The Ohio State University
Upward Bound Program
Summer Institute 2016
Handbook

June 6, 2015~ July 15, 2016
Summer Institute 2016
Upward Bound Staff & Contact Information

Office:
301 Hale Hall
154 W. 12th Ave.
Columbus, OH 43210
614-292-2344 (p)/ 614-292-4798(f)

Summer Office Hours:
8:00 a.m. to 5:00 p.m.
After 5 p.m. call Mr. Harshaw

Administrative Staff:
Rabekah D. Stewart, M.A. Program Director
Nolan Harshaw, Academic Counselor
Stephanie Dunkel, Program Assistant

Contact Information:
Stephanie Dunkel / Main Office 614-292-2344 dunkel.19@osu.edu
Rabekah D. Stewart 614-292-1896 stewart.1115@osu.edu
Nolan Harshaw 614-292-3724 harshaw.13@osu.edu
614-209-4771 (c)

Program General Email upwardbound@osu.edu
The Ohio State University Upward Bound
Summer Institute 2016 Program Staff

Administration Staff
Rabekah D. Stewart, Program Director
Nolan Harshaw, Academic Counselor
Stephanie Dunkel, Program Assistant

Instructional Staff
Mrs. Cynthia Price, Reading/Language Arts
Mrs. Tiesha Butler, Writing/Language Arts
Mr. Nolan Harshaw, Mathematics/Sr. Seminar
Ms. Ashlyann Carrasquillo, Espanol
Ms. Kerra Carson, Civic Engagement
Mr. Brandon Britt, Pop Culture & Diversity

Tutor Counselors
Jasmine Scott, Tutor Counselor
Annelise Sprau, Tutor Counselor

Volunteers
Trina Thomas
Ashley Wallace
The Ohio State University
Upward Bound Program
Mission Statement

The mission of the Ohio State University Upward Bound Program is to instill and foster the necessary skills, talents and motivation needed for each participant to successfully graduate from high school, enroll in and complete their post-secondary education. Each student will be encouraged to take full advantage of their Upward Bound experience while continuously improving their level of preparation for the next stage in their academic career. The Upward Bound Program is intentionally designed to empower students to take a proactive role in their education and excel far beyond their idealized potential.

Program Objectives

- Academic Improvement on state-required exams (OGT)
- Program Retention
- Post-Secondary (College) Enrollment
- Post-Secondary Persistence

Intended Purposes

- Academic Enrichment
- Cultural Exposure
- College Experience
- Build Socialization & Communication Skills
Classroom Materials/Homework

Upward Bound will supply each participant with a notebook, pens/pencils, paper, and a folder. Any additional items such as book bags, binders, special pencils, erasers, etc., will need to be brought from home. Students are required to bring their class materials and completed homework assignments to each class daily. During the summer institute, students will receive homework in their classes. In order to be fully successful during the summer institute, students must complete their homework assignments on time and participate in class.

Student Grades and Progress Reports

All students who participate in the Upward Bound Summer Institute will be working towards a grade in each course. Grading criteria will be outlined by the instructors during the first program week. It is very important that students read and follow the syllabus for each course.

Students are required to earn a "C" or better in each of their courses in order to qualify for recreational activities, cultural events, the traveling classroom (out-of-state college tour) or any other activities. It is the student’s responsibility to make sure that they are ready to learn and have all necessary assignments at the start of class.
Attending Policy

Attendance Requirements

I. All students are required to attend the entire Summer Institute for the duration of six (6) weeks. It is important for students to be present from the beginning of the program day until the end, in order to benefit from the full experience of the Ohio State University Upward Bound Summer Institute. During the non-residential portion of the program, the program day begins at 7:30 a.m. and concludes at 4:30 p.m. daily. During the residential portion of the program, students are required to attend all activities included in the schedule. Students will arrive at the Frank W. Hale Center and sign in daily. Students are to be present in their 1st period class promptly at 8:30 a.m. Excessive tardiness will result in disciplinary action.

