Notice.

E. Plagiarism

Plagiarism is representing someone else's work as your own. This would include copying someone else's work or presenting their ideas as if they were your ideas. This is a serious offense and will be referred to the Project Director.

F. Study Hours

One and a half hours are set aside Monday through Thursday evenings for studying. During this time all students are to be studying, reading, or receiving tutoring. This is to be a quiet time.

G. Care of Texts & Calculators

Textbooks and calculators are to be treated with care. The student will be billed for any damaged or lost texts or calculators.

H. Other Items

Audio equipment, cards, and other items not necessary for classroom activities must be left in the Residence Hall or book bag. Such items, if found during classes and programmed activities, will be confiscated for the day.

I. Profanity

Profanity and lewdness are totally inappropriate to an Upward Bound program and will not be tolerated in any manner of expression including music, dress, artifacts, gestures, and language.

V. DORMITORY RULES

A. Supervision

The dormitory is supervised by Resident Advisers (RA's) who are college students or college graduates. Each member of the Resident Staff has a unique background, but they all have experience working with, mentoring, and tutoring high school students. The Resident Staff have made a commitment to serve as positive role models for the Upward Bound students. They want you to reach your full potential. The Staff will help you make a smooth adjustment to life in a college dorm. They will also tutor, answer questions about college, and enforce program rules. Resident Advisers are responsible to the Project Director.

B. Roommates

Rooms will be assigned based on the *Roommate Choice Form* completed by each student. No more than two students may live in a room. If your roommate is not attending the program, you will be assigned another roommate.

C. Damage to Room

Shortly after your arrival, the Resident Adviser will check your room and verify that it is in good condition. If someone damages a room, report it to the Staff immediately. Otherwise, the occupants will be charged for any damage that is found at the end of the summer.

D. Electrical Appliances

Only the following electrical items are permitted in the dormitory room: audio equipment, clocks, razors, fans, hairdryers, irons, and toothbrushes.

E. **Dormitory Visitation**

The dormitory has separate quarters for males and females. **Under no circumstances may a student enter the dormitory room or hall of the other sex.** As a Level 4 infraction, being on the floor of the other sex results in suspension from the summer program.

F. **Gambling**

Gambling is prohibited. This applies everywhere on the Ohio State ATI campus, and anywhere else during Upward Bound activities.

G. **Smoking or Burning Candles**

The smoking or burning of any substance, including candles, is prohibited at all times.

H. **Room Checks**

The Resident Staff will conduct room checks each night at 10:45 PM. At this time students must be in their own rooms. Staff will be on duty to supervise the halls throughout the night.

I. **Resident Hall Conduct**

Under no circumstances are students to roughhouse in the dormitory. Any such infractions are to be reported immediately to the Resident Staff.

J. **Resolving Conflicts**

It is normal and natural to have occasional disagreements with friends, guardians, authority figures, etc. The Upward Bound Staff wants you to use positive methods to resolve differences. If you have a conflict you are unable to resolve yourself, talk to a Resident Adviser. If they are unable to assist you, talk to the Academic Advisor or Program Director.

K. **Weekly Room Review**

Resident Staff will inspect rooms at the end of each week. Rooms should be left clean and in order.

VI. MEALS

A. **Attendance**

All students are required to be present at all meals, and students should eat a balanced diet. If you have food restrictions, tell the Project Director.

B. **Snacks**

If you would like to have snacks during free time, please bring them with you on Sunday. Bring containers so food is not left open to attract pests. Students are permitted to have food delivered to the dorm only with the permission of a Resident Advisor.

VII. HEALTH SERVICES

A. **Medication**

All students must have a Medical Form on file. **The Upward Bound staff can not dispense medication.** Students should bring whatever prescription or over-the-counter medications they might need (Tylenol, cough syrup, mosquito repellent, etc.) and be responsible for taking them as needed. **The Upward Bound staff can not dispense lotions or sunscreen.**

B. Medical Emergencies

There will be an emergency kit in the room of each Resident Adviser. Emergency kits will be taken on each field trip as will Medical Release Forms signed by each guardian.

