



Summer Student Handbook 2026

As a participant in the Concord University Upward Bound Summer program, we encourage you to fully engage in all classes and activities. Doing so will provide you with a rigorous pre-college experience that prepares you for the challenges of college life.

We ask that students and parents review this summer handbook together to ensure a thorough understanding of our policies, rules, guidelines, and expectations for all Upward Bound Summer students. This handbook is designed to help you navigate the Concord University Upward Bound Summer program effectively.

Being part of Upward Bound Summer is a valuable opportunity, and we anticipate your dedication and commitment to success. We will equip you with the tools needed for academic and personal growth, but it is your responsibility to utilize them fully.

Students are encouraged to approach this journey with an open mind, a positive attitude, and a strong commitment to themselves and the program. Our Upward Bound staff is here to support both you and your family, so please feel free to reach out with any questions or concerns.

Sincerely,
Dr. Andrea Sullivan
Director, Upward Bound
Concord University

Upward Bound Staff

Dr. Andrea Sullivan, Director
asullivan@concord.edu
304-384-5195

Adrian Cabello Espinar, Lead Educational Outreach Counselor
aespinar@concord.edu
304-384-5198

Elissa Pugh, Educational Outreach Counselor
epugh@concord.edu
Office: 304-384-5240
Cell: 304-712-9669

Melissa Buckland, Grants Resource Specialist
mbuckland@concord.edu
304-384-5197

Katie Linkous, Educational Outreach Counselor
hlinkous@concord.edu

Student Expectations and Code of Conduct Policy

Standards of Conduct

The purpose of this code of conduct policy is to outline expectations for students in the Concord University Upward Bound Summer program to foster a positive, respectful, and productive environment. By agreeing to become a member of the Concord University Upward Bound Summer program, you have accepted the responsibility to adhere to the program rules and code of conduct.

Expected Behavior in the Concord University Upward Bound Program

1. Respect and Conduct

- o Students are expected to demonstrate respect toward program staff, faculty, peers, and community members at all times.
- o Disruptive, inappropriate, or aggressive behavior will not be tolerated. This includes, but is not limited to, verbal abuse, physical altercations, and bullying.
- o **Bullying, Intimidation or Fighting will not be tolerated. If anyone is bullying, intimidating or trying to provoke a fight with you, report the incident to an Upward Bound staff member immediately.**

2. Academic Integrity

- o Students must maintain honesty in all academic endeavors. Cheating, plagiarism, or any form of dishonesty will be addressed seriously and will result in disciplinary action.
- o Students must maintain a C or above in all classes.

3. Attendance and Punctuality

- o Regular attendance and punctuality are critical. Students must attend all scheduled classes, meetings, and activities unless excused by a UB staff member for valid reasons.

4. Compliance with Rules and Policies

- o Students must adhere to all program rules and university policies, including those related to health, safety, and campus regulations.

5. Personal Responsibility

- o Students are responsible for their own behavior and the proper use of program resources. This includes respecting property and maintaining a clean and organized workspace.

Upward Bound Summer students are expected to conduct themselves in an appropriate and respectful manner at all times. Disrespectful or disruptive behavior is not acceptable. The following behaviors are prohibited when participating in UB activities, and if not avoided, could result in being dismissed from the Concord University Upward Bound Summer program.

-Fraternization with college students and/or students who are **not** members or staff of Upward Bound is **strictly prohibited**. (*Fraternization means to mingle with as friends.*)

-Students may not borrow any item without **explicit** permission of the property owner. Students shall not steal private or public property. If a student is caught stealing, he/she will be written up, may lose further privileges to travel with the Upward Bound program, and will be monitored in order to regain these privileges. Regaining privileges will be at the discretion of UB staff and will be decided on a case-by-case basis. Should a student be detained by the police as a result of theft, his/her parents or legal guardians will be notified immediately.

-Possession of weapons, guns, knives, or fireworks is not permitted and will result in **immediate dismissal** from the program, and in the case of a weapon, campus police will be notified.

