

University of South Carolina



Summer 2017
Student Handbook

As a **USC Upward Bound** Student, There Are No
Limits!

Dear Parents and Students,

Welcome to the 2017 University of South Carolina Upward Bound Summer Phase. Over the next six weeks, students will be exposed to a variety of educational, cultural, and social activities intended to enable them to be better prepared academically as well as further encourage them to seek a post-secondary education. We hope that students will take full advantage of the program and everything it has to offer.

In this handbook, you will find the policies and procedures that will guide the activities of the 2017 summer phase. Participants are required to adhere to the policies and procedures outlined in the handbook to ensure every student has a safe and successful summer experience. We ask that students and parents review the information carefully and contact us immediately if there are any questions regarding these policies and procedures.

Again, welcome to the 2017 Upward Bound Summer Phase Program and we look forward to working with each of you!

Best,



James Prince, Jr.
Upward Bound Coordinator

University of South Carolina Upward Bound Program
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STAFF LISTING & IMPORTANT NUMBERS

ADMINISTRATIVE STAFF OFFICE NUMBER

All Administrative Staff 777.5125

ADMINISTRATIVE STAFF E-MAIL ADDRESSES

Dr. Paul Beasley	Trio Director	pbeasley@mailbox.sc.edu
Althea Counts	Trio Associate Director	counts2@mailbox.sc.edu
James Prince	Program Coordinator	princej@mailbox.sc.edu
DaWayne Nettles	Program Counselor	dnettles@mailbox.sc.edu
Martesa Weston	Admin and Recruitment Coordinator	mweston@mailbox.sc.edu

USC CAMPUS NUMBERS

Honors Dormitory Front Desk	776.5707
USC Health Center	777.3174
USC Security	777.4215
Campus Emergencies	777.9111

RESIDENCE COUNSELORS

Constance Tarrance	Residence Hall Director
Felicia White	Bridge Female Residence Counselor
Shardasia Anderson	Female Residence Counselor
Wilfredo Anderson	Male Residence Counselor
Nicole Dennis	Female Residence Counselor
DaJuan McDonald	Male Residence Counselor
Mikayla Nelson	Female Residence Counselor
Tyler Singleton	Female Residence Counselor
Lyric Swinton	Female Residence Counselor

INSTRUCTIONAL STAFF

Core Course Instructors

Dierdre Hutson	Algebra II
Donald Wilson	Geometry
Chad Smith	Pre-Calculus
Erica Holcombe	Calculus
Davontae Singleton	English II
Immaculata Chukwenyere	English III
Samantha Graham	English IV

Elective Course Instructors

TBD

DORMITORY CHECKLIST

Use the following list as a guide for your move to the residence hall. Please remember that neither Upward Bound nor the University of South Carolina assumes responsibility for lost, stolen, or damaged personal items.

- | | |
|--|-------|
| Alarm Clock | _____ |
| Bathrobe | _____ |
| Body Lotion | _____ |
| Clothes | _____ |
| Deodorant | _____ |
| Face Cloth and Towel | _____ |
| Hair Products | _____ |
| Bed Linens (Twin Size Sheets) | _____ |
| Lysol Spray and Hand Wipes | _____ |
| Pillow and Pillowcase | _____ |
| Shower Curtains | _____ |
| Shower Shoes | _____ |
| Soap | _____ |
| Slippers | _____ |
| South Carolina Photo I.D. | _____ |
| | |
| Toothbrush | _____ |
| Toothpaste | _____ |
| Walking Shoes | _____ |
| | |
| OPTIONAL ITEMS | |
| Desk Lamp – No Halogen Lamps Permitted | _____ |
| Electronic Games | _____ |
| Microwave | _____ |
| Radio | _____ |
| Refrigerator | _____ |
| Telephone | _____ |
| Television/VCR/DVD Player | _____ |
| DVDs (optional) | _____ |

GENERAL STUDENT EXPECTATIONS

Academic Component

Courses Offered

During the first four weeks of the summer component students will take the math and English course that they will take the following academic year. These courses include:

- English II
- English III
- English IV
- Algebra II
- Geometry
- Pre-Calculus
- Calculus

Each course is four hours long with a 30-minute lunch. The academic program is a day camp held from 8:00 a.m.-4:30 p.m.

Transportation

The Upward Bound Program has arranged to provide transportation to and from the school site if students are currently a Richland One student. Parents of students who are not Richland One students are responsible for providing transportation to the school site each day.

The Upward Bound academic component will be hosted by W. J. Keenan High School located at 361 Pisgah Church Road, Columbia, SC, 29203. We will be located on the Far East wing upstairs. Parents are welcomed to visit and can sign students in and out at the front office.

