

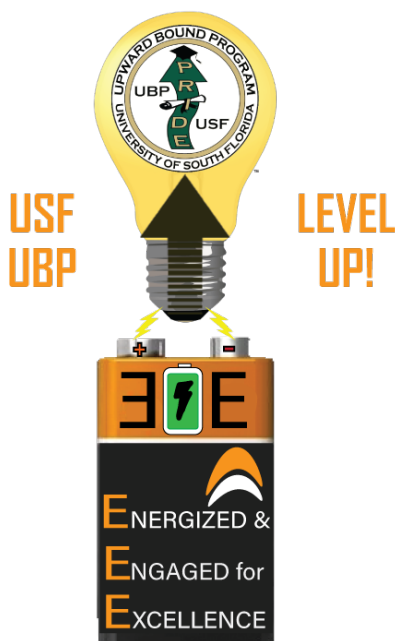
# University of South Florida

## Upward Bound Program

### Summer Handbook 2023

The Upward Bound Program (UBP) is one of eight federally funded TRIO programs. UB programs assist high school students to be successful in high school and to prepare for college entry and completion. UBP at the University of South Florida serves 170 high school students at Armwood, Blake, Chamberlain, Hillsborough, King, and Middleton.

The program is divided into two main components, the academic year and the summer session. During each component, program staff provides a supportive environment that is conducive to each student's success. This handbook provides an overview of the program, outlines what you can expect, and explains the procedures and rules you must follow. Please read this handbook thoroughly and refer to it as necessary. If you have any questions, please contact us.



#### **USF Upward Bound Program**

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# PROGRAM OVERVIEW

## Upward Bound Program Staff

Mr. Raymond Cabrera	<b>Program Director</b>	(813) 974-2023	<a href="mailto:rcabrera@usf.edu">rcabrera@usf.edu</a>
Ms. Carrie Blaustein	<b>Assistant Director</b>	(813) 974-1014	<a href="mailto:blaustein@usf.edu">blaustein@usf.edu</a>
Mrs. Lawanna Hair	<b>Academic Advisor</b>	(813) 974-9151	<a href="mailto:lmhair@usf.edu">lmhair@usf.edu</a>
Mr. Morris Martin	<b>Academic Advisor</b>	(813) 974-3636	<a href="mailto:morrismartin@usf.edu">morrismartin@usf.edu</a>

## Instructional Staff

Mrs. Addison, *English*

Ms. Faison, *Science*

Mrs. Luna, *Spanish*

Mr. Reid, *Mathematics*

Mr. Sampson, *Mathematics*

Ms. Shipp-Washington, *History*

Mr. White, *Science*

Ms. Robinson, *Math*

## Upward Bound Mission

The mission of the UBP is to provide first-generation, low-income high school students with access to postsecondary education as full participants. This program assists students to overcome barriers by providing tutoring, mentoring, academic workshops, academic counseling, academic instruction, assistance with standardized testing, life skills workshops, cultural events, college visits, assistance with the college admissions and financial aid process, and a summer residential program.

## Upward Bound Program Objectives

Upward Bound Program objectives are to provide students with access to educational opportunities and to increase the number of student participants who go onto college. The United States Department of Education requires six outcome objectives for Upward Bound:

- Academic performance
- Secondary school retention and graduation
- Rigorous secondary school program of study
- Postsecondary enrollment
- Postsecondary completion

## **2023 Summer Program**

The purpose of the summer program is to equip you with the skills needed for the upcoming school year. The six-week summer academic program will be held from **June 12th through July 22nd**.

Instruction and advising will be provided Monday through Thursday 9 am until 3 pm. Fridays are designated for virtual cultural enrichment. The courses offered to students during the summer component of UBP will prepare you to get a “head start” in your core classes for the 2023-2024 school years. During the Summer Program, you will take a variety of Core courses in the areas of math, science, literature, writing, and foreign language.

The Upward Bound Program provides transportation through Hillsborough County School bus transportation to and from USF. Parents/Guardians can drop off and pick up their child from USF, if they prefer. Parents should drop off and pick up their child behind the USF library off of Sage Drive (Parking Lot 29B). Juniors and seniors have the option to reside on campus the last four weeks beginning June 25th.

## **PART ONE – Academics**

### **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!

### **Classroom Behavior**

Students are expected to come prepared and to be on time for all 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.

### **Attendance**

In order to obtain the maximum benefits from the summer program, regular continuous attendance is essential. The time students spend in class is imperative to their success. Students/Parents should avoid going on vacation or participating in other summer camp activities during the UB Summer Program.

Due to the nature of the summer program, the program has a maximum of three (3) days in which a student could miss. Missing more than 3 days may result in dismissal from the summer program.

### **Summer Employment**

Students who will be employed during the summer are strongly encouraged to arrange their work schedule around the UBP school day. Students who work on a regular nightly basis forfeit their residential privileges. Please notify the staff if documentation in the UBP is needed for schedule adjustments.

## **Dress Code**

Dress codes are maintained to promote a positive representation of the UB program to the community, and to foster a positive learning environment.