The Staff will be responsible for making 911 calls. If there is an imminent life-or-death situation, any human capable of reaching out for help may call 911!

C. Doctors

If a student should need to be seen by a physician, the guardians will be called so that they may make arrangements to care for their student. If the guardian can not be located the student will be seen by a Wooster doctor.

VIII. CELL PHONE & PERSONAL TECHNOLOGY POLICY

Cell phones and internet-enabled devices, such as the Nintendo Switch, iPad may be brought to the Summer Program and used according to these guidelines:

A. Guidelines for Personal Technology Use

- Cell phones and internet-enabled devices are safeguarded in the Academic Advisor's office after breakfast and students pick them up at the beginning of free time. Students must personally drop off and pick up their own cell phone or internet capable device from a staff member.
- During field trips, students may carry a cell phone, but must not use it during times when actively involved in a field trip activity (guided tour, speaker, time in a museum, group activities.)
- No speakers will be permitted on busses during the program. Using speakers after being asked to use headphones will result in a level 2 infraction of the rules.
- During the week-long trip, the walking group leaders will designate specific rest times during which cell phones can be used. Cell phones are not to be used during transit times – crossing streets, using public transportation, walking, etc. but may be used on the bus. Any distracting use of electronic devices will result in the item being confiscated until returning to the hotel.

B. Emergencies

- If a student needs to make an emergency phone call during UB activities, they should speak with a nearby UB staff member.
- If guardians need to contact their child in an emergency, they should call the UB cell phone, 330-347-8287.

C. Consequences for Inappropriate Cell Phone Use

- Not turning in a phone or internet-enabled device after breakfast is an infraction that results in a Responsible Behavior Notice and confiscation of the phone for the rest of the week.
- If the phone or internet-enabled device is observed on a field trip, during speakers, guided tours, time in a museum, or group activities, the student will receive a Loss of Free Time. Subsequent incidences will also incur a Responsible Behavior Notice.

IX. STUDENT COMPLAINT OR GRIEVANCE

A. Rationale

Ohio State ATI Upward Bound holds the belief that all students will be treated with respect and dignity and that they will be provided with appropriate and safe avenues for sharing concerns about treatment received from faculty, staff and other students. Any student who believes that he/she has been treated inappropriately may file a complaint/grievance.

B. Guidelines

The complaint/grievance rationale will be explained to all student participants and their guardians during the summer orientation. Students and their guardians will be informed that complaint/grievance forms will be available from any faculty or staff member as well as in the Upward Bound Office. Forms are to be turned in as soon after an issue of concern arises. Students are strongly encouraged to attempt to talk with the faculty or staff member of concern in an effort to allow the student's complaint/grievance to be resolved at this level.

Complaint/Grievance Forms are to be turned in to the Director. Whenever a student files a complaint, a guardian will be notified.

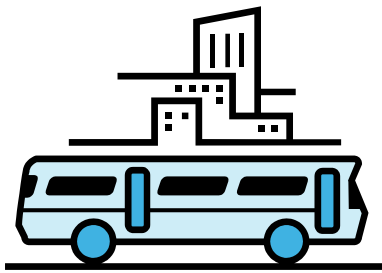
The review of the complaint/grievance will be done by the Project Director and Staff Council who will consider the information received from the student and others reportedly involved in the complaint/grievance.

A response to the student's complaint/grievance will be indicated to the student and their guardian within three business days from the receipt of the complaint/grievance.

Complaints/grievances filed by any student will be treated with confidentiality, the exception being notifying the guardian of a minor student.

C. Less Serious Complaints

Complaints of a less serious nature, for example, concerning preferences for food, schedule, activities, etc., should be written and placed in the Suggestion Box. The Staff Council will review the complaints/suggestions and when appropriate, forward suggestions to the Student Council officers. The Student Council can then decide whether to discuss the suggestion and make a formal recommendation to the Project Director.