-A student shall not harass or engage in any behavior deemed by the staff to be inappropriate (fighting, gambling, physical, bullying or verbal abuse, etc.). **Fighting, bullying and harassment will be grounds for possible dismissal from the program, and could result in criminal charges.**

-Romantic relationships among participants are **discouraged** in Upward Bound.

-Sexual activity or conflicts/incidents that are the result of romantic relationships may result in dismissal from the program, and/or other sanctions.

-Romantic relationships between Upward Bound participants and Upward Bound staff of **any age** or position is absolutely NOT permitted.

-Excessive public displays of affection are prohibited.

-Students and their parent(s)/guardian(s) are responsible for the repair, replacement and/or compensation for any damaged property. Vandalism or destruction of property is prohibited and may result in dismissal from the program.

-Electronic and recreational equipment is available for student use. Students are required to respect and care for the equipment. Students are asked to immediately report any loss of or damages to Upward Bound property to Upward Bound staff.

-Tampering with fire safety or security equipment (extinguishers, alarms, locks, and photo and motion detectors) is a threat to all persons, a violation of law, and is strictly forbidden. Exterior doors and stairwell doors are alarmed and are never to be opened unless directed to do so in an emergency.

-Students leaving the **site of any Upward Bound Summer activity without prior**

permission from the Upward Bound Staff is prohibited and may result in dismissal from the program. Any student leaving an Upward Bound Summer activity to attend an approved appointment or activity must provide a signed permission slip from their legal parent or guardian, and must sign out at the Upward Bound office, site of activity, or with the program director.

-Students must observe standards of classroom behavior established by the instructor and the Upward Bound Summer program to maintain an appropriate learning environment. Students shall participate in classroom/tutoring discussions, activities, and complete all class work/homework assignments.

-Students should always use the “buddy system” when traveling to parks, museums, etc. Students **must** stay in their assigned groups.

-Computers may be provided with staff supervision and IT monitoring to UB students throughout the summer program. The intended purpose is for individual learning, class instruction, and research only. Surfing the web and downloading are prohibited unless it pertains to a class, research, or the completion of an assignment. Food or drinks are not allowed in any computer labs.

- No chat rooms, instant messenger, Twitter, Facebook, etc. are permitted unless directed by Upward Bound staff or instructors.
- Visitation to any site considered inappropriate or pornographic is prohibited.
- All activity on CUB computers is electronically monitored. Visiting sites that are inappropriate in nature is unacceptable and a violation of Upward Bound and CU codes of conduct. **Sanctions will be applied as deemed appropriate by the Upward Bound staff.**

-Communication Policy: Upward Bound students must conduct themselves appropriately when using electronic communication to share information with other Upward Bound students or posting material on websites connected to the Upward Bound Program at Concord University.

- Abusive, discriminatory, intimidating, or offensive statements will not be tolerated.
- No statements are permitted that are misleading, false, or likely to injure the reputation of a program participant.
- No statements are permitted that offend, intimidate, humiliate, or bully another person.

-Students must dress appropriately at all times. Any student that is not dressed appropriately will be asked to change their clothing.

- No backless, strapless, or one strap tops or dresses will be allowed. Extremely short shorts, skirts, and dresses will not be allowed. Sagging shorts or pants worn on the hips will not be allowed. Boxers and briefs must not be visible.
- No offensive language will be allowed on clothing.

At any time, a UB staff member has the right to ask a student to change clothing that has been deemed offensive or inappropriate.