**Mondays:** Theme T-Shirt

**Tuesdays:** Blue Polo

**Wednesdays:** Black T-Shirt

**Thursdays:** Green Polo

**Fridays:** N/A – Virtual

- Khaki bottoms no shorter than mid-thigh and in good repair must be secured on the waist and no undergarments exposed (belt required).
- Hair must be neatly groomed at all times.
- Hats cannot be worn inside any building.
- No holes, rips, or tears in jeans, pants, shorts, or other attire.

## **Illness/Injury**

If you are ill before morning classes begin, you should contact the, Mrs. Hair or Ms Blaustein and fill out the form at [www.usfubp.weebly.com](http://www.usfubp.weebly.com), in order to determine if you should see a physician, stay in the residence hall for recuperation, or go to class. If you become ill during the day, please notify any UBP staff member. Parents will also be notified as need to ensure the appropriate medical follow up.

## **Medical Procedures**

You should bring an adequate supply of any prescription medication, as well as any over the counter medicine (Aspirin, Tylenol, etc.) you might need. Residential staff is not permitted to give out any medication to students. Medicine prescribed by your physician must be stored in the containers issued by the pharmacy bearing the prescription number, your name, and the name of the prescribing physician. Any student who does bring prescription medication to campus must have a signed medical information form signed and on file in the UBP. Parents authorize UBP to secure medical care and share health information if necessary.

## **Sign-in/out**

Before students leave the dorm and when students return back to the dorm in the afternoon / evening, each student is required to “sign in /sign out” from the Residence Hall for any campus activities you may attend (library, class, cafeteria, etc.) at all times students will be chaperoned with a UBP staff. This is very important to keep our students safe. **(Always notify a member of the UBP program staff prior to going anywhere)**

## **Permission to Leave Campus**

Parents should allow their students to leave campus only if absolutely necessary (i.e. medical appointments). Should there be a need for a student to leave campus, parents/guardians must notify the UBP staff and complete an “Absentee Form”. Additionally, parents are urged not to allow students to be picked up by friends, neighbors, or others. Parents/Guardians should consult with the Residential Coordinator for any special arrangements or circumstances. UBP summer participants will operate under a “closed campus” concept where leaving the Tampa campus is not permitted.

Parental permission is required at least 48 hours in advance if a student has an outside appointment or obligation causing them to miss a portion of the summer program. A completed Absentee form including the date, pick up, return time, and name of person responsible for transportation must be given to the UBP staff.

## **Transportation Policy**

Any participant who takes UBP transportation to an activity must also take UBP transportation home or go home with a parent. Exceptions will be made when the participant presents a note from a parent authorizing permission for the participant to go home with someone else. The note needs to specify with whom the participant may leave. Participants are not allowed to transport other participants. (Students are not permitted to ride the Bull Runner of Hartline for routine transportation from class to class).

## **Meals**

Lunch will be provided the entire six weeks. Students will be given an ID card, which they are expected to present at the dining facility. Your ID card must be present at every meal. If you lose your ID card, inform a UBP Staff Member immediately. Students that participate in the residential experience will be provided breakfast, lunch and dinner.

## **Campus Visits, Educational & Cultural Enrichment Activities**

Campus visits and enrichment activities are scheduled off-campus learning experiences that enhance the program curriculum. All activities are supervised by UBP staff.

During off campus activities, students must follow all UBP policies, including behavioral and safety rules while on field trips. Informed consent forms and medical insurance cards **MUST BE SIGNED AND ON FILE** prior to departure from campus. These provide us reassurance that your parents support and are aware of your involvement. Students without signed informed consent will not be allowed to attend.

Behavior and level of participation in the program can determine whether a student will be allowed to attend a field trip. ***UBP trips are for program participants only!*** Non-participants cannot accompany or meet the group at any time during the trip.

## **Career Experiences**

Students will have opportunities to participate in real-life career exploration with USF departments in order to learn about potential majors, job requirements, and job duties. 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.

## **Instructional and Tutorial Activities**

A letter grade system is used at the end of each week as well as at the conclusion of the Summer Program. We use this system to encourage sustained effort and to identify students who are having trouble academically and/or are not fully participating. If a student earns two or more weekly failing grades, their continuance in the Summer Program will be evaluated.

## **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 Assistant Director 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 the Summer Program.

## **NetID, Canvas, and University Resources**

Upward Bound students are given VIP accounts through USF Information Technology Department contingent on complying with program policies. Students are granted the following privileges: access to computer labs, USF Wi-Fi access, Microsoft Teams, and Canvas Learning Management System.

Canvas is used by Upward Bound staff to post resources and tutorials for students and to keep students informed of their progress. During the summer, instructors regularly update and monitor their Canvas classes. Teachers will post a syllabus, assignments, quizzes, graded essays, and grades. They will take daily attendance and inform us of any concerns such as behavior or tardiness. Students should check their canvas account on a daily basis to check for updates from instructors and the UBP staff.

Students can login to USF computer lab and library computers, as well as use Canvas on any internet-capable computer or mobile device. Instructors will provide time in class to complete work in computer labs. Canvas has several apps that complement and extend instruction. Students can use Canvas and other specified electronic resources inside classrooms when given permission to do so by UBP staff. Team slows for live virtual tutoring, instruction, and discussion. These sessions can be set up and recorded by UB Staff.

