

UPWARD BOUND

2023 Summer Academy Packet

Please read the following carefully:

- Print legibly on the enclosed forms. Use black or blue pen.
- Please complete both sides if needed. **Fill in all the blanks and sign where required.**
- Because of the structure and cost of the summer program, students are expected to be present every day of scheduled classes and activities. Except for illnesses, no absences from classes are permitted aside from those listed on the Predicted Absences form unless parents/guardians submit a request to the Upward Bound office in advance.
- **Summer dates are June 18 – July 26, 2023.** You may attend the entire Summer Academy or you may attend specific parts of the Summer Academy. To be eligible for the Big Trip, you must successfully complete Session 1 **AND/OR** Session 2 **AND** the commuting workshops (July 5-7).

Session 1: STEM
June 18-30, 2023

Move in the evening of June 18. Classes begin June 19 and end June 30.

Commuting Workshops
July 5-7, 2023

Participants will be transported each day to campus from their home area following the Campus Day bus schedule.

Session 2: Social Sciences/Humanities
July 9-21, 2023

Move in the evening of July 9. Classes begin July 10 and end July 21.

Closing Weekend and Big Trip
July 22-26, 2023

More information to come.

NOTE: Arrangements will be made for students who do not attend Session 2, but plan to attend the closing weekend activities and Big Trip. More information will be provided based upon your participation.

- If you have any questions about the forms or need additional information, please contact your Academic Counselor or the office at 814-393-2342.
- Return this application directly to Upward Bound **by Friday, April 21, 2023**. Please turn in your paperwork as soon as completed. The Summer Academy meeting will be held during Campus Day on Saturday, May 6, 2023.
- Do not complete this paperwork if you do not plan to attend the 2023 Summer Academy.

Please **DO NOT** give completed forms to your guidance counselor.
You **MAY GIVE** the completed application to Mr. Griffin or Mrs. Weibel or mail to Upward Bound.

NAME: _____

Current Address: _____
STREET ADDRESS CITY STATE ZIP

Parent number: _____ Student cell number: _____

What grade will you be in during the **2023-24 school year?** (*Please circle*) 10 11 12

Have you previously attended the Upward Bound Summer Academy? Yes No

What T-shirt size do you prefer? (*Please circle*) S M L XL 2XL

Please circle the sessions you will attend. To be eligible for the Big Trip, you must successfully complete Session 1 AND/OR Session 2 AND the commuting workshops (July 5-7). You are encouraged to attend all sessions.

Session 1: STEM

Commuting Workshops

Session 2: Social Science/Humanities

- Please circle the science class(es) that you are **scheduled (plan) to take during the 2023-24 school year:**

Earth Science Biology Chemistry Physics Biology II Ecology
Chemistry II Physics II Other _____

- Please **draw a line through all the science classes you have completed** (grades 9-11 only), including the one(s) you are currently taking:

Earth Science Biology Chemistry Physics Biology II Ecology
Chemistry II Physics II Other _____

- Please circle the math class(es) that you are **scheduled (plan) to take during the 2023-24 school year:**

Business/General Math Algebra I Geometry Algebra II
Trigonometry Pre-calculus Calculus Other _____

- Please **draw a line through all the math classes you have completed** (grades 9-11 only), including the one(s) you are currently taking this year:

Business/General Math Algebra I Geometry Algebra II
Trigonometry Pre-calculus Calculus Other _____

- Please list the foreign language class(es) below that you have completed, including the one(s) that you are currently taking:

- Please list other classes you will be taking in 2023-24:

What are your current plans following your high school graduation (including postsecondary school, major, career)?

Do you have other obligations during this time (job, babysitting...)?

You will be *assigned* a roommate for the Summer Academy.
Please answer the following questions to assist us in making this decision.

Rate your housekeeping style by checking the category that best fits you.

- I like to keep things clean, neat, and organized.
- I like things to be clean, but sometimes I am disorganized.
- I do not like to clean my room, and I am famous for my state of disorganization.