II. Exceptions to this policy are students who will take advantage of an opportunity that will enhance and increase their chances for going to college. These opportunities include, but are not limited to: internships, externships, and college programs for early-admitted students. Students will complete the appropriate forms to leave and re-enter the Upward Bound Institute. Note: Students wishing to participate in one of the above-mentioned activities are required to obtain permission from the Upward Bound Program Director.

III. Summer Employment: Students who intend to work throughout the summer are able to do so only during free-time hours and on the weekends; only if it does not interfere with an all-program activity. A parent or guardian will need to provide written permission for the student to sign-in and out for work purposes. Additionally, each student must submit their work schedule to an administrative staff person each Sunday. *Work is no excuse for missing assignments, sleeping in class, or tardiness.
Types of Absences

I. **Excused Absences**—School-sponsored events, illness, death, and college entrance exams/test preparation are all considered excused absences. A pre-signed activity form, doctor's note, funeral/memorial service program, or a note from a parent or guardian will suffice. If a personal illness causes frequent absences (3 or more) a doctor's note will be required. It is the responsibility of the student to complete and turn in any work missed within 1 week of their absence.

II. **Unexcused Absences**—Lack of transportation, job obligations, family engagements (i.e. weddings, baby showers, etc.) that have not been communicated to the Program Director by a parent or legal guardian prior to the event are unexcused absences. Only in extenuating circumstances, with prior approval from the Program Manager, would these situations be considered excused. Unexcused absences will result in a stipend deduction.

Tardiness

I. It is imperative that students report on time for the start of each program day, class, meal, and activity. Students should be prepared and have a willingness to learn. Those who are tardy to class can cause a disruption to students and instructors. Students are to respect others and not disrupt others from gaining the most from their Upward Bound experience. For this reason, tardiness will not be tolerated. Three unexcused tardies will equal one (1) unexcused absence. This will result in 1 hour of detention to be served during free-time. Continued tardiness will result in loss of privileges and attendance to recreational activities.

II. Each student will be required to sign in each day before attending their first class. Students who are not present and do not sign in prior to 8:30 a.m. will be considered tardy. Again, all students are required to be in their 1st period class by 8:30 a.m. With books, materials, and completed homework assignments.
**Consequences of Tardiness & Unexcused Absences**

<table>
<thead>
<tr>
<th>Tardy Report</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1\textsuperscript{st}</td>
<td>Verbal Warning</td>
</tr>
<tr>
<td>2\textsuperscript{nd}</td>
<td>Notify Parent or Guardian</td>
</tr>
<tr>
<td>3\textsuperscript{rd}</td>
<td>Student receives 1st Unexcused Absence, 1-Hour Detention</td>
</tr>
<tr>
<td>4\textsuperscript{th}</td>
<td>1-Hour Detention &amp; $5 stipend deduction</td>
</tr>
<tr>
<td>5\textsuperscript{th}</td>
<td>One 2-Hour Detention, $5 stipend deduction, Activity restriction</td>
</tr>
<tr>
<td>6\textsuperscript{th}</td>
<td>Student receives 2\textsuperscript{nd} Unexcused Absence, Two 2-Hour Detentions, $10 stipend deduction, Activity restriction</td>
</tr>
</tbody>
</table>

*Excessive tardiness can result in dismissal from the program.

**Summer Institute Requests to Leave Early**

A. A Request to Leave Early Form will need to be submitted by 8:00 a.m. at sign-in and will have to be verified with a parent or guardian by an administrative staff person.

B. Students who need to leave early or who miss an entire session will be marked absent for the missed session(s). See "Types of Absences". In the event of an emergency absence, a written explanation from the parent or guardian must be submitted the very next day that the student returns.

**Student Departure**

A. Any parent or guardian who wishes to pick up their child(ren) is required to see a staff member to complete a Sign-Out Form. Students will not be permitted to leave the premises with another student or adult without signed permission from their parent or guardian.
Upward Bound Summer Institute 2016
Rules

Dress Code
Students and staff must remember that they represent themselves, their families, churches, communities, and Upward Bound every day. Students should be comfortable and casual each day. The following may be worn: shorts, dresses, jeans, and other pants. See the list below for what is deemed inappropriate and is not allowed.

