

Upward Bound

Math | Science



Summer 2019 Student Handbook

Welcome to the Upward Bound Math Science Summer Program

The educational philosophy of The Upward Bound Math Science (UBMS) Program is to facilitate discovery, learning and exploration in a dynamic environment. Our goal is to empower and prepare students for success in pursuing a challenging high school curriculum, post-secondary education, and mathematics and science-related career opportunities.

UBMS offers students an intensive six-week academic experience that includes career exploration, hands-on learning, and an intriguing mathematics and science curriculum. During the summer program, students will participate in a challenging curriculum, experience adventure, and develop lasting friendships and memories. We look forward to getting to know you and sharing a terrific experience.

UBMS Student Handbook

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Upward Bound Math - Science Policies and Procedures

General Expectations

1. Students will be held responsible for their property, behavior, schedules, and assignments.
2. Each student is expected to attend every class, arriving on time and prepared to participate.
3. Students will respect the rights of other program participants, staff, faculty, and all other university employees and students. UBMS students are guests at NMU and will conduct themselves in accordance with all university and program policies.
4. Students are expected to make a sincere effort in maximizing the benefits available to them through the UBMS summer experience. Students will not inhibit other participants from doing the same.
5. Program policies may be amended by the Resident and Program Director for the protection and safety of program participants and the successful implementation of program activities.

Director = Program Director

RD = Residential Director

RM = Residential Mentor

Attendance

Participants are required to attend and be punctual for all classes, program activities, appointments, and meetings. Tardiness and unexcused absences will not be tolerated. Students with unexcused absences and/or reported tardiness will be subject to disciplinary action and may be dismissed from the Program.

Ill students who are excused from classes will be expected to rest in their rooms and will not participate in evening activities. If a student feels that he/she is too ill to attend class, he/she must immediately inform a staff or faculty member. In the case of serious illnesses, the student or attending staff member will notify the parent or guardian.

Students may not miss class periods for non-program activities or events. Families with summer travel plans that conflict with UBMS dates, schedules, and policies **should not enroll** their children in the Program.

Homework

1. UBMS students are expected to complete assignments and meet required due dates.
2. Students will be allotted time during evenings and weekends to work on assignments.
3. Students will have access to the university library and computer lab.
4. Students who do not complete homework will not participate in evening/weekend activities and will receive stipend reductions.
5. Students must complete all missing homework assignments.
6. **Students who persistently fail to complete assigned work will be dismissed.**

Academic Progress

Students are expected to work diligently throughout the summer program. Students who fail to comply with this policy will receive stipend reductions and may be dismissed from the program.

The Big Trip

Students have the opportunity to **earn** "The Big Trip". This cultural/educational trip is **earned** through hard work and respect for the UBMS rules and staff. Students will be invited on this trip if they receive a "B" or better in all UBMS classes. Students who have too many conduct violations, are disrespectful to the UBMS staff, or have shown through previous behavior that they can not follow instructions will not be invited on the Big Trip.

Free Time Registration Policy

UBMS participants will have chaperoned free time during the week in which they may participate in various recreational activities. Students electing to participate in these activities are required to sign-in and sign-out as directed by the

residential staff. Failure to follow free time policies will result in a loss of this privilege and possible disciplinary action or reduction of stipend.

Student Conduct Policy

Disciplinary action will vary depending on the severity of the conduct infraction or policy violation. In cases where infractions are repeated and there is no evidence of improved conduct, students will be sent home at the parent's expense. Student conduct will be managed by UBMS administrative, instructional, and residential staff. The following procedures will be utilized in handling conduct issues:

Policy for Conduct Violations*:

Warnings will be discussed amongst staff and properly assessed at the end of each day. Once a decision is reached the student will be notified by an RM or RD. Warnings will result in minor punishments such as staying in whilst group goes on small trips. If a student has continued misconduct, violates student code, or portrays bad behavior strikes will be logged online and on paper.

1st Violation: The student will be stripped \$5 of their weekly allowance and a strike will be logged.

2nd Violation: The student will meet with the RM and RD and lose \$10 of their weekly allowance and a strike will be logged. Group activities such as ice cream runs or hiking trips may be suspended and monitored homework time in place. Depending on the severity of the violation, parents may be contacted.