Lunch

The Program will also provide lunch to students each day. Parents are asked to provide breakfast to students before arriving to the school. Parents can also provide monies to students if the staff decides to order food from a local restaurant for students. Please note that the staff is not obligated to provide additional lunch options outside of what is scheduled through the district. The Program does encourage parents to provide lunch to students from home if they are dissatisfied with the lunch option provided by the District.

Enrichment Component

The last week (fifth week) of the program students will participate in a myriad of enrichment and cultural activities to enhance their knowledge of college going practices as well as further prepare them for academic elective courses. They will also participate in some activities that enhance their social skills during the evenings. For such events, parents are encouraged to provide students with monies. However, please note that the Program covers the cost for all meals, entry fees and other activities.

Destruction of School Property

Students will be financially responsible for destruction of any property used during the Upward Bound Program. This offense will warrant disciplinary action.

Dress Code

The Upward Bound Summer Phase Dress Code is designed to create an environment of professionalism that can help a student more easily make the transition from school to work. The dress code is consistent with State Health Regulations and the Richland County School District:

- Sunglasses and headgear (caps, hats, bandanas, etc.) should be taken off while in the building.
- Curlers, combs, picks, and brushes are not to be worn in the hair.
- Jewelry and clothing are not to bear a message, symbol, slogan, or picture indicating membership in clubs, gangs, or organizations other than those which will create a positive attitude for students and a proper image for the program. Messages promoting violence, profanity, discrimination, drugs, sex, alcohol, or tobacco products will not be allowed.
- Shirts or blouses must be worn at all times. Bare midriffs are not permitted. Muscle shirts, see-through clothing, fishnet material, tank tops, backless tops, tube tops, and halter tops are not allowed.
- Undergarments must not be in plain view under any circumstance.
- Any style of dress that causes undue attention to one's self and disrupts Upward Bound programming will not be allowed. Final decisions on all dress code compliance issues are at the discretion of the Upward Bound staff. Exceptions due to religious or medical conditions are considered on an as needed basis. Any student found wearing inappropriate clothing will be asked to change their wardrobe immediately.

Work-Study Participants

All work-study participants are required to dress in a professional manner during their work-study activities. Males must wear slacks or khakis with a dress or polo shirt and dress or casual shoes (excludes Timberlands). Females must wear knee-length dresses or skirts, slacks, blouse, and dress or casual shoes (does not include slippers). Work-study participants' dress will be evaluated by his or her counselor before departing for their work-study on a daily basis. If a student's dress does not comply he or she will be asked to change. Appropriate dress will be determined by the Upward Bound Staff.

UB T-Shirts

Each underclassmen student will be issued four Upward Bound T-shirts. These T-shirts are to be worn everyday while at the summer school site. The student is provided four to accommodate the four academic days for the first four weeks of the six-week program. For the first week, students are expected to wear the following:

Monday/Wednesday – Solid White T-Shirt

Tuesday/Thursday – Solid Black T-Shirt

After the first week, there is no exception for a student not to wear his or her Upward Bound issued T-shirt during the first four weeks.

Bridge students will be provided one T-shirt. Other than the scheduled academic activities at the summer school site during the first four weeks, the staff will notify students in advance of when T-shirts are required for student activity.

Fighting

Fighting will not be tolerated. Assaults with possession of a weapon will be reported to authorities and constitute grounds for immediate dismissal.

Respect

Acts of disrespect to instructors, staff, and fellow students will not be tolerated. Violations will be grounds for dismissal or other disciplinary action.

Stipends

All students will receive two stipends during summer activity. Advanced notification regarding when the stipends will be distributed will be provided at our earliest convenience. In exchange for stipend distribution, we expect that students will adhere to all Upward Bound policies and procedures. Students can have their stipends reduced or taken for various infractions (please see page 12 in this handbook). Any student that is dismissed early from the Program will forfeit his or her stipend.

The staff has the right to distribute students when they choose. Parents and students are not in a position to demand stipends as it is a privilege.

Alcohol, Tobacco, and Drugs

Tobacco, drugs, or alcoholic beverages are not allowed in the residence hall or in a student's possession on campus or at any Upward Bound activity. Students are not allowed to smoke. Violators of this policy will be subject to immediate dismissal and/or criminal prosecution.

Bathroom

Students are required to maintain a level of cleanliness during their stay in the dormitory. It is the responsibility of the students to make an agreement between them of how they will clean bathrooms, public areas, and bedrooms. Complaint forms will be provided to students if he or she feels his or her roommate are not acting in compliance with their original agreement.