If you could pick your ideal roommate, who would you pick? (NOTE: *This person must also write only your name down for the two of you to be roommates. UB makes final decisions on all rooming arrangements.*)

I would like to share a room with _____

Please let us know of any other residential concerns:

Upward Bound Academic Summer Academy Online Meeting Permission Form

I give permission for my child(ren) to interact with Upward Bound staff and fellow classmates using Zoom or other applicable online platforms (Google, YouTube, Method Test Prep, etc.), including permission to use the microphone and camera.

I understand that online sessions may be recorded by UB staff only and that occasionally these recordings may be shared with other Upward Bound students.

I understand that students under the age of 18 should not go to www.zoom.us or other website or app store to download the app or create an account because: (i) they should only be joining Zoom meeting sessions as participants (not separate account holders) and (ii) minors are not permitted to create an account per Zoom's Terms of Service.

I understand that as parent or guardian, I am responsible for supervising the suitability of my child(ren)'s online access, communication and the setting (wherever distance learning is taking place.) This includes ensuring a quiet, safe space to meet (in an appropriate room), wearing appropriate clothing, and no age-inappropriate background noises, visuals, or images. I understand that only my child(ren) will join the meeting, and that adults and other children will not be permitted to partake without prior agreement by all parties. Each meeting will end at Upward Bound's discretion.

I understand that UB staff will approach online meetings as the classroom learning environment. As such, UB expectations, procedures, policies, and rules will be adhered to. UB staff will facilitate and lead all meetings.

I give permission for my child to experience and access learning resources, as deemed suitable and appropriate by staff in the normal UB learning environment.

I confirm I have read, understood and agree to the above, and that I confirm my consent to my child using Zoom or other applicable online platforms (Google, YouTube, Method Test Prep, etc.) as outlined. Any questions should be addressed to Rhonda McMillen-Toth, Director Upward Bound. Please email rmcmillen@pennwest.edu or leave a message at 814-393-2342 and your call will be returned.

Student Name

Parent Guardian Printed Name and Phone Number

Parent Guardian Signature and Date

Upward Bound Academic Summer Academy 2023 Student & Parent/Guardian Contract

During the summer, UB will cover the cost of room and board for each participating student. The program will provide classes, trips, and social, cultural, and recreational activities at no cost to the student or family, as long as the student is present and actively participating. Upward Bound pays over \$3,000 for each student to participate in the Summer Academy. This level of financial commitment is made for the purpose of ensuring that program students graduate from high school and immediately pursue either a Bachelor (4-yr) degree or Associate (2-yr) degree. Assisting students who have the desire to attain a degree is why the nation's Upward Bound programs were created. We ask that both students and parents/guardians take the commitment to this program seriously and do their utmost to use these resources in the appropriate manner. If the 2023 Summer Academy transitions to a hybrid model, participants are required to abide by the rules and expectations of the hybrid components of the 2023 Summer Handbook.

(Upward Bound has specific goals found in the 2023 Summer Academy Handbook available in April 2023. These booklets will be mailed and delivered to the student at school. We encourage all students and parents/guardians to review these for a thorough understanding of the purpose of Upward Bound.)

Students: Please read this section carefully and sign below signifying your agreement.

I will read the 2023 Summer Academy Handbook and abide by the rules and expectations. If I fail to cancel the 2023 Summer Academy after arrangements have been made for me to participate, I may be dismissed from Upward Bound and billed for the cost of non-refundable items and/or services purchased by Upward Bound in my name. It is my responsibility to contact UB immediately upon knowing this information. I will attend classes daily. If I miss a class because of illness or emergency, it is my responsibility to make up any work that I missed in my classes.