Students will create accounts and be given an overview of Canvas during parent/student orientation and the first day of the summer program. Students should create NetID and passwords as instructed. Questions about Canvas can be addressed to Ms. Blaustein.

### **The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. UBP at USF complies with the requirements under FERPA. As a result, the University reserves the right to notify the parents and/or legal guardian of a student regarding the violation of policies.

### **Academic Records**

The UBP works with administrators at all six high schools to have access to participant educational records. This will only be for the purpose of developing and tracking students' educational progress through post-secondary graduation. Prior parental written permission is strongly required for that purpose.

All academic records and related information will be kept strictly confidential and securely stored and protected. When necessary, UBP staff may exchange academic records information only with authorized educators of the appropriate school.

### **Plagiarism**

Plagiarism is the act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. There will be consequences for any student found plagiarizing.

## **PART TWO - The Residential Experience**

The summer residential component is designed to simulate college life and the experiences that come with it. This year UBP students will be staying in Magnolia Apartments. Residential coordinators and mentors have been trained to help students make the most of their on-campus experience. The residential staff is responsible for each. The staff is there to supervise and assist you, to serve as role models, and to enforce the UBP policies.

### **Room Features & Hall Amenities**

Typical room size: 9'9"x10'6"

- Furniture includes: built-in closet, bed, desk, chair and dresser per student
- Cable TV connection
- Ethernet connection for each resident in each bedroom
- Laundry facility on first floor (Students are encourage to launder on the weekends)
- Kitchen on every floor (Students are not allowed to use the kitchen as meals are provided)
- Study lounge with Ethernet connection on each floor
- 24-hour, on-call emergency maintenance



## Student Packing List

The following list of items has been prepared to assist you in packing for the one-week residential component. If you have any questions regarding items not on this list, feel free to call us.

### **Students should bring:**

Alarm clock  
Comfortable clothes  
Underclothes  
Pajamas  
Comfortable shoes  
Notebooks, pencils, pens, paper  
Calculator  
Dictionary and thesaurus  
Clothes hangers  
Towels/Wash clothes  
Pillows/Pillow cases  
Bed sheets/Blanket (twin size)

Toiletries (toothbrush, toothpaste, soap, deodorant, shampoo, comb, brush. Shaving needs, etc.)

Personal items (laptop, radio, pictures, etc.)

Any medications you might need, both prescription and over the counter.

Remember, you will be sharing a room; it is important to communicate with your roommate. Students are welcome to bring athletic equipment (basketball, tennis rackets, games, etc.) but you will be responsible for your own personal items, not the university or program. Game consoles are discouraged. ***Skateboards, scooters, and bicycles are not permitted.***

**PLEASE NOTE:** Students' rooms are subject to search at the discretion of the UBP program staff in conjunction with campus police. The health, safety, and welfare of students are our top priority! Unannounced searches will be conducted if program staff has reasonable suspicion of a violation of UBP policies, USF policies, and Florida state law. **Along with your roommate, you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you may be held responsible if you are present during such a violation, or if you give others access to your room.**

### Visitors

Parents/guardians and siblings are the only approved visitors during the summer component. We ask that you limit visits to Sunday Move in and Saturday Check out. Visits should be pre-arranged with your Residential Coordinators.

**MALES ARE NOT PERMITTED ON FEMALE FLOORS AND VICE VERSA.**

Immediate family members may visit their UBP participant. All guests must contact Upward Bound staff prior to their visit. All guests must sign in at the beginning and at the end of their visit. Students are not permitted to leave campus with their guests during a visitation. The students will be responsible for their guest's behavior; any infraction committed by the guest will reflect upon the participant and necessary discipline will occur.

## Roommates

We try to honor roommate requests made by each student. All roommate requests must be mutually agreed upon by all parties. Remember, you will be sharing a room, it is important to communicate with your roommate. Students are welcome to bring athletic equipment (basketball, tennis rackets, games, etc.) but you will be responsible for your own personal items, not the university or program. Game consoles are discouraged. ***Skateboards, scooters, and bicycles are not permitted.***

## Check-In Day

Check-in will be in Magnolia Apartments across/behind our designated resident hall between: 5:00pm – 8:00 pm, Sunday, June 25, 2023.

During check-in, you will receive your room assignment and instructions where to go. If you cannot arrive at the scheduled check-in time, please notify Mr. Cabrera or Mrs. Hair as soon as possible.

## Weekend Pick-up/Drop-Off

Parents should plan to pick up students at the resident hall on Saturday between 8:00am-1:00pm. Parents will need to make sure to sign the student in on move in day and out on move out day. If students are traveling by Hartline Bus, parents must complete a Hartline approval form.

## Keys

Each student will be issued a key for your residence hall room. You are responsible for your key and will be charged a replacement fee, if it is lost. When you check out, you will leave your key with your residential counselor. If you lost your key, contact your residential counselor immediately.