Levels of Misconduct

Level 1 Misconduct

- Use or cause a distraction with a mobile phone during a program activity, such as texting, talking, etc.
- Use profanity or hate speech
- Run or yell at unacceptable times
- Arrive late to an activity
- Other behavior deemed Level 1 by UB staff

Level 2 Misconduct

- Throw objects out of windows or talk to non-UB students through windows
- Be disrespectful, rude, or negative to others
- Misuse of facilities
- Possess vulgar or non-permitted materials during UB activities
- Wear inappropriate attire (failure to follow the dress code)
- Refuse to attend or participate in UB activities
- Other behavior deemed Level 2 by UB staff

Level 3 Misconduct

- Bullying or Intimidation (Includes threats, repeated insults, name calling, etc.)
- Possession of tobacco, smokeless tobacco, or vape device
- Tamper with fire extinguishers, pull stations, or smoke detectors
- Steal/attempt theft of property or damage to the college or another's personal property, including keys, key cards, clothing, etc.
- Return late to the designated meeting location when off campus
- Other behavior deemed Level 3 by UB staff

- Take part in public displays of affection (PDA) (i.e. kissing, affectionate contact)

Level 4 Misconduct (These are non-negotiable violations resulting in parent notification and student dismissal from the program)

- Possess, use, and/or distribute alcohol or illegal drugs or unauthorized prescription drugs
- Possess weapon(s) including, but not limited to guns, knives, fireworks, or chemicals
- Assault physically
- Fight
- Sexual misconduct
- Leave campus or activity without permission from the Upward Bound program director.

- Other behavior deemed Level 4 by UB staff

Consequences of Misconduct

The UB staff has the right to review policies on a case by case basis. The program director makes the final decision on disciplinary outcomes based on the policy and severity of the infraction.

1. Warning

For minor infractions (levels 1 and 2), a verbal or written warning will be issued. This serves as an opportunity for students to correct their behavior.

2. Repeated infractions

For repeated (levels 1 and 2) or more serious infractions (level 3), students will be written up a second time. During this period, their behavior will be closely monitored. They must demonstrate improvement to avoid further disciplinary action.

3. Dismissal

Serious (level 4) or repeated violations (levels 1, 2, and 3) may result in permanent dismissal from the program. Students dismissed from the program will forfeit their stipends and may be ineligible for future participation.

Confidentiality

All disciplinary matters will be handled with confidentiality to protect the privacy of the students involved. Information will only be shared with relevant parties as necessary for addressing the issue.

Commitment to Improvement

The goal of this policy is to support students in their personal and academic growth. Upward Bound Program staff are committed to providing guidance and resources to help students succeed and remain in good standing.

Summer Orientation

Summer Orientation is held prior to the start of the Summer Program to review rules, learn about the summer schedule, and meet staff. Orientation is mandatory for all summer participants unless excused by UB staff.

Complicity

Students who anticipate or observe a violation of Upward Bound or the University are expected to remove themselves from the situation and report it to a staff person immediately. Presence during any violation of the rules is seen as condoning, supporting, or encouraging that violation.

Report Cards

All students must **bring a copy of their final report card**, and are not eligible for a summer stipend until it has been given to your Educational Outreach Counselor.

T-Shirts and Badges

Upward Bound t-shirts and badges are provided to all Upward Bound Summer students. Students are required to wear their t-shirts during many activities and their badges daily. **Upward Bound t-shirts and badges help staff identify students and are a component of our safety protocol.**

Electronic Devices

The use of cellphones is not permitted in the classroom or during educational workshops/sessions. **This includes texting.** All electronic devices must be turned off or placed on silent (not vibrate) and stored in a pocket, backpack, or purse during classes or educational activities. Repeated offenses will result in the cell phone being placed in safe keeping during class by the Upward Bound staff as well as a **loss of stipend money.**

Summer Program: What Do I Bring?

When planning what to bring with you, it is best to keep in mind that all dorm rooms are small and you will have a roommate. Each room is equipped with two closets, a desk and chairs, chest of drawers, twin extra-long beds and mattresses and a trash can. In general, you should err on the side of bringing less. Students are encouraged to bring the following items:

- Towels and Washcloths
- Fitted sheet: 39" x 80" or 99 cm x 203 cm
- Mattress pad or topper
- Pillow and pillowcase
- Comforter or blanket
- Toiletries (deodorant, soap, toothpaste)
- Shampoo and/or Conditioner
- Bathroom cleaning supplies
- Laundry bag or basket
- Light jacket
- Clothes hangers
- Comfortable walking shoes
- Alarm clock
- Sunscreen
- Desk lamp
- Shower caddy, flip flops or rubber slides

A **backpack and all school supplies** will be provided by the Upward Bound Program. Computer labs are available daily for UB students to use.