Cars

Only bridge students are allowed to have their cars on campus. Students will have to pay for parking decals and may park in designated areas. Car keys will be collected by residence counselors and returned to students upon sign out/check out. Students with cars are not allowed to transport other students except during check out and only if the student has permission from his or her parent. If a student is caught leaving campus without prior permission he or she will be immediately dismissed from the Program.

Check-in /Checkout Procedures

Check-in

All students will check into the Honors Dormitory on June 25, 2017 between 5:00 p.m. and 7:00 p.m. Parents are urged to make arrangements to accommodate this time.

Residence counselors will be available to assist students with moving in on these move-in dates.

Family members will not be allowed to go beyond the lobby area after initial check-in.

After initial check-in ALL students are required to check in each Sunday between 6:00 p.m. and 8:00 p.m. Please do not check your child in before or after these check-in times unless given permission by the Program Coordinator.

Check-out

At Upward Bound it is important that we maintain a secure environment for the Program's students. Parents are responsible for checking-in and checking-out their students.

Parents have the opportunity to authorize other **adults** to pick up his or her child in his or her absence. Students will only be allowed to check-in and check-out with his or her parent or the **adult(s)** originally authorized by the parent in his or her student's summer packet. The residence staff and campus security reserve the right to ask persons to show a photo ID.

Students are required to turn in their keys to the **Residence Hall Director** upon check-out. **If a student loses his or her key she will be charged the University's rate to replace the key at a total of \$85.**

Sign-in/Sign-out procedures

It is important that the residence staff knows where students are at all times. For this reason, students must sign-out when they leave campus and sign-in upon returning. Students must obtain approval from a staff person and be properly signed out by a parent or authorized person (someone that is listed on the authorization form in the PIF file). Students are not allowed to

leave with someone that is not listed on their form under any circumstances. Any student attempting to leave with an unauthorized person could face immediate dismissal.

Cooking

Hot plates and popcorn machines are not allowed in students' rooms. Students are not allowed to cook in the kitchen area. The University has instituted a policy banning students from bringing their own microwaves and refrigerators. Parents must request, through the Upward Bound staff, a micro-fridge from the University. The cost is \$75 per week and parents are responsible for this cost should they request one. The RHD and bridge counselor will have a micro-fridge available for the storage of prescription medication that needs refrigeration only!

Curfew/Quiet Hours

Curfew is defined as being in the building at the designated time. The following curfew will be observed: students must be on their floor by 10:00 p.m. and in their rooms (with lights out) by 11:00 p.m.

Students are urged to recognize the "lights out" rule. If a student is caught sleeping in class, during a special event, or during study hall they will be reprimanded.

Quiet hours will be observed every day from 11:00 p.m. to 7:00 a.m. Students should refrain from loud outbursts and loud media (music, television, videogames). If a residence counselor feels as if a student is intentionally trying to disturb other students' quiet time they will be reprimanded.

Health and Safety

Weapons such as guns or knives are not permitted on the University of South Carolina property or at any Upward Bound activity. Conducting water fights, having fireworks, intentionally setting fires, pulling fire alarms, producing unsanitary conditions, and other acts which may create hazards to the health and/or safety of students and/or cause damage are not permitted. Students involved will be financially responsible for any damages. Items such as televisions, radios, and stereos may be brought at the student's risk. Upward Bound and the University of South Carolina will assume no responsibility for such items. The Upward Bound staff may conduct health and safety checks in residence hall rooms with or without prior notice.

Medication

All medication (prescription and non-prescription) must be authorized in writing by a parent/guardian. The Upward Bound staff will keep all medication and it must be turned in to the Residence Hall Director. The Upward Bound staff is not allowed to administer medication of any kind to students, unless it has been authorized by a parent/guardian.

If medication needs to be administered to students the staff will house the medication at the Thompson Health Center and the medical staff will administer the medication to the student during the prescribed times by his or her physician.

On/Off Campus

It is important that the staff knows where students are at all times, in case parents/guardians need to contact you in case of an emergency. Students are not allowed in areas deemed "off campus" without authorization. Only facilities authorized for use by Upward Bound are considered "on campus".

Personal Possessions

While students are encouraged to bring personal belongings from home in order to make their stay comfortable, the responsibility for personal belongings cannot be assumed by Upward Bound. Students are strongly urged to exercise good judgment and caution in securing their personal belongings. **NEVER LEAVE YOUR ROOM UNLOCKED! NEVER LEAVE PERSONAL BELONGINGS UNATTENDED!**

Carolina Cards

Students will be issued a Carolina Card on the first day of the summer phase and must carry their cards at all times. The card will be needed for various activities, including cafeteria meals and use of the USC Library. The replacement cost is up to \$30. Cards should be returned to Mrs. Weston at the end of the summer.