Inappropriate Attire:
- Swimsuits (unless at the pool or waterpark)
- Low-cut tops/halter tops
- Daisy dukes or booty shorts
- Refrain from wearing tight and restricting clothing
- Large holes in jeans or shirts
- Sheer tops, skirts, or dresses
- Muscle shirts
- Graphic T-shirts with profanity or drug & alcohol references
- Undershirts (beaters)
- Tank tops w/spaghetti straps
- Sagging pants or jeans (please wear a belt)
- Sunglasses are not to be worn in the building
- Hats are not to be worn in the building
- Hair maintenance and good hygiene should be practiced daily (no doo rags, picks, rollers, scarves, or skull caps)

The Ohio State University Upward Bound staff will monitor the dress code. Any student or staff found to be in violation will be asked to go back home or to their dorm room to change. Staff will not be paid for the time lost, and students will be disciplined according to the Code of Disciplinary Action.
Upward Bound Summer Institute 2016

Rules

Upward Bound students are expected to behave as young men and women of good character, with strong moral principles, and who are college-bound. The following will result in disciplinary action as outlined on the Code of Disciplinary Action:

✓ Talking during class lecture, guest speaker, or at other inappropriate times.
✓ Tardiness (See "Consequences of Tardiness & Unexcused Absences")
✓ Sleeping or inattentiveness in class
✓ Being unprepared for class
✓ Inappropriate display of affection
✓ Failure to observe the dress code
✓ Responding inappropriately to instructions or warnings
✓ Cell phone usage violation (See "Cell Phone Usage")
✓ Using I-Pods, Beats, or other electronic devices during restricted times
✓ Disruptive behavior
✓ Lying, back-talk to staff; verbal disrespect
✓ Profanity
✓ Name-calling or spreading gossip; inciting violence
✓ Inappropriate use of the internet (i.e. intentional viewing of restricted sites that are not educational such as pornography, music videos, social networking, or movies)
✓ Attempt to “Friend” an instructor or Tutor Counselor on a social networking site
✓ Skipping class, program activities, or meals
✓ Failure to adhere to residence hall curfew, in-room hours, disobeying a tutor counselor
*Cell Phone, I-Pod, Beats, & Other Electronic Device Usage*
Cell phones, I-Pods, Beats and other electronic devices are not to be used in class, the cafeteria, during program activities, or TC activities or meetings. Any student caught texting, messaging, talking, listening to music or playing games will have the device confiscated for the remainder of the day. The Code of Disciplinary Action will be followed thereafter.

Cell phones, I-Pods, or other electronic devices may be used during non-structured free-time. **Parents and guardians are asked to refrain from calling their child (ren) during the program day. Please contact the Upward Bound office if a student needs to be reached.**

**Immediate Dismissal**

The following rule violations can result in immediate dismissal from the summer institute. “Special” cases will be reviewed by the Upward Bound administrative staff. The program manager will take all recommendations under advisement.

- Absent without permission for an extended time or leaving the premises without notification or permission.
- Being in the room or on the floor of the opposite sex, or outside the residence hall without permission
- All forms of physical fighting
- ANY sexual activity
- Threats—verbal and physical
- ANY Illegal activity such as drugs, alcohol, or theft
- Excessive profanity or blatant disrespect towards a staff member
- Pranks (pulling fire alarm, setting off smoke detectors, falsely calling 911, etc.)
- Vandalism
**Code of Disciplinary Action**

Written notification from a staff person of any violation of the previous rules for the Upward Bound Summer Institute will result in the following:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Incident report placed in student's file, parent/guardian is called, days of detention (Loss of free-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1-day of detention</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2-days of detention</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>1 week of detention</td>
</tr>
<tr>
<td>4th Offense</td>
<td>1 week of detention</td>
</tr>
<tr>
<td>5th Offense</td>
<td>1 week of detention</td>
</tr>
<tr>
<td></td>
<td>Incident report placed in student’s file, parent/guardian is called, 1 week of detention (Loss of free-time), Stipend Deduction $15, Restricted from all trips &amp; activities.</td>
</tr>
<tr>
<td></td>
<td>Incident report placed in student’s file, parent/guardian is called to pick-up the student and his/her belongings. Student is dismissed from the program.</td>
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</tbody>
</table>
OSU Upward Bound Summer Institute
June 6 – July 11