## Magnolia Apartments Guidelines

- Keep outside doors to the residence hall locked at all times for safety.
- Always keep your room key with you and your door locked a
- Secure your keys anytime you enter or leave the building.
- No pets Allowed!
- Please do not re-arrange furniture
- Keep windows and emergencies doors closed
- Keep hallways clear in case of an emergency
- Report any suspicious activity to your or any residential staff
- Only residential participants are allowed in the hall (commuting students & underclassman are not permitted)
- The use of alcohol, illegal drugs, smoking, candles, cooking appliances, incense, or aerosols is not permitted (false fire alarms could result in consequences to both students and the program).
- MALES ARE NOT PERMITTED ON FEMALE FLOORS AND VICE VERSA
- UBP students are not permitted to have visitors, except for parents/guardians. Visits should be pre-arranged with your Residential Coordinator(s).
- Magnolia Apartments is your home during the summer, please respect your space and keep it clean. Damage to college property will not be allowed. If you damage college property, you will have to pay for damages.

## Daily Schedule

### Hours

<b>Wake-Up:</b>	6:30 am	<b>Report to Holly:</b>	4:45 - 5:15 pm (Activities)
<b>Breakfast:</b>	7:30 - 8:30 am	<b>Dinner:</b>	6:00 - 6:30 pm
<b>Classes:</b>	9:00 - 11:50 am	<b>Study Hall:</b>	6:45 - 7:45 pm
<b>Lunch:</b>	12:00 - 12:50 pm	<b>Evening Activity:</b>	8:00 – 9:30 pm
<b>Classes:</b>	1:00 - 2:50 pm	<b>Hall Time:</b>	9:30 – 10:00 pm
<b>Planned Activity:</b>	3:00 – 4:30 pm	<b>Curfew/Staff:</b>	10:00 pm

## PART THREE – Merit Program

### Summer Program Stipends

Summer Program students are eligible to receive a maximum stipend of \$199 for satisfactory attendance and academic performance. The stipend relates to a student's, academic performance, and behavior. It is earned not guaranteed.

Stipends are earned each week and are given to students who fully participate in the Summer Component. They are awarded at the conclusion of the summer component. If a student is absent for part of the week, violates UBP policies, or is ill for more than one full day, the stipend will not be awarded for that week or a set number of weeks to be determined by the Director. Stipends are not a right, but a privilege of Upward Bound students and must be earned. Stipends are awarded to students who make satisfactory effort in achieving the goals of the program and their own personal academic goals. Students must be present, on time, engaged in learning and make satisfactory attempts to complete assignments to be eligible to receive their stipend. You can't just show up!

Stipends can be reduced for not turning in a spring report card, earning below 2.5 spring GPA, not following program policies, receiving a failing grade in a summer course, losing a meal card, losing a dorm key, or other infractions at the discretion of the Director.

### Recognition Ceremony

Student accomplishments will be celebrated during the Summer Awards Ceremony and Reception on July 19<sup>th</sup>. This will conclude the Upward Bound Program Summer Academy. Students may invite their families. Student achievements will be recognized, success stories will be shared, graduates will be honored, guest speakers will address the audience, and awards will be presented. This is a wonderful way for parents and guardians to celebrate their child's accomplishments.

## PART FOUR – Behavioral & Demerit System

### Behavior

Students are expected to conduct themselves in a well-behaved manner. While USF 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 USF as well as Upward Bound Program rules and regulations. Other campus activities, in addition to the Upward Bound Program activities, are taking place on the campus. **Please refrain from excessive noise while in the corridors and classrooms of all campus buildings.**

### General Rules

The following are a generalized look at some of our rules:

1. Fighting is not allowed under any circumstances. Anyone breaking this rule will be sent home immediately.
2. Profanity is not acceptable
3. Alcoholic beverages and illegal drugs are not permitted on campus at any time
4. Students are not allowed to have cars on campus unless they have permission from parent or guardian
5. Possession of weapons and firearms is not permitted
6. Public displays of affection among students is not allowed
7. There is a zero tolerance for any forms of harassment both in person and on social media

The following is the behavioral plan carefully developed to ensure that all students may benefit from Upward Bound Program activities and, most importantly, remain safe. As a program, the staff is legally responsible for all Upward Bound Program students while with us. The following procedures, rules, and sanctions were created for this reason. The entire program suffers when an individual breaks the rules, making it critical that you follow this plan.

## **Procedure**

All accusations of misconduct will be noted on an incident report by the reporting staff member. An administrative staff member will notify the student of the violations and the student will be given the opportunity to explain their role.

The administrative staff will determine what, if any, consequences will be imposed based on the information available. The process designed seeks a teachable moment for the student with the hopes of helping change negative behaviors.

The objectives of sanctions are to ensure a safe and secure environment and to promote an atmosphere that is conducive to learning, student development and community leadership. The following are sanctions for the academic year and the Summer Component.

- 1) **Reprimand** – Oral reprimand regarding the behavior and a warning regarding the consequences of future misbehavior. Written reprimands may also be placed in the student's file.
- 2) **Revocation of Privileges** – Privileges, such as free time, cultural enrichment events, and campus visits, may be revoked for a period of time which will be determined by staff based on the nature of the offense.
- 3) **Restrictions** – Students may not be allowed to attend social or special activities such as movies, dances, etc. In some cases, students will not be allowed to attend the end of summer trip/spring break college tour.
- 4) **Probation** – Students may be placed on probation for a period of time as determined by the offense. During this period, certain requirements, spelled out by a probationary agreement must be met.
- 5) **Suspension** – Student may be sent home for a period of time during the summer session or not allowed to live residence if behavior warrants.
- 6) **Dismissal** – If the circumstances warrant, students will be dismissed from the program.