In order to receive a Carolina Card, each student must have a valid South Carolina Identification Card. Please make sure you bring this with you the first week.

Physical Education Center

Students must have their ID to enter the gym and must be escorted by a residence counselor. There may be designated times for students to visit the gym during evening hours.

Residence Hall/Floor Behavior

All students are expected to keep common areas clean and free of debris. Each student shall be responsible for the proper use and care of all furniture and equipment in the residence hall and other areas while on campus. Students shall share joint responsibility for any damages to equipment and furnishings.

Students are only allowed on the floor to which they have been assigned. Males are to stay on their floor and females are expected to stay on their floor. There is no opposite sex room visitation. Violators of this policy may face immediate dismissal.

Students are not to engage in sexual activity while participating in any Upward Bound events. If students are caught engaging in sexual activity he or she will be immediately dismissed from the program.

Students must be considerate of others on the floor that may be studying or sleeping. Also, students are encouraged to use good judgment and not have room doors open when changing clothes or wearing pajamas. **Pajamas are not to be worn in the hallway.**

Room Keys

Each student will be issued a room key and is responsible for it. Safety is very important! Room doors must be locked when students leave the room and they should carry their key at all times. If a student is locked out of his/her room, a temporary key may be borrowed from the front desk. An \$85 charge is assessed for lost keys. Keys must be turned in each week during checkout to the residence counselors and will be reissued to the student at check-in.

Cellular Phones & Pagers

Students are allowed to bring telephones, both cellular and landline.

Students should recognize proper etiquette when using cellular phones. Cellular phones should not be visible neither should they be auditory during class time, study hall, counselor activities, or organized events. If a student is caught using his or her phone it will be confiscated immediately and will be returned to the student upon check-out for that week.

Internet/Wireless

Students may have access to wireless during their stay on campus or at the summer school site. If students access the web they are not permitted to visit inappropriate sites. If a student is caught accessing these types of sites it may be grounds for immediate dismissal. The Coordinator has makes the final decision in this regard.

Visitation

No visitors will be permitted on campus. After move-in, parents will not be allowed on the residence hall floors unless escorted by a residence counselor and prior approval has been given by the Program Coordinator.

During off-campus activities and events students are to stay with the group. There should be limited interaction with other parties. Upward Bound reserves the right to leave the premises if there is a violation of this policy.

Wristbands

Each student will be issued a wristband for identification purposes, which must be worn throughout the program. If you lose or remove your wristband, a replacement can be obtained through the Residential Hall Director for \$2.00.

Residence Counselors

The Upward Bound staff hires residence counselors to monitor student behavior, act as a mentor and tutor, and ensure students are provided with the best summer experience. The South Carolina Law Enforcement Division provides the staff with a background check on each residence counselor before they are hired to act as a residence counselor.

Two residence counselors are provided for every group of 10 students to both ensure student safety as well as to be in compliance with state and university regulations. Residence counselors are provided separate accommodations from students; however, residence counselors are required to monitor student behavior at all times.

A trained and qualified program staff member who is at least 21 years of age should be accessible to minor participants by phone or in person during all program activities.

Residence counselors are properly trained in the areas of risk management, safety and protection, and CPR in case of emergencies.

Under no circumstance should students try to engage residence counselors in an inappropriate manner. Students are not allowed to communicate with residence counselors through any social media websites, texting or email. They are not to enter the residence counselors' rooms without permission and during quiet times.

ACADEMIC EXPECTATIONS

Assignments

Each student is expected to complete all assignments to the best of his or her ability. Failure to do so will result in a referral to the Upward Bound Coordinator.

Attendance

Each student is required to attend classes, programs, special events, and all other activities offered by the Upward Bound Program. If for any reason a student does not attend a class or scheduled activity, his/her name will be forwarded to the Program Coordinator.

Classroom Disruption

Disruption of classroom activities will not be tolerated. Continuous disruption of classroom activities, beyond a warning, is definite grounds for dismissal.

Computers

Students must adhere to the policies established by the computer lab instructor and computer lab personnel. **Under no circumstances will viewing of inappropriate web sites be tolerated.**

Evaluations

Teachers will evaluate the performance of each student each week (on attendance, tardiness, assignment completion, participation, etc.). Forms will be distributed at the end of the summer to parents. **Students that consistently score less than a C average overall on their evaluations during the first two weeks will not be allowed to participate in the summer trip. Those that have already forfeited their summer trip will lose their remaining stipend.**

Friday Departures

Students will check-out of the dormitory every Friday after the Friday activity provided by the program. A schedule of check out times will be provided the first week of the program.