UB Travel Rules

Going on the week-long trip at the end of the Upward Bound Summer Program is a privilege that you earn through your hard work and positive participation during the first five weeks of the program. To be invited on the trip, you have to have demonstrated effort in your classes and respect for yourself, other students, and staff.

This page contains special rules that are in effect during travel times. They reinforce or are in addition to the rules contained in the UB Student Handbooks. Guardians and students are asked to read together and sign a copy of these travel rules before each overnight trip.

A. General

1. Be on time for all scheduled departures and appointments.
2. Be courteous and respectful to everyone you interact with--your fellow UB students, the UB staff, staff of restaurants and hotel or dormitories, and college personnel and students you meet.
3. Thank those who do something for you (waiters, tour guides, shuttle drivers, etc.)

B. Guidelines for College Visits and Other Sites with Tour Guides

1. Headphones must not be visible during campus visits and guided tours. Plan on putting them away in a bag or pocket.
2. Be alert and attentive when admissions counselors and tour guides are talking.
3. Do not complain in the presence of the tour guide.

C. Hotel or Dormitory Rules

1. Once inside your hotel or dormitory room, lock the door, and do not leave without being accompanied by a staff member or your travel buddy. At night, the doors will be taped, a common practice of high school groups who travel. Do not remove the tape.
2. Do not answer the door without looking through the peephole to see if it is someone you know. Do not open the door to a stranger.
3. Students are not allowed to be in the hotel or dormitory rooms with students of the opposite gender at any time.
4. Loud talking or laughing, pounding on doors, running, or other disturbances are totally inappropriate in hotel or dormitory hallways and may result in other lodgers calling security.
5. Do not tell strangers in which hotel or dormitory or room you are staying or give them any information on how to contact you.
6. Violations of these rules will result in not being invited to future college visits or other trips involving overnight stays.

Infractions of these travel rules or the regular UB rules may result in loss of sight-seeing privileges during the trip.

D. Policy on Personal Cash for Trips

Upward Bound trips, which are paid for the U.S. Department of Education, are for the purpose of educational and cultural enrichment. Upward Bound trips are not a time for individuals to be taking group time to select and purchase personal items of clothing or buy personal services. In addition, it is not a good idea for students to be carrying and keeping large sums of money on these trips. Incidences of theft or loss cause distress and

disruption. Students do not need to bring any cash since the program pays for all meals, transportation, and entrance fee expenses. Students may wish to have a little money for souvenirs or additional snacks.

Students should take appropriate care in protecting the money from loss or theft. Students may give money to a senior staff member for safekeeping. The money will be placed in a sealed envelope which the student signs. Each transaction will be recorded in writing.

E. **Personal Belongings**

If you choose to bring valuable personal belongings on Upward Bound trips, you need to know that if those belongings are lost, damaged, or stolen, neither Upward Bound, The Ohio State University, nor the Canton, Wooster, or Orrville school systems will be able to compensate you for those belongings.

F. **Dress Code for UB Trips**

★NOTE: *The Upward Bound T-shirt is required. Don't forget to pack it.*

1. Skirts, shorts, and dresses must meet the fingertip test.
2. Pants/jeans must be worn properly and not expose underwear.
3. Jeans/pants must be clean not have holes cut in them.
4. Upper body clothing must cover entire upper body, including shoulders (no halters, tank tops, or spaghetti straps) and belly button. No see-through blouses or shirts.
5. Head coverings can be worn on a bus but not at field trip sites, restaurants and public places in general unless otherwise arranged with the Director. You are to remove hats upon entering and/or when they are in any building. No skullcaps, stocking caps, do-rags, or bandanas.
6. No clothing with obscene language, or references to drugs, alcohol or tobacco, or containing profanity, obscenity, violence, sexual or gang-related expressions or is disrespectful, disruptive or distracts from the educational process will be allowed.
7. Comfortable shoes and/or sandals should be worn at all times.
8. Tee shirts will be provided if you choose to wear inappropriate attire.