Electrical cooking items such as hot plates, microwaves, frying pans,, air fryers etc. are prohibited.

Your assigned RA will ensure you are awake each morning by 7:30 a.m. before your group walks together to breakfast, which begins at 8:00 a.m. All meals are mandatory. We encourage you to use your own alarm clock if you would like to wake up early and shower before breakfast.

Things you may bring but are NOT necessary

A television, video game, radio, DVD player, mini-fridge, snacks, ear phones, small portable speakers, cell phone. *Just remember, the use of headsets, earbuds, earphones, Bluetooth speakers, or cell phones ARE NOT permitted in the classrooms or during educational activities.*

Upward Bound will not cover the cost of lost, misplaced, stolen or damaged property. We strongly recommend all expensive or irreplaceable property such as iPads, gaming systems, laptops, and jewelry be left at home.

Personal Hygiene

Each student will be expected to wear clean clothing and practice good personal hygiene daily. If a student needs assistance with personal hygiene items, please talk to your Counselor, RA, or the Program Director.

Accidents & Emergencies

In case of an accident or emergency situation in which a student requires medical attention, the Upward Bound staff will immediately contact emergency medical personnel for assistance or transport the student to the nearest emergency room. Upward Bound will attempt to contact individuals listed as the student's emergency contacts.

Medication

Parents should indicate all medications a student is currently taking on the Consent for Medical Administration form found at the back of this handbook. Written parental consent is required before Upward Bound staff may store for safekeeping or give any medication or treatment.

Campus Security

In order to provide a safe and secure campus environment, Concord University police provide 24 hour coverage on the campus.

Door Dash

Door Dash is prohibited to be ordered by anyone under 18.

Driving

With signed parent permission students may drive themselves to and from campus. Cars are to be parked in Towers parking lot. Once campus is reached keys should be given to RD.

Weekend Departure and Sunday Return Policy

All Upward Bound students must go home when indicated on the summer calendar. Check-out is typically after Friday activities. Before leaving for the weekend, all trash must be removed from trash cans and emptied in the downstairs containers. Students will only be permitted to leave the campus with a parent, legal guardian, or an authorized adult as indicated on Participant Pickup Upward Bound Authorization Form found at the back of this handbook.

Summer Trip

Please keep in mind that Upward Bound Summer is an academic program. We expect Upward Bound students to attend all classes and scheduled events. Only students who fully comply with the rules and regulations governing the Upward Bound Summer program will be permitted to attend the out of state trip.

- **Freshman and New students with 2.75 or better and Returning students with a 3.25 cumulative GPA in their Upward Bound morning and afternoon courses will be permitted to attend the end of the summer trip.**
- **Students receiving five (5) or more violations will not be eligible to attend the end of the summer trip.**
- **Students missing more than (10) core morning classes will not be eligible to attend the end of the summer trip.**
- **The Summer trip will be limited to the first 45 students that follow these regulations AND turn in their parental summer trip permission form found at the back of this handbook.**

Residence Halls

This summer, students will reside in North Towers **and will be assigned a room with a roommate. Students will be given a room key. Keys are provided for the use of the room occupants only.** Lost keys will be a \$25 fee for each key. Upward Bound staff will do a room inventory before students move in and when students move out.

Visitors

Visitations to the floors and rooms are **restricted to only Upward Bound students of the same sex.** Designated times during move-in/move-out days are the only exceptions.

Safety

All lights and electrical equipment should be turned off when leaving rooms. All windows and doors should be locked when a student leaves the room for class, an evening activity, field trips, or going home for the weekend. Remember - UB will not be responsible for lost, stolen, or loaned items.