I understand that the Summer Academy is an important part of the Upward Bound "experience" and agree to the following:

- ✦ I agree to abide by the rules and regulations of the Summer Academy. This includes all rules found in the 2023 Summer Handbook.
- ✦ I agree to attend all of my summer classes, complete my assignments, give each class my full effort, and make a commitment to improving my academic abilities.
- ✦ I agree to be courteous and cooperative in my daily interactions with all Upward Bound and PennWest University students and staff.
- ✦ I understand that my actions represent Upward Bound/TRIO.

Student Signature

Date

Parent/Guardian: Please read this section carefully and sign below to signify your agreement.

I acknowledge that I will read my participant's copy of the 2023 Summer Academy Handbook and understand the expectations and agree to abide by the rules and expectations stated within. I understand that if my child does not attend the Summer Academy after arrangements have been made for him/her to participate, he/she may no longer be enrolled in Upward Bound and may be billed for the cost of non-refundable items and/or services purchased by the program in his/her name. (It is important to let us know immediately of a change of plans to participate.) I further understand that my child's attendance during the Summer Academy is important. I understand that he/she will be required to attend classes daily. I understand that all requests for absences beyond those listed on the Predicted Absences Form (not including illnesses and emergencies) must be submitted to the Upward Bound office *at least three days in advance*. I understand that scheduled absences during the program impact my child's participation and may impact the decision of the director to permit participation in the summer program.

I also understand the following:

- ✦ If my Upward Bound student is accepted to attend the summer program, I will receive additional information prior to, at the May Campus Day and at summer check-in. This includes a detailed calendar.
- ✦ Students agree to abide by all regulations made by the staff of the Summer Academy including all rules found in the 2023 Summer Handbook. Students also agree to attend all summer classes, complete assignments, give full effort, and make a commitment to improving academic abilities.
- ✦ Visits from family and friends are welcome during designated hours. **If students want to ride in a car with someone other than a parent/guardian, they must have permission to do so on the *Rider List*. Students may never ride with other students including Bridge students.**
- ✦ Students must understand that their actions both on and off campus while participating in Upward Bound's Summer Academy will reflect upon Upward Bound/TRIO and PennWest University.
- ✦ It is the parent/guardian's responsibility to arrange or provide transportation on move-in and move-out days.
- ✦ Medical expenses are the parent/guardian's responsibility. Parents/guardians will be notified immediately by the Upward Bound staff when emergency care is required.
- ✦ Upward Bound provides adult supervision in accordance with regular university practices. If exceptional, individualized supervision is required in order for your UB students to remain safe, then he or she may not be ready for the Upward Bound Summer Academy experience.

Parent/Guardian Signature

Date

Medical Consent and Illness Policy

Student's Name: _____

Parent/Guardian Phone Number: _____

If my son/daughter needs medical attention while at Upward Bound Summer Academy at PennWest University, it is my wish that the treatment begins while efforts are being made to contact me. So that treatment will not be delayed, I consent to any medical procedures that the attending physician believes to be appropriate, with the understanding that efforts will continue to be made to contact me. I also accept responsibility for all costs related to such treatment. I waive and release any and all rights and claims for damage we may have against PennWest University, the Upward Bound Program, and the Upward Bound staff.

This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists concurring to the necessity of surgery are obtained prior to the performance of such surgery.

My son's/daughter's special conditions or needs are detailed on the attached *Report of Medical History*.

PLEASE NOTE:

- Upward Bound reserves the right to require that students receive medical attention after any medical incident before participating further in any Upward Bound activities, including field trips and classes.
- Students who require transportation will be transported to Clarion Hospital via ambulance summoned in conjunction with Public Safety, UNLESS the parent/guardian indicates that they want to transport the student themselves and the condition does not warrant immediate attention. Any costs for the service will be billed to the parent/guardian.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Address: _____

STREET ADDRESS

CITY

STATE

ZIP

Relationship: _____ Date: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Name of emergency contact if parent cannot be reached:

Name: _____ Relationship: _____

Phone: _____

Insurance Policy Information

Student's Name: _____

Parent/Guardian Phone Number: _____

Please complete this form *as completely as possible* and notify the Upward Bound Office (814-393-2342) immediately of any change in insurance status. **Please attach a copy of your insurance card.**

_____ **MEDICAL ASSISTANCE/DPW MEDICAL CARD:**

Card Number: _____

Name of Insured Person: _____

_____ **GROUP HEALTH INSURANCE, THROUGH EMPLOYER:**

Name of Employer: _____

Address of Employer: _____
STREET ADDRESS CITY STATE ZIP

Insurance Company Name: _____

Group No.: _____ Agreement No.: _____

Phone Number: _____

_____ **INDIVIDUAL POLICY:**

Insurance Company Name: _____

Address: _____
STREET ADDRESS CITY STATE ZIP

Phone Number: _____

Policy Number: _____

Did/does the student have...?	No	Yes	Comment
Heart Ailments			
Asthma			
Allergies/Hay Fever			
Allergies to Penicillin			
Allergies to Sulfonamide			
Allergies to Serum			
Allergies to Bee Stings			
Allergies to Food (Which?)			
Other Allergies			
Dizziness or Fainting			
Weakness or Paralysis			
Irregular Periods (<i>Female</i>)			
Severe Cramps (<i>Female</i>)			
Excessive Flow (<i>Female</i>)			
Hernia			
Other (<i>please describe</i>)			

PRESCRIPTION MEDICATIONS: Upward Bound staff must have an accurate record of all prescription medications brought to campus. Please include dosages and how often the medication must be taken.

Medication:

Dosage:

CHECK ONE:

My student will store, administer, and take full responsibility for the medication above: _____ (✓)

This means that the UB Staff is not responsible for the loss or misuse of the medication, or for the failure of the student to take the medication as prescribed.

I prefer that the UB Staff take charge of the medication above: _____ (✓)

Uses Prescription Lenses (*please circle*)

Glasses

Contacts

Date of most recent tetanus shot: _____

Parent/Guardian Signature

Date

Student Signature

Date

Health Care Information

Student's Name: _____

Parent/Guardian Phone Number: _____

Due to the high cost of insurance coverage and federal budgetary limitations, the Upward Bound Program is not able to provide a group insurance policy for its participants. Therefore, the program holds parents/guardians responsible for any medical expenses incurred by their son/daughter while they participate in Upward Bound activities. To keep costs low and accommodate the needs of Upward Bound students while they live on the campus of PennWest University during the Summer Academy, the following policy will be in effect:

Upward Bound will utilize the available urgent care facilities for assessment and treatment of non-emergency situations. You will be notified before treatment.

If the student's illness/injury requires attention at a hospital or if the injury/illness occurs while the urgent care facility is closed, the Upward Bound staff will attempt to notify the parent/guardian before any treatment. However, if medical treatment is necessary and the parent/guardian cannot be contacted, the Upward Bound and university staff will use the ***Medical Consent Form*** to provide the student with the necessary medical treatment. When such treatment is required, the Upward Bound staff will direct the hospital/clinic to send billing as the parent/guardian desires. If a medicine is necessary, the Upward Bound staff will hold the prescription until the parent/guardian can be contacted for instructions regarding payment.

The Upward Bound program reserves the right to send a student home, deny them permission to attend field trips, and insist on adequate medical attention after any medical incident if the student did not receive treatment or the condition is reoccurring.

By signing below, I understand the program's medical policies and understand that any medical costs not covered by insurance will be billed to me directly.

Parent/Guardian Signature

Date

Cell Phone/Electronics Policy

Upward Bound's Cell Phone/Electronics Policy is designed to prevent distraction to the summer experience and to provide the highest quality experience possible for students participating in the Summer Academy. Depending on the behavior and/or maturity of attendees, the policy may be altered to expand or reduce access.