### **Level 1 Offense Examples**

- Types: Violation of curfew, missing residence hall meetings and programs, use of profanity, tardiness from class, quiet hours violation, public displays of affection, clothing infractions, gossip, or bullying behavior.
- Staff Response: Staff will meet with the student within 24 hours of incident, preferably on the same day.
- Possible Sanctions: Curfew restrictions, additional academic or community service assignments, suspension of mobile device, removal of weekly stipend(s), limited evening activity involvement, and/or notification of parents.

### **Level 2 Offense Examples**

- Types: Two or more Level 1 violations, non-compliance of sanction from Level 1, disrespect of staff members, cheating or plagiarism, skipping class, hazing or harassment, indecent behavior including sexual behavior.
- Staff Response: Administrative staff will meet with the student within 24 hours of incident, preferably on the same day.
- Possible Sanctions: Curfew restrictions, additional academic or community service assignments, suspension of mobile device, removal of weekly stipend(s), limited evening activity involvement, notification of parents, and possible removal or suspension from the Upward Bound Program.

### **Level 3 Offense Examples**

- Types: A guest policy violation; tampering with fire system or equipment, any illegal or unethical behavior such as theft, vandalism, physical harm, suspicion of drugs and/or alcohol.
- Staff Response: Administrative staff will meet with the student immediately to determine sanctions.
- Possible Sanctions: Immediate notification of local law enforcement, removal of weekly stipend(s), dismissal from Upward Bound Program, possible incarceration. Notification of Parents.

## **Witness/Bystander Behavior**

As a student in the Upward Bound Program you are our representative. We expect you to be mature and considerate of others and their property. Current and former program staff worked hard in our community to earn respect for the program and its participants. We expect your association with Upward Bound to enhance our reputation, not tarnish it.

As a participant you play a crucial role in setting the Upward Bound standard. You have the potential to intervene to prevent behavior detrimental to the integrity of the Upward Bound Program. Providing a safe and healthy Upward Bound Program environment is a shared responsibility. If you see a violation of Upward Bound Program's behavioral standards please notify a staff member immediately.

This standard is adopted to provide guidance to students who may have seen or heard of a violation of Upward Bound Program policies or ethical standards. The purpose of the clause is to both support those students who witnessed policy violations and set the behavioral standard for the program.

## **Drug and Alcohol Addendum**

The Upward Bound Program is a drug-free environment. UBP explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription.
- Being impaired or under the influence of legal or illegal drugs or alcohol

In the event of reasonable suspicion of the violation of the drug-free environment law enforcement will be notified immediately.

## **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 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. The tables are a guideline and may differ at the discretion of UBP Staff.

### **Demerits**

Dress Code Violation	\$1.50
Not following the directive of the program	\$1.50
Skipping Class	Loss of stipend
Tardy to class/activities	\$1.50
Failure to complete work	\$1.50
Sleeping in Class	\$1.50
Disruptive or rude behavior	Loss of stipend
Refusal to participate in class/activity	\$1.50
Dishonesty and/or Cheating (including plagiarism)	Loss of Stipend
Use of electronic devices for non-academic purposes	\$1.50
Not bringing materials	\$1.50

## **Residential Demerits**

Late for curfew and/or bed check	\$1.50
Violation of lights out policy	Loss of stipend
Failure to attend evening activities	Loss of stipend
Violations of boundary lines	Dismissal
Riding in a vehicle without express permission	Dismissal

<b>Actions Risking Dismissal</b>	<b>Reason</b>
Being on an unauthorized floor	Safety/not following rules
Curfew	Safety/not following rules
Damage to dorm	Financial cost to you and program
Disrespectful conduct including misuse of electronics (cell phones, iPods, laptops)	Interrupting learning
Stealing others' property	Lack of respect/not following rules
Drug/alcohol/cigarettes	Illegal/health risk
Gambling	Illegal activity
Excessive absences/lateness	Interrupting classroom learning
Fighting	Safety/program image/physical harm
Harassment of others	Safety/emotional/physical harm
Indecent behavior (public display of affection, sexual activity)	Endangerment to attaining future goals
Leaving campus	Safety

**Upward Bound participation is a privilege, not a right or an entitlement.** Reports of any violation of this conduct code will be documented and brought to the attention of the Upward Bound Staff, Assistant Director or Director. The staff members will make a decision either to resolve the situation, or refer it to the Project Director. The Project Director will make a decision for temporary suspension or termination.

### ***IMPORTANT:***

**This list of infractions is not all-inclusive. Upward Bound staff reserves the right to ask any student to leave the summer program at any time.**

## **PART FIVE – Emergency Procedures**

Procedure in the event of class cancellation or postponement

In the event of dangerous weather before the class day begins, we will rely on the Residential Coordinator to inform the Upward Bound Program Director regarding inclement weather. At that point, instructors will be contacted in case classes will be delayed or postponed. If students are in class and bad weather arises, we ask that students remain in the building they are in until the weather clears and the instructor gives the student the go ahead to move on.