- Students must not prop open exterior doors or permit people to enter residence halls through Fire/Emergency Exits.

Nightly Room Check and Curfew

All students must be in their respective rooms by 11:00 p.m. nightly for a room check by their RA, with the exception of scheduled Upward Bound group program activities. **students are not permitted to leave the residence hall or dorm room before 7:00 a.m. or after 11:00 p.m. A night monitor will conduct rounds throughout the night to ensure the safety of all students.**

Please Be Advised: Upward Bound students not inside their assigned residence hall room between the hours 11:00 p.m. and 7:00 a.m., will be considered missing and the local authorities, as well as, their parents, will be notified immediately.

Room Care

Students are responsible for a) cleaning their rooms; b) removing waste material regularly and c) maintaining sanitation and safety conditions acceptable to the university. This is a shared responsibility with your roommate.

Bathroom

Upward Bound students will share a bathroom with 2-3 other students. Students are expected to clean up after themselves. We suggest the following for easy transition and comfortability:

- Cleaning the showers and sinks after each use
- Do not leave soap bars, shampoo bottles, razors, etc. lying around in bathroom
- Keep toilets flushed
- No horseplay in bathrooms
- Empty trash cans weekly

Upward Bound and/or University Residence Life staff reserves the right to inspect individual rooms to: a) ensure proper maintenance of health and safety standards; b) take inventory; c) make necessary repairs; d) perform extermination/pest control services; e) add/remove furniture, and f) enforce university policies. **Upward Bound and/or Residence**

Life staff will make periodic, announced and unannounced checks of all residence hall rooms. These checks are performed to identify health, safety and maintenance problems. Upward Bound Summer students do not have to be present during these checks.

Decorations

Any damage to walls (paint peels, drywall tears, etc.) the room/suite occupant(s) will be charged for labor and materials to repaint the area. All decorations must be removed when the student leaves or the student will be charged a cleaning fee. In addition, students may not attach anything to the sprinkler system head.

Furniture

Students are not permitted to bring additional furniture such as futons, sofas, dressers, etc. into the residence halls. Concord University furniture must remain in their respective unit and common area; i.e., beds should remain in the student's room as opposed to within the common space. Removal of furnishings from the unit, common areas, and/or buildings is prohibited.

Destruction of Property

Parents or guardians will be charged for any damage or destruction of university property by his or her child, to include, but not limited to, dorm rooms, bathrooms, hallways, lounges, classrooms, and elevators. Students should report any irregularities about rooms to his or her RA.

Quiet Hours

Quiet hours must be observed by all students between 11:00 p.m. and 7:00 a.m. Lights must be out by 12:00 a.m. **Loud music and excessive horseplay in rooms or halls is prohibited at all times.** Music may be played during quiet hours, but should be low enough not to disturb others or hear outside of your room. Student stipends will be fined accordingly if they repetitively violate this policy.

Washers/Dryers

Washers and dryers are not available for student use. They are available for emergency use only.

Tips for a Good Roommate/ Suitemate Relationship

1. Get to know each other. You've got your first opportunity to make a new friend. Take the time to ask and answer questions about family, hobbies, academic interests, etc.
2. Talk it out. Communication is key in building a successful relationship.
3. Be open and friendly. You and your roommate may not have the same taste in clothing or music, but you likely share some of the same concerns and apprehensions. Be the first to step out of your comfort zone.
4. Be understanding. Everyone has bad days. Remember that you may not always be aware of the issues your roommate is dealing with, but there's most likely a good reason for his or her actions. A sympathetic ear might help a lot.