Gum, Food, and Drinks

Gum, food, and drinks are not allowed in the classrooms unless otherwise notified by the instructor.

Noise

Students shall be considerate of others by maintaining an appropriate noise level when in the classroom or any facility. iPods, iPads, MP3 Players, walkmans and/or CD players are not allowed in the classrooms or during study time. If found these items will be confiscated and returned to the student upon check-out on Thursday of that week.

Study Hall

Study hall will be scheduled for all students. Students are expected to use their study time in a constructive manner and to complete class assignments. Unless otherwise noted on the schedule study time will be held daily. Any assignments that are not completed during study time must be finished by the deadline established by instructors.

Tardiness

All students are expected to be on time for all classes, labs, and events. Any student who is consistently tardy will be referred to the Upward Bound staff. Students will have fifteen (15) minutes to make the transition to the next class. A student who is tardy twice in one class will be

documented as having one absence. Students are considered absent if entering the classroom five minutes after the designated start time. Excessive unexcused absences will result in dismissal from the summer program.

Working

Bridge students are only allowed to work during the allotted time specified on the schedule. Underclassmen students are not allowed to work while participating in the residential phase of the program.

2017 WORK STUDY PROGRAM

Bridge students will participate in the work study program. The program has been structured to ensure that each student receives the maximum benefit from his or her experience. Bridge students will be placed with various employers in the city and on campus.

Work study is scheduled to begin on Tuesday, June 7 and end on Thursday, July 7. All work study recipients will receive \$300 for their participation in the work study program.

BRIDGE STUDENTS

On Monday through Thursday Bridge students will be transported, by van, to their site (unless the site is within walking distance) and should arrive no later than 9:00 a.m. Students will be picked up by van between 11:00 pm and 12:00 pm. for their return to campus. All participants are required to interview someone at the organization where they are placed. Work study sites will also evaluate each student's performance. Each student is expected to behave in a professional manner that well represents the Upward Bound Program.

*****SUMMER DISCIPLINARY CODE*****

ACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<i>Arguing with Staff</i>	Council Appearance	Parent Conference	Dismissal
<i>Breaking Curfew</i>	Council Appearance	Dismissal	
<i>Dress Code Violation</i>	Verbal Warning/Wardrobe Change	Council Appearance	Dismissal
<i>Drug/Alcohol Possession</i>	Immediate Dismissal		
<i>Failure to Complete Assignments</i>	Verbal Warning	Council Appearance	Dismissal
<i>Failure to Complete Work Study Assignments</i>	Stipend Reduced	Stipend Taken	
<i>Failure to Comply</i>	Verbal Warning	Council Appearance	Dismissal
<i>Fighting</i>	Immediate Dismissal		
<i>Floor Violation (Opposite Sex)</i>	Parent Conference	Dismissal	
<i>Room Violation (Opposite Sex)</i>	Immediate Dismissal		
<i>Tardiness</i>	Verbal Warning	Council Appearance	Dismissal
<i>Theft</i>	Immediate Dismissal		
<i>Unexcused Absence (Classroom or Residence Hall)</i>	Parent Conference	Dismissal	
<i>Use of Inappropriate Language</i>	Verbal Warning	Council Appearance	Parent Conference

****** The following disciplinary code was designed to ensure a safe and healthy learning experience for all participants. Upward Bound Staff reserves the right to exercise discretion on any specific incident. Any student that is dismissed early from the program will forfeit any remaining stipend that has not been received. ******

2017 SUMMER PHASE SCHEDULE OF ACTIVITIES

All students will check into Honors Dormitory Hall on **Sunday, June 25th** between the hours of 5:00 p.m. and 7:00 p.m.

Remaining check-ins will be on Sundays from 6:00 p.m.-8:00 p.m. Dinner will not be provided on Sundays so please ensure your student has eaten dinner before they arrive on campus.

All event times and dates are subject to change with limited notice.

Unless otherwise noted, the following activities will take place Monday – Thursday:

Bridge

Morning: Psychology 101 Course
Afternoon: Internship

Underclassmen

First Four Weeks
Morning: Math Course
Afternoon: English Course

Last Week:
Morning: Enrichment Activity
Afternoon: Elective Courses/SAT.ACT Preparatory Course
Evening: Study Hall/Gym/Residence Counselor Activity