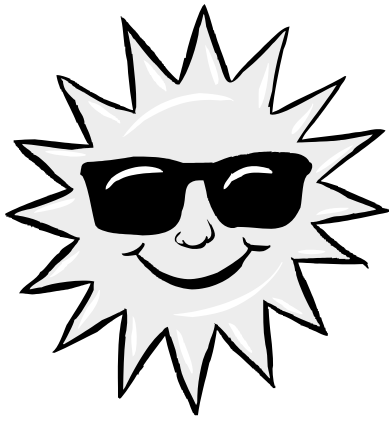
G. **Seating on Charter Bus Trips**

Students will be seated in sections of the bus by gender. Students should remain in their seats during the trip, leaving the aisle free. Staff will have assigned seats on the bus.

H. **Policy on Family Visits While on Week-long Trip**

In prior years, students have wanted to visit with relatives who live in the cities we are visiting. The policy concerning such visits is as follows:

We certainly understand the desire to visit, but the schedule on an out-of-state trip does not allow for any personal or free time. Every hour is programmed. Upward Bound has funded the trip for educational purposes, and the integrity of the educational experience of each student as well as the group must be maintained.



What to Bring to the Upward Bound Summer Program!

For The Dorm

- Bedding (required) -- sheets, blankets, and pillow
- Towel, washcloth (required)
- Hangers
- Fan
- Chargers for electronic devices
- Headphones

Clothing (suggested list)

- Upward Bound T-Shirt ***
- Classroom clothing -see Dress Code
- One business casual outfit - see Dress Code
- Comfortable shoes and clothing for sports
- Socks and underwear
- Rain gear
- Sweater, sweatshirt, or jacket
- Pajamas and/or robe – will be needed for fire drill
- Sunglasses, hat, if desired
- Swimsuit (optional)

Personal Items

- Photo ID (Driver's License or School ID)
- Any medications normally taken, including Tylenol, Dramamine*, eye drops, and Neosporin
- Personal toiletries – soap, toothbrush, tooth paste, deodorant, etc.
- Sunscreen (optional)
- Mosquito lotion (optional)

Snacks

- Please bring containers so food will not be left in the open to attract pests.

Class Supplies

- Backpack
 - Calculator – if you have one
 - Assigned Summer Work
- We provide pens, pencils, high-lighters, notebooks, and notebook paper.