## Fire

In case of fire, call 911 immediately to notify the fire service and campus police. Observe the following:

- Know the locations of fire exits in the building. Know the location of fire extinguishers and alarm systems and know how to use them. Training and information is available through Environmental Health & Safety.
- If a minor fire appears controllable, immediately Dial 911 to alert campus police. Then promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher.
- If an emergency exists, activate the building alarm, also dial 911.
- For large fires that do not appear controllable, evacuate all rooms and close all doors to confine the fire and reduce oxygen. Do not lock the doors. Dial 911
- When a building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken.
- An Incident Command Post may be set up near the emergency site. Stay clear of this areas.
- Do not return to an evacuated building unless told to do so by an authorized University Official.

## Tornado/Severe Weather

***An Approaching Thunderstorm:*** When to Seek Safe Shelter: Lightning can strike as far as 10 miles from area where it is raining. That's about the distance you can hear thunder. If you can hear thunder, you are within striking distance. Seek safe shelter immediately.

***Outdoor Activities: Minimize the Risk of Being Struck:*** Program staff will stop activities at the first roar of thunder to ensure everyone have time to get to a large building or enclosed vehicle.

***Indoor Activities: Things to Avoid:*** Inside building, stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity. Stay away from pools, indoor or outdoor, tubs, showers and other plumbing. Buy surge protectors for key equipment. When inside, wait 30 minutes after the last strike, before going out again.

## **PART SIX: Resources**

### Cultural Enrichment/Campus Visits/Special Events

June 19 <sup>th</sup>	Off
June 25 <sup>th</sup>	Start of Residential
June 28 <sup>th</sup>	Pageant
July 1 <sup>st</sup>	End of Residential
July 4 <sup>th</sup>	Off
July 13 <sup>th</sup> -July 16 <sup>th</sup>	Chicago Trip (UBP Allstars)
July 18 <sup>th</sup>	E- portfolios - Seniors
July 18 <sup>th</sup>	Finals exams –All Students
July 19 <sup>th</sup>	Career Presentation
July 19 <sup>th</sup>	Awards Ceremony

## Remind Text Message Registration:

To receive UBP text messages, text your class and/or your school to 81010.

**Summer:** @ubpsum

**Class of 2024:** @2024ub

**Parents:** @parentsub

**Class of 2025:** @2025ubp

**Class of 2026:** @2026ubp

You will receive an automated confirmation text from Mr. Cabrera verifying your subscription. To cancel your subscription, text **STOP** to text message from UBP.

## Net-ID

Once you receive an email from [no-reply-USFIT@usf.edu](mailto:no-reply-USFIT@usf.edu) <[no-reply-USFIT@usf.edu](mailto:no-reply-USFIT@usf.edu)>

With subject Please activate your USF Netid

1. Enter your date of birth
5. Check box to affirm, I'm not a robot (CAPTCHA box).
6. Click submit.
7. You may be asked to enter additional information to create your account. If requested, enter first name, last name.
8. Click submit.
9. Check your email and input the code you are given.
10. Click submit. Read the "*USF Computer and Networking Access Agreement*". (see image below)

UNIVERSITY OF SOUTH FLORIDA MyUSF Directory

### IDENTITY MANAGEMENT

CONTRIBUTE TO OUR FUTURE

## Pick your NetID

This will be your email and login id for USF systems

- ☐ dabull
- ☐ dabullr
- ☐ rd1
- ☐ rdabull
- ☐ rocky25
- ☐ rockyd

### USF Computer and Network Access Agreement

The computing and network facilities in the various colleges are a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

[Expand Acceptable Use Policy](#)

[Submit](#)

By clicking submit you agree to our Acceptable Use Policy outlined above

11. Select a NetID from the six options provided. (see image above)
12. Click **Submit**. (see image above)



13. Create a password for the selected NetID based on the provided password requirements. (see image below)

The screenshot shows the 'Set your NetID password' page. It includes a 'Password' field (labeled 7), a 'Confirm password' field (labeled 8), and a 'Submit' button (labeled 9). To the right, the 'NETID PASSWORD REQUIREMENTS' are listed: Minimum length 8; Must contain: Uppercase A through Z, Lowercase a through z, 0 through 9, and !@#5%^&\*()\_~+=|{};:/'>.<.

14. Re-enter the password to confirm. (see image above)

15. Click **Submit**. (see image above)

16. A confirmation of your NetID, and U-number will be provided.-Please text your name, USF netid, and U# to 813-787-0083. It may take up to one hour for the activation to be completed.

17. Follow the steps to set up multifactor authentication to access Myusf, Teams, and Canvas.

## Using Canvas

### Verify your identity

Text +X XXXXXXXX83

Call +X XXXXXXXX83

[More information](#)

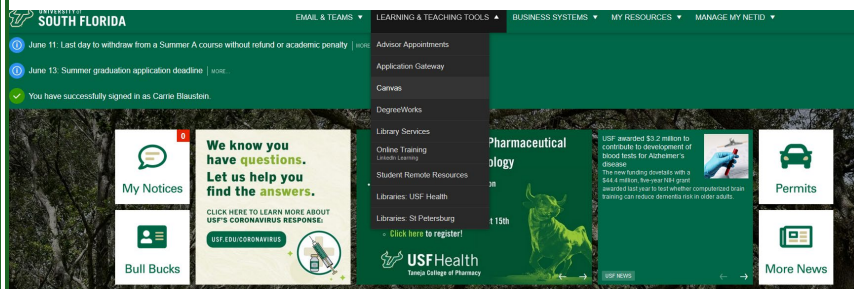
Are your verification methods current? Check at <https://aka.ms/mfasetup>

Cancel

Sign-in with your NetID@usf.edu (not U#) for example rockybull@usf.edu

For help, contact help@usf.edu or call (813) 974-HELP (4357)

- 1.
2. You will have to receive a text or call to retrieve a code and type it in in the next page if texted.
3. Click on "Canvas" under the "LEARNING & TEACHING TOOLS" tab.