3rd Violation: The student will meet with the Program Director, another strike will be logged. Parents will be contacted and all of their allowance will be withheld.

4th Violation: The student receives their final strike and is dismissed from the program, at the parents/guardians expense, if possible.

Again, before strikes are given, warning will be issued verbally and discussed amongst staff for the final decision.

Conduct Infractions Requiring Immediate Dismissal

1. Persistent insubordinate, inappropriate, disrespectful and/or disruptive behavior
2. Cheating, repeated failure to complete assignments or refusal to participate in program activities
3. **Covert and/or evident acts of harassment** that may include, but are not limited to offensive language, gestures and/or threats that compromise the security and well-being of other students and their right to a positive experience at UBMS
4. Intent to harm self or others
5. Careless endangerment of any student or staff member
6. Abuse of free time privileges
7. Leaving the residence hall, campground, or hotel after curfew
8. Being alone in a dorm room, tent, hotel room, or cabin with a student of the opposite gender
9. Fighting
10. *Drug and/or alcohol possession and/or use
11. Possession and/or use of tobacco
12. *Theft and/or vandalism: The UBMS Program reserves the right to search a student's room for stolen property.
13. *Possession of weapons
14. All other university residential policies requiring the dismissal of a student

**Conduct violations that will involve university police assistance.*

Automatic Release of Custodial Responsibility

Custodial responsibilities will be transferred to a local law enforcement agency for any student apprehended, arrested, or detained by law enforcement officials for any reason. In the event that this occurs, the student will be responsible for communicating with parents/guardians regarding their return home.

UBMS Residence Hall Policies

1. All UBMS participants will reside on the third floor of the residence hall. All other university residence hall areas are off-limits to UBMS participants.
2. Each student will be assigned to a room in the residence hall and given a key. Each student is responsible for keeping his/her room clean and for any damage to the room and its furnishings. **Students are responsible for the cost of replacing lost keys (\$30).**
3. Room changes will not be permitted.
4. Students may check out recreational equipment, board games, research materials, and cleaning supplies from the residential office.
5. Each student is responsible for keeping his or her dorm room locked. Northern Michigan University and the UBMS Program are NOT responsible for the damage, loss, or theft of students' personal property. The UBMS program is not responsible for cash that is misplaced, lost or stolen. It is strongly recommended that students do not keep large amounts of money with them or in their rooms during the program. UBMS provides all meals and activities for participants. Students also earn \$15/week by following rules and completing homework. Students do not need extra money.
6. Residential hall furnishings and equipment may not be removed from assigned locations.
7. Students may not light candles, incense, or ignite flames for any reason.

Curfew

1. Participants must be in their suite by 10:00 p.m. and observe the 30-minute quiet period.
2. At 11:00 p.m. students must be in bed with 'lights out'.
3. Students who violate curfew will receive stipend reductions.
4. Students who violate the 10:00pm quiet period will be subject to the following consequences:
Stipend reduction, strike, dismissal from program.
5. An earlier curfew will be enforced if students seem too tired during classes.

Guest Policies

1. **Participants may not at any time be alone in the same room with a participant of the opposite sex.** Violation of this rule will result in disciplinary action, which may include immediate dismissal from the program.
2. No guests, other than the immediate family members of UBMS participants, will be permitted on the third floor of the Residence Hall. Guests are expected to respect the privacy of all program participants during visitations. Guests are not permitted to participate in UBMS activities unless otherwise approved by the Director.

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3. All guests must follow Northern Michigan University and Upward Bound Math & Science policies during campus visits.
4. Students who violate the 10:00pm quiet period will be subject to the following consequences: Stipend reduction, strike, dismissal from program.

Parent Visits

Parents must arrange visits through the Resident Director at least 48 hours in advance. **Participants are not permitted to leave campus with non-program staff other than a parent/guardian.** Exceptions to this policy must be approved by the Director and require written consent from parent/guardian. When visiting, parents and guardians are asked to identify themselves to the on-duty staff member in the UBMS residential office and all other staff members present.

Laundry

1. Washing machines, detergent, and dryers are available in the residence hall at no charge. Participants are expected to wash clothing on a weekly basis.
2. Laundry procedures will be posted in the laundry room and will be followed as stipulated.