*** Upward Bound T-shirt is required for all field trips and group pictures!!!!

Map & Directions to Ohio State ATI

Directions to Ohio State ATI

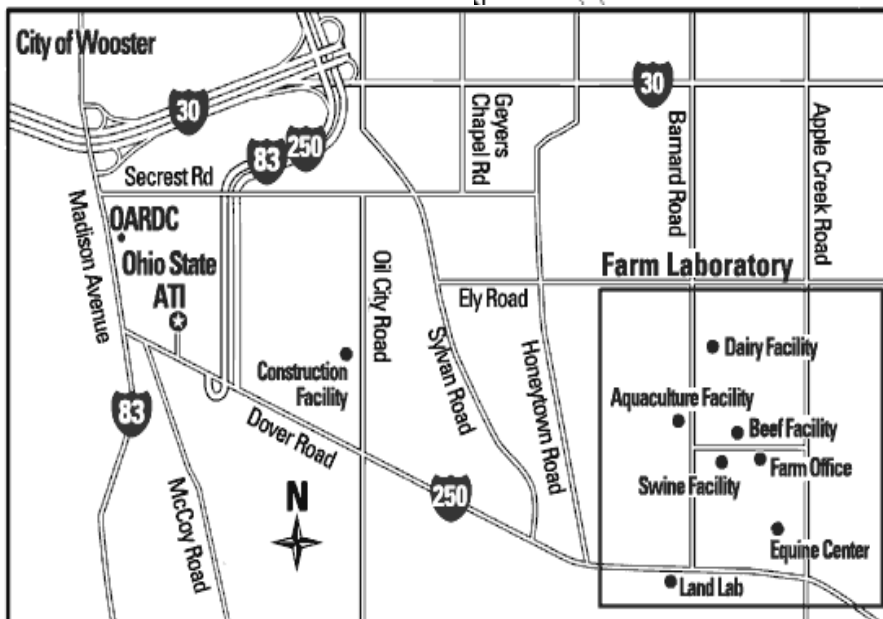
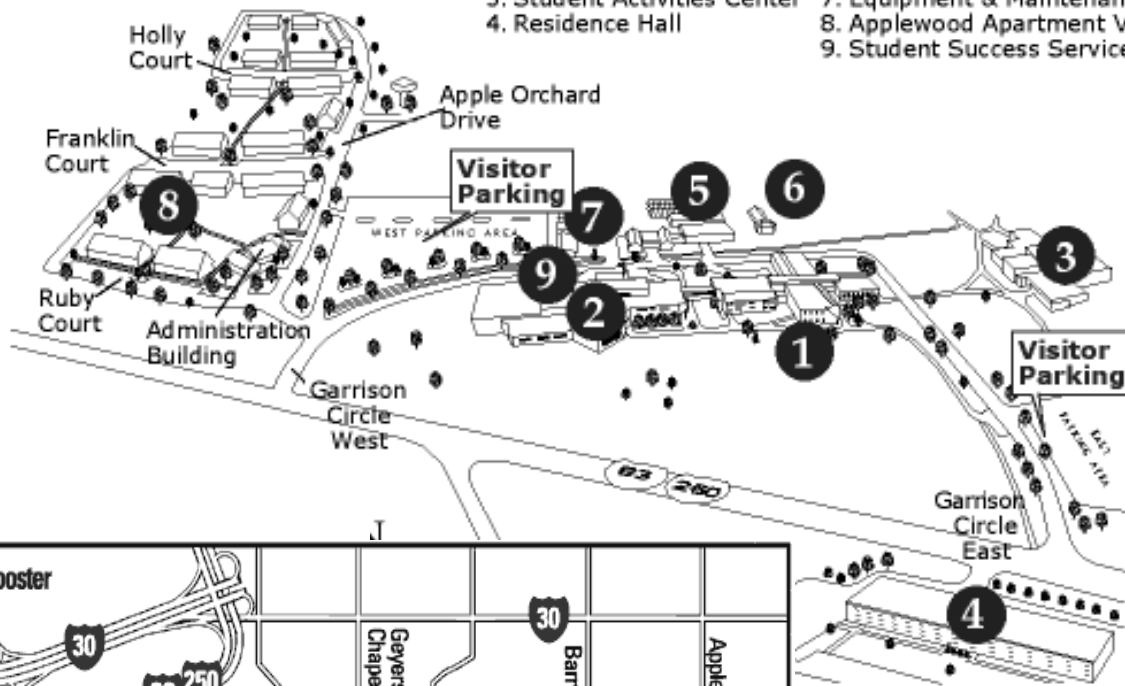
From Canton or Orrville

- Take Route 30 West.
- Follow the signs for 83 South.
- At the end of the ramp, turn left onto Rt. 250 (Dover Rd.) and drive about 1/2 mile. Ohio State ATI will be on your right.
- Turn right onto Garrison Circle East or West

The Upward Bound offices are next to Room 030, Skou Hall. Skou Hall is No. 2 on the map below. The offices are on the bottom floor, off the cafeteria. Look for signs near the ceiling in the cafeteria.

Ohio State ATI Campus

- | | |
|------------------------------|--------------------------------------|
| 1. Halterman Hall | 5. Greenhouse Complex |
| 2. Skou Hall | 6. Greenhouse Conservatory |
| 3. Student Activities Center | 7. Equipment & Maintenance Buildings |
| 4. Residence Hall | 8. Applewood Apartment Village |
| | 9. Student Success Services |



**Directions to Andrews Hall
College of Wooster Campus**

From Canton, take 30 West to Wooster. Exit at Madison Avenue. Turn right off exit and proceed into Wooster on Bever Street. Parking for Andrews Hall is on the right, just past Henrietta Street. There is a small blue sign by the driveway. The GPS address is: 1335 N. Bever Street, Wooster, OH 44691