5. Give each other space. Togetherness is great, but too much of a good thing can sometimes be not so great. You and your roommate both need time alone. If that time doesn't come naturally, talk about it.
6. Ask before you borrow. Everyone has a different comfort level when it comes to lending belongings. Asking first helps avoid misunderstandings.
7. Define "neat." Whether you're a neat freak or a slob, you have someone else's feelings to consider. With a little give and take, you can each adjust accordingly and make your environment comfortable.
8. Pick one extracurricular activity to share. There's nothing like having something in common to care about and talk about. If you aren't involved in any of the same activities, you are likely to see each other at bedtime only. You may feel like you're sleeping in a room with a stranger.
9. Schedule study times. Let your roommate know in advance when you have a big test or paper coming. He or she will know to give you some quiet time.
10. Live by the golden rule... "Do unto others, as you would have done unto you..."

Meal Times:

Breakfast: 8:00 am- 8:50a.m.

Lunch: 12:00 p.m -12:50 p.m.

Dinner 5:00 p.m. - 6:00 p.m.

Students are expected to clean up their area by pushing in chairs, emptying trash and placing silverware and plates in the appropriate area. **Students may have unlimited refills on food and drinks. All students will remain in the cafeteria until the conclusion of the meal time or until dismissed by an Upward Bound staff member.**



Acknowledgment of Student Agreement

By signing below, I acknowledge that I have received and read the Summer Student Handbook and will adhere to its policies and expectations. I have had an opportunity to clarify any questions I may have concerning the Summer Student Handbook.

Student Name: _____

Student Signature: _____

Student Phone Number: _____

Date: _____

By signing below, I acknowledge the expectations presented in the Summer Student Handbook and agree to support the above student in adhering to its policies and expectations.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____

Date: _____



Code of Conduct Form

Participants are expected to demonstrate positive attitudes and behaviors throughout every day. The following code of conduct outlines the desired behaviors to ensure the safest and best learning environment possible:

- Respect the rights and properties of yourself and others – (staff, instructors, and peers)
- Follow all set rules established by Upward Bound and Concord University
- Use program equipment, supplies, and facilities properly
- Stay with my group in the designated areas at all times
- Communicate in a polite manner demonstrating reverence

The following behaviors will not be tolerated:

- Usage of language that is offensive to any person or groups
- Any type of aggressive behavior that results in physical and/or emotional harm to another person
- Vandalizing any property of others, Upward Bound and/or Concord University
- Reckless behavior that is potentially dangerous to yourself or others
- Leaving Concord University boundaries without permission from the appropriate staff

Student

By signing below, you acknowledge that you alone are responsible for your own actions. I accept that my parents/guardians will be notified if I do not comply with the code of conduct, and hereby state that I fully understand that repeated irresponsible conduct will result in dismissal from the Upward Bound Summer Program.

Student Name: _____

Student Signature: _____

Date: _____

Parent

By signing below, you acknowledge the expectations presented before the code of conduct, and agree that the appropriate disciplinary action should be implemented if your child demonstrates irresponsible, dangerous behaviors.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



UPWARD BOUND

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Summer Medical Form

Student Name: _____

Student Address: _____

Parent Phone #: _____ Parent Mobile #: _____

Person to contact if parent cannot be reached: _____

Phone Number: _____ Relationship: _____

Child's health insurance coverage:

Policy Type: _____ Insurance Company Name: _____

Policy Number: _____ Expiration Date: _____

Does the child have a physical condition that would limit participation in UB summer activities?
Yes _____ No _____ (If yes, please describe the condition.)

Does the child have any allergies to foods, drugs & substances? Yes ___ No ___ (If yes, please list or describe the allergies.)

What should be done if experiencing a reaction?

Is the child presently under a physician's care? Yes ___ No ___ (If yes, then list the condition)

Doctor's name: _____ Doctor's Phone #: _____

Parent/Guardian Signature _____ Date _____



Consent for Medication Administration - Summer Program 2026

 Student Name (Please Print)

It is our policy to secure your consent for medication distribution and for the use of medical devices. All prescription medication or medical devices must be administered by a staff member. Students may have a limited supply of and self-administer over-the-counter medications with parent or guardian consent. Students should carry any emergency medications at all times, including Epi-pens, glucagon, and inhalers. All medications must be in original bottles labeled with the student's name, provider's name/phone, medication name, and dosage.