Dress Code Policy

1. Female students are not permitted to wear sheer clothing, tight clothing or expose any cleavage. Skirts and shorts must be finger-tip length.
2. Male students are required to wear shirts at all times, except for beach and water-sport activities.
3. Students are not permitted to wear pajama-like clothing outside of their dorm suite or hotel room.
4. Students are not permitted to wear revealing attire or clothing with offensive graphics and/or writing at any time.

Room Checkout

1. Students are required to return their room keys on the last day they reside in the dorm.
2. Students are responsible for cleaning their rooms prior to their departure from the NMU campus. Cleaning supplies are available in the residential office.
3. Rooms will be inspected for cleanliness and damages. Students are responsible for the cost of any damage to the room or furniture and replacement of room keys if lost.

NMU Property Damage Policy

Students are responsible for damages to NMU, UBMS, staff or another student's property and will be required to cover replacement and/or repair costs. Theft or vandalism of University or Program property and the property of other program participants and staff will result in notification of University Police and expulsion from the UBMS Program.

Meals

Students will be issued a meal card and will eat all meals in the university cafeteria while on campus. UBMS will provide all meals that take place off-campus. Students are required to dine with program staff and other participants.

Cell Phone Policy

1. Students are permitted to bring cell phones, however their use will be limited.
2. Cell phones are **not** permitted in the classroom or during field trips.

3. Students using cell phones during class periods and field trips will receive stipend reduction, strike, dismissal from program and the phones will be confiscated.

Stipend Information*

Program participants may *earn* a stipend of \$15.00 for each week of participation in the UBMS program. The stipend is performance-based and is *earned* by completing class assignments, good behavior and participating in program activities. Stipends will be pro-rated as necessary for students who fail to complete assignments and/or violate program policies.

*Students who lose room keys and/or ID cards will forfeit a portion or all of their weekly stipends to cover replacement costs.

Important Phone Numbers

Program Office	227-2115
Program Director	227-2184

How to Contact Participants

Phone:

Emergency messages can be left with the program secretary. If your student does not have a cell phone you will need to provide him/her with a calling card in order for him/her to make long distance calls. In case of an emergency, call the main office (906) 227-2115 or (906) 227-2184.

Mail:

Student Name
Seaborg Center - UBMS
1401 Presque Isle Ave.
Marquette, MI 49855

Sending Money

If it is necessary to send money to UBMS participants, please mail your student a visa gift card. Please keep in mind that expenses are covered by the UBMS program and students may earn a \$15 stipend each week.

Do not send cash, personal checks, or bank/credit union money orders. Marquette banks will not cash 'non-local' personal checks or bank money orders.

Be sure to read the directions on the card that you provide for your student. Keep a copy of the numbers so that you can recharge the card on your own time. **UBMS will not accommodate students receiving money from a western union type service.**

Transportation

1. UBMS participants will be provided transportation to and from the Detroit *area*. The Program does not provide door-to-door service.
2. UBMS participants may not keep or operate vehicles during the summer program. Violation of this policy may result in dismissal from the program.
3. If a student chooses to violate program policies that warrant dismissal, it is the responsibility of the student's family to provide transportation for the student's return home.
4. If a student chooses to withdraw from the program, it is the responsibility of the student's family to provide transportation for the student's return home.

5. UBMS is not responsible for any students who are not picked up on time for an event or drop off. We cannot wait for late parents as we need to remain on schedule for other families who are waiting. **If your student is not picked up on time he/she will be left alone.**

Participant Code of Conduct

Our goal is to provide the highest quality program in a safe environment for every participant. Please assist us in maintaining a safe and enjoyable environment by following the following code of conduct.