Daily Class Schedule
Warm-Up 7:30-8:15  Breakfast & Warm-Up—110B
Period 1  8:30-9:30  Class
Period 2  9:40-10:40  Class
Period 3  10:50-11:50  Class
12:00-12:45  Lunch
Period 4  1:00-2:00  Class
Period 5  2:15-3:15  Elective
Period 6  3:30-4:30  Elective /Senior Seminar
4:30  Wrap-Up/Announcements

9th Grade
8:30  Spanish
9:40  Writing
10:50  Math
12:00  Lunch
1:00  Reading
2:15  Pop Culture & Diversity
3:30  Life Skills

10th Grade
8:30  Math
9:40  Spanish
10:50  Reading
12:00  Lunch
1:00  Writing
2:15  Pop Culture & Diversity
3:30  Life Skills

11th Grade/12th Grade
8:30  Reading
9:40  Math
10:50  Writing
12:00  Lunch
1:00  Spanish
2:15  Life Skills
3:30  Pop Culture & Diversity/Senior Seminar (12th)

Class Locations

| Writing  | Hale | 110A |
| Reading  | Hale | 110B |
| Math     | Campbell | 271 |
| Life Skills | Hale | 110B |
| Spanish  | Jennings | 164 |
| PC Diversity | Hale | 110A |
| Sr. Seminar | Campbell | 271 |
| Teacher Plan | Hale | 301 |

Teacher Plan Period

Mrs. Butler—1st Period
Ms. Price—2nd Period
Ms. Carrasquillo—3rd Period
Mr. Harshaw—4th Period
Ms. Carson—1 hr. non-specific
Mr. Britt—1 hr. non-specific

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July 5—Move-In Schedule
6:00 – 8:00 p.m. Move-In Residence Hall
8:00 Dorm Meeting
9:00-10:00 Study Tables
10:00 -11:00 Free-time in room
11:00 Lights Out

July 6-July 11—Schedule
7:00 -8:00 a.m. Breakfast
8:00-8:20 TC Warm-Up
8:30 – 4:30 Regular Class Schedule
5:00-5:30 Dinner
5:30– 7:30 Free Time
7:30 -9:30 Study Tables
9:30 – 10:30 Free Time/Dorm Mtg.
11:00 Lights Out

July 12-14 Traveling Classroom
July 12th 6:00 a.m. Depart ROTC Bldg
July 14th 8:00 p.m. Return ROTC Bldg
July 15th TBA TC Move Out
*Times subject to change
Chicago Traveling Classroom Tentative Agenda  
July 12-14, 2016

**Tuesday, July 12th**
6am    Depart To Chicago  
      (ROTC Bldg, 2121 Tuttle Park Place)
8 am   Breakfast stop (fast-food)—Student Pays
11am   Arrive
11:30 am Lunch @ Chipotle
1pm    University of Illinois
3:30pm Water Tower Mall
5:00pm Dinner @ Food Life (Water Tower Mall)
7:30 pm Hotel Check-In/Free Time
10:00 pm Room Checks

**Wednesday, July 13th**
6:30 am Hot Breakfast (hotel)
8:00 am Board bus
9:00 am Loyola University
11:00am Lunch on campus
12:30 pm Navy Pier 12:30-2:30 Free
2:45 pm Pictures at Buckingham Fountain
3:30 pm Willis Tower Skydeck
6:30 pm Gino’s East Pizza Party
8:00 pm Free Time & Board Games @ hotel
10:00 pm Room Checks

**Thursday, July 14th**
7:00 am Hot Breakfast (hotel)
9:00 am Lincoln Park Zoo
11:30 am Lunch
1:00 pm Depart for home
5:00 pm Dinner Stop (fast-food)—Student Pays
8:00 pm Arrival in Columbus (ROTC Bldg, 2121 Tuttle Park Place)

$25 DEPOSIT DUE BY July 1st!