Questions: Carrie Blaustein, [blaustein@usf.edu](mailto:blaustein@usf.edu) or 813-974-1014 or 813-787-0083.

You can also use your student app from school but just select change user on the left side to put in your usf credentials.

## **Electronic Resources**

<b>Resource</b>	<b>Web Link</b>
<b><i>USF Policies and Procedures that Must Be Followed</i></b>	
MyUSF	<a href="http://my.usf.edu">my.usf.edu</a>
Canvas	<a href="http://usflearn.instructure.com">usflearn.instructure.com</a>
Housing Handbook	<a href="http://www.housing.usf.edu/resources">www.housing.usf.edu/resources</a>
Code of Conduct	<a href="http://regulationspolicies.usf.edu">regulationspolicies.usf.edu</a>
ID Card Policy	<a href="http://www.usf.edu/it/class-prep/usf-card.aspx">www.usf.edu/it/class-prep/usf-card.aspx</a>
Netid Policy	<a href="http://www.usf.edu/it/services/netid.aspx">www.usf.edu/it/services/netid.aspx</a>
Emergencies and Safety Management	<a href="http://usfweb2.usf.edu/Adminsvc/publicsafety">usfweb2.usf.edu/Adminsvc/publicsafety</a>
Canvas Guide	<a href="http://guides.instructure.com">guides.instructure.com</a>
Campus Map	<a href="http://www.usf.edu/about-usf/visit-usf.aspx">www.usf.edu/about-usf/visit-usf.aspx</a>
<b><i>Upward Bound Related Links</i></b>	
USF Upward Bound	<a href="http://ugs.usf.edu/upbound">ugs.usf.edu/upbound</a>
Weebly	<a href="http://usfubp.weebly.com">usfubp.weebly.com</a>
Facebook	<a href="http://www.facebook.com/USFUBP1">www.facebook.com/USFUBP1</a>
Twitter	<a href="http://www.twitter.com/@usfubp">www.twitter.com/@usfubp</a>
Instagram	<a href="http://usf_upward_bound">usf_upward_bound</a>
Mobile App USF UBP	app.catch com or Google Play "USF UBP"
Remind Text Message	<a href="http://text the message @ubsum 15 to 81010">text the message @ubsum 15 to 81010</a>
<b><i>School/Government Related Links</i></b>	
Edsby	<a href="http://sdhc.edsby.com">sdhc.edsby.com</a>
Guid Mii	<a href="http://sdhc.guidmii.com/login">sdhc.guidmii.com/login</a>
<a href="http://www.flvs.net">Florida Virtual School</a>	<a href="http://www.flvs.net">www.flvs.net</a>
Florida Virtual Campus to check progress	<a href="http://www.flvc.org">www.flvc.org</a>
Learning Connections Inventory	<a href="http://www.lcrinfo.com">www.lcrinfo.com</a>
<b><i>Helpful Apps</i></b>	
Teams	Polls for Canvas
Canvas	Hillsborough Co Public Schools
Remind	PollEverywhere
Weebly	You Can Book Me
Tutor.com	You Can Book Me

### *Steps All students/parents Must Follow for Summer Program Participation*

- |   |  |
|---|--|
| 1. Complete Spring Student & Parent Survey at<br>usfubp.weebly.com or | <a href="http://Usfubp.weebly.com">Usfubp.weebly.com</a> |
| 2. Activate or Reset Canvas Account at                                | <a href="http://netid.usf.edu">netid.usf.edu</a>         |
| 3. Attend orientation and read over handbook                          | <a href="http://usfubp.weebly.com">usfubp.weebly.com</a> |
| 5. Become familiar with USF policies.                                 | -  |
| 6. Refer to Weebly.com for summer updates                             | -  |
| 7.(Suggested) Join us on social media                                 | -  |
| 8. (Suggested) Download Canvas, USFUBP, weebly app                    | -  |

**Only use electronics when you have been granted permission by UBP staff**

**Always follow USF and Upward Bound policies**

# SUMMER RULES & REGULATIONS CONTRACT UPWARD BOUND PROGRAM 2023

The Upward Bound Summer Program is one of the most influential components of Upward Bound. During the summer, participants have the opportunity to take academic preparation courses while engaging in college preparatory activities, HS coursework enrichment, mentorship activities, internships, motivational speakers, and much more. Support and commitment in this process is crucial for the success as an Upward Bound student. Please read the contract below which identifies our expectations for during the summer. We want to be sure that both the student and parent understand the commitment required by the Upward Bound Program.