We will:

- **Learn and follow the rules.**
- **Be respectful of the feelings and properties of others. Show others courtesy and treat them the same way that we want to be treated.**
- **Show respect to the staff and cooperate with their instructions and rules.**
- **Communicate with others in an appropriate manner. We will not use foul words, vulgarity, or harassing language.**
- **Never verbally or physically harm other participants and/or staff.**
- **Understand that any form of violence, including pushing, kicking, hitting, or fighting is unacceptable and will not be tolerated.**
- **Respect privacy. Using cameras, imaging, or digital recording devices is prohibited near showers, restrooms, or other areas where privacy is expected.**
- **Use the buddy system. Each participant/camper will be accompanied by another participant/camper at all times.**
- **Use equipment and supplies in an appropriate manner.**

- **Stay in safe areas. Don't leave the building or areas designated by your program supervisor or staff. When moving across campus and crossing streets, only cross in the designated crosswalks.**
- **Tell an adult if you or someone else is hurt or injured.**
- **Stay until it is time to go. Participants are to remain in designated areas on campus for the duration of the program unless program activities require otherwise. If a participant needs to leave campus for some reason, the program administrator must receive written permission from the parent or guardian and grant specific permission.**
- **Be fully responsible for our actions and understand the consequences of any inappropriate actions.**

Other NMU Rules:

- **Sexual abuse or harassment will not be tolerated.**
- **Hazing, bullying, and cyber bullying will not be tolerated.**
- **Possession or use of weapons or explosive devices is prohibited; NMU Police Department exceptions are allowed.**
- **Misuse of internet privileges is prohibited. Attempting to access unauthorized sites will not be tolerated.**
- **Tampering with fire equipment, security equipment, or locks is prohibited. This includes fire extinguishers, fire alarms, smoke detectors, etc.**
- **Vandalism and pranks are prohibited. Misuse of equipment and damaging property is prohibited. Any damage caused will be charged to the responsible party. All furniture must remain unchanged and kept in place. Replacement cost will be charged to anyone who removes or damages university property.**
- **Tobacco is prohibited on all campus property; NMU's tobacco-free policy details the rules and requirements.**
- **The possession or use of alcohol and other drugs is prohibited.**

Housing and Overnight Rules:

- **All curfews, if applicable, will be followed.**
- **No minor will be housed in a room alone.**
- **Participants in an overnight program are not permitted to be housed in the same room with an adult unless the person is the minor's parent or legal guardian.**
- **By default, minors will be housed with other minors who have the same gender identity assigned at birth. Requests for exceptions should be made to the program administrator.**

Consequences for misbehavior or breaking our code of conduct rules may be:

1st Offense: Verbal warning

2nd Offense: Written warning and incident report

3rd Offense: Removal from site and parents notified

If behavior persists and the situation is severe or egregious, the program administrator will immediately suspend the participant. After due process, permanent expulsion from the program may result.

Reporting Obligations

Youth program staff, volunteers, and other individuals associated with a youth program must adhere to university protocols for reporting child abuse, child neglect, sexual assault, and child pornography

The university expects support for and accountability from those working with children and teens through shared responsibility for reporting misconduct, criminal activity or known or suspected abuse or neglect of children and teens.

Anyone participating in a university-sponsored program or a non-university-sponsored program operating in university facilities who knows, suspects, or receives information indicating that a child or teen has been abused or neglected, or who has other concerns about the safety of children or teens MUST inform the program administrator, the NMU Police Department (906 227-2151) or the Michigan Department of Human Services at (855) 444-3911.

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Legally Mandated Reporters and Their Obligations

Michigan's Child Protection Law, MCL § 722.621, et seq., designates individuals in certain occupations and professions as mandated reporters. Mandated reporters must immediately report known or suspected mental or physical abuse or neglect of a child made known to them in their professional or official capacity directly to the Department of Human Services by calling 855-444-3911 (24/7 toll free number). A written report must be submitted to the Department of Human Services within 72 hours of the initial verbal report. Even those who are not mandated reporters may report known or reasonably suspected child abuse to the Department of Human Services.

Mandated reporters include those employed in the following positions: physician, dentist, physician's assistant, registered dental hygienist, medical examiner, nurse, person licensed to provide emergency medical care, audiologist, psychologist, marriage and family therapist, licensed professional counselor, social worker, licensed master's social worker, licensed bachelor's social worker, registered social service technician, social service technician, a person employed in a professional capacity in any office of the friend of the court, school administrator, school counselor or teacher, law enforcement officer, member of the clergy, or regulated child care provider.

University faculty, staff or students who are working with minors in their professional or official capacity and who have questions about whether they may be considered mandated reporters under Michigan law should contact their supervisor, program administrator, dean or vice president.