Students and parents/guardians are required to notify Upward Bound of the intent to bring cell phones and similar devices that connect to the Internet and/or provide texting capability. Upward Bound does not recommend that students bring expensive electronic devices due to the risk of theft, damage, or misuse. In addition, preoccupation with calling and/or texting distracts from the summer experience.

Please **list all devices** that the student intends to bring (cell phone, laptop, tablet, etc.):

Provide the **cell phone number** of the phone: (____)_____

In the event of misuse of cell phones (such as use during classes or events, inappropriate purposes, or unacceptable use as determined by UB faculty) the following apply:

- Violation 1 – UB staff will confiscate the phone (or other electronic device) and retain for the remainder of the current session, class or activity.
- Violation 2 – UB staff will confiscate the phone (or other electronic device) for the duration of the day. Phone will be returned at the end of the academic day, or prior to departure from campus.
- Violation 3 – UB staff will confiscate the phone (or other electronic device) for the duration of the program. The participant will surrender the phone each morning. Phone will be returned at the end of the academic day or prior to departure from campus.
- Violation 4 – UB staff will confiscate the phone (or other electronic device) until the parents/guardians arrange to obtain the phone from the director or the Summer Academy ends.

Note: The Upward Bound staff will use ordinary care when storing the student cell phones/devices. If a device has been confiscated (Violation 3) and the participant is leaving for the weekend, the device will be returned for the duration of the trip home but must be surrendered to UB staff upon return.

By signing below, parents/guardians and students acknowledge that Upward Bound, PennWest University, and all staff associated with these entities cannot be held responsible for the loss or damage of cell phones/devices.

Signatures below also indicate that this policy has been read and understood by the parties.

Parent/Guardian Signature

Date

Student Signature

Date

Vehicle Policy

(Complete this form only if you are requesting permission to keep a vehicle on campus.)

Upward Bound students are not permitted to bring vehicles unless permission is granted by the Upward Bound Director. Permission will only be granted in exceptional circumstances (not convenience). Vehicles are ONLY to be used for traveling to work, to a previously approved location, or as a means for the student to get home for the weekend. At no time will students be permitted to use vehicles to drive around town, to drive home every day, to transport fellow students to destinations, or to run errands. Keys will be left with the UB Staff when the vehicle is not in use. Students who abuse the privilege of having a vehicle on campus will need to contact their parents/guardians to have the vehicle removed.

Parents/guardians: Would you like to request permission for your student to bring a vehicle to campus this summer?

_____ YES

Please indicate the reason/need for the vehicle below:

Make: _____ Model: _____ Year: _____

License Plate Number: _____ Driver's License Number: _____

We have read and understand the Upward Bound Program's Vehicle Policy. We also understand that any parking tickets/citations issued to students parked on campus are the responsibility of the student and/or parent/guardian, not the Upward Bound Program or staff.

Parent/Guardian Signature

Date

Student Signature

Date

Predicted Absences Upward Bound Summer Academy

We ask parents/guardians 1) limit the number of student absences from classes during the summer program since students are responsible for the material that they miss and 2) avoid early morning/late night pick-ups and returns.

Please indicate any dates on the table below that the student will be absent during the Summer Academy and the reasons for the absences. The UB teachers/staff will be informed of the predicted absences listed below in order to assist in planning ahead. It is very important to be accurate with pick-up/drop-off times to ensure that UB staff members are available to sign-in/sign-out students as needed, particularly when the times coincide with UB events, classes, meals or when the front desk is closed.

This form must be finalized at check-in. Forms submitted ahead of time will be available for any necessary revisions. Parents/guardians should avoid requesting absences after the Summer Academy begins except in cases of illness, injury, or emergency. Parents/guardians who do not provide the information before summer check-in will be required to complete the form before the student moves into the residence hall.

Student's Name: _____ Date Completed: _____

Date of Absence	Reason	Name of Person Providing Transportation/Excusal

I have read and understand the information provided above.

Parent/Guardian Signature

Date

Student Signature

Date