**OPERATING SCHEDULE: (June 12th – July 19th)-Trip Will be July 20-22nd for some students.**

**All students Commute June 12th – June 22nd –Freshmen Continue Commute Throughout Summer (until July 19th).**

o Classes are held **Monday – Thursday**. Classes begin at 9am end at 3:00 pm. Please arrive by 8:45am to allow for classes to begin promptly at 9am.

o Parents should drop off and pick up their child behind the library off of Sage Drive (Parking Lot 29B).

o Lunch is scheduled for 12pm daily. Participants are expected to report to and eat in the cafeteria every day for accountability.

- **4 Week Residential is for JUNIORS & SENIORS ONLY June 25th– July 19th**

o June 25 6–9 pm Move-Into Magnolia Hall; Check-in Sundays 6:30-8:30pm; Check-out Thursday 3–6 pm.

o In addition to lunch, residential students will be provided breakfast at 7:30am & dinner at 6:00pm.

o Residential students are expected in the cafeteria every day for breakfast, lunch and dinner accountability of students and are expected to eat.

- **Extended Days In Addition to Monday – Thursday Classes Included the Following Days:**

o Friday independent virtual group sessions 1pm-2pm

## **PROGRAMMING / ATTENDANCE:**

- Due to the nature of the summer program, the program has a maximum of **three (3) days** in which a student can be absent; exceeding allowable absences will lead to dismissal from the summer program.
- Educational materials (i.e., pens, pencils, notebooks, id holders, etc.) will be provided.
- UB Office must be informed of any days a student may have to leave campus for a doctor's visit or other appointment. You will have to submit an "Absentee Form" at <https://usfubp.weebly.com> to leave campus signed by a parent.
- Students are expected to come prepared which will be evident by attendance, class participation, respect, and academic outcomes/grades.
- **Grades earned at UB in the summer are only for the purpose of UB evaluations of students' academic progress.**
- *More than two weeks of failing grade reports (below C grade) in any class, will lead to immediate notice of dismissal for the summer and reevaluation to return to the program in the fall (August) 2023.*

## **DRESS CODE:**

Clothing should be respectful to self, program, teachers, peers, and university personnel at all times;

- Corresponding UB shirts will be worn Monday – Thursday and any USF UB shirt on some Fridays.
- Khaki bottoms must be secured on the waist with no undergarments exposed (belt required). Shorts, Skirts and Skorts can be no shorter than mid-thigh and must be good repair. Jeans should be worn on Friday;
- Hair must be neatly groomed at all times.
- Neither hats nor sunglasses may be worn inside any building.
- No holes, tears, or rips in jeans, pants, shorts, or other attire.
- Students may be asked to refrain from certain attire at any time by the program staff.
- *Violations of the dress code and behavioral code of conduct, may lead to dismissal for the summer and reevaluation to return to the program in the fall (August) 2023.*

## BEHAVIOR

- The Upward Bound Program is a drug-free environment. UBP explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription. Being impaired or under the influence of legal or illegal drugs or alcohol will result in immediate dismissal from the program.
- In the event of reasonable suspicion of the violation of the drug-free environment law enforcement will be notified immediately

## OTHER AREAS OF INFORMATION:

- **Respect** to self, teachers, and university personnel, university, class, and other persons' property is expected;
- Come **prepared to follow all rules** AND be **prepared for and participate** in all classes;
- Leaving campus, students must ride with their parent/guardian. Parents-If anyone else will be picking-up your child, please send a signed note with a telephone number where we can reach you, or in an emergency, call the office (813) 974-1014 between the hours of 8:30 am and 5:00 pm.
- **Use of cell phones, I-pods, hand held computer games, etc. are prohibited in any USF buildings.**
- **Students whereabouts must be known at all times by signing out/ in when leaving and returning to the residence hall, including breakfast, lunch and dinner;**
- **Come prepared for rain every day;** students are only excused for lateness to class in situations with lightening.
- Only residential students are permitted in the residential halls.
- Students are not allowed to visit any other residential halls for any reason/s throughout the summer program.
- A student's stipend can be reduced for absences or violations of rules at the discretion of the program staff.

## Parent Commitment

- I agree to allow my child to participate for the full six-week duration of the summer component (June 12th - July 19th).
- I will review the program rules with my child and make sure that he/she is aware of the consequences.
- I understand the program has a maximum of **three (3) days** in which a student may be absent and that exceeding the allowable number of absences will lead to the dismissal from the summer program.
- I will inform the UB Office of any days your child may have to leave campus for a doctor's visit or other appointment by way of the "Absentee Form available at <https://usfubp.weebly.com> .
- I will support any decisions made by the administration of the Upward Bound Program especially if my child violates any rules and the consequences that could result from such act.
- If commuting, my child will ride the UB bus, the HART bus or I will drop off my child at 8:45 am and pick him or her up at 3 pm. I will pick up my child each Thursday between 3–6 pm and return him or her on Sunday between 6:30-8:30p.m if they are participating in the residential component.
- I will make every effort to attend parent events including parent's day, award banquets, orientation, financial aid night workshop, and parent council meetings.

I have read and fully understand all of the above statements and I confirm my commitment to them.

Student Name and Signature

Parent Name and Signature

Date