___ My child/ward is NOT taking any medications and no prescription or over-the-counter medications of any kind will be brought to UB.

___ My child/ward IS bringing the following prescription and/or over-the-counter medications to UB. I understand all medications will be stored in the RD's office and administered by a member of the staff unless otherwise requested. I understand oral contraceptives and allergy medications will be self-administered unless requested otherwise.

___ I want my child/ward to have possession of a limited supply of over-the-counter medications (i.e., ibuprofen, Tums, multi-vitamins, etc), with the remainder kept by the RD.

Name of Medication	Dosage	When to be administered	Notes/Care Plan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

 Printed Name of Parent or Guardian

 Signature of Parent or Guardian

 Date



Cell Phone Policy

The misuse of cell phones and other personal electronic devices leads to the disruption of the learning environment and prevents the Upward Bound Program's ability to achieve the high academic standards set in place for students. Cell phones, tablets, and earbuds are not permitted during scheduled class times, with the exception of teacher-directed academic purposes. Personal devices should be silenced and out of sight throughout each scheduled class period and for any guest speakers invited to talk with the Upward Bound Program. If you need to reach your student in an emergency, feel free to call our Grant Resource Specialist at 304.384.5197.

Consequences for misuse:

1st Offense: Surrender the phone to the teacher to pick up from the teacher once class is over.

2nd Offense: Surrender the phone to the teacher to pick up from an Upward Bound Staff member after all scheduled classes. The student's parent will be contacted to discuss cell phone misuse.

3rd Offense: Surrender the phone to the teacher to pick up from an Upward Bound Staff member after all scheduled classes. A meeting with the student and parent is expected to develop a personal electronic plan/contract for the student to remain in the summer program. This personal electronic plan/contract may involve the student turning in their phone to an Upward Bound Staff member before attending any classes for the day. The phone will be released to the student at the end of the scheduled class time and/or after any scheduled guest speakers.

Students who refuse to turn in their phones and continue to defy the teacher will face disciplinary action, which could result in being sent home from the summer program. Each occurrence of cell phone misuse will be documented and added to the student file.

By signing below, you affirm that you have read and fully understand the cell phone policy and disciplinary consequences set forth by the Concord University Upward Bound Program.

Student Signature

Date

Parent or Legal Guardian Signature

Date



Transportation/Permission Form Summer Program

I, _____ parent/guardian of _____ give permission for my son/daughter to travel to and from Concord University for program activities with the following individuals/students/parents/guardians.

Signature of Parent/Guardian _____

Date _____



Out Of State Educational Field Trip Permission Form

An educational trip outside of West Virginia has been scheduled with Upward Bound, we require each student to have written permission to travel outside of West Virginia. Students who do not have written permission prior to the trip will not be able to go.

Date of Trip: 7-29-26 to 7-31-26

Trip Destination: Cincinnati, Ohio

Student Name: _____

Parent/ Guardian Printed Name:

Parent/Guardian Signature:

Point of contact in case of emergency:

Name: _____

Phone # _____

CONCORD UNIVERSITY SUMMER PROGRAM STUDENT VEHICLE AGREEMENT

This Student Vehicle Agreement (hereinafter, "Agreement") is entered into on this ____ day of _____, 2026, by and between the undersigned student, the Student's parent or legal guardian, and Concord University's Upward Bound Summer Camp Program (hereinafter, "Program").

1. Purpose The purpose of this Agreement is to ensure the safety and security of all participants in the Program by regulating the use of student-operated motor vehicles. This Agreement outlines the conditions under which the high school students who have driven themselves to campus for the Program must adhere to in order to participate in the program.

2. Vehicle Arrival and Key Surrender Students who drive themselves to the Program must surrender their vehicle keys to the Resident Director upon arrival at the designated check-in location. Keys will be securely stored and returned to the Student upon their official departure from the program, as approved by a parent or legal guardian.

3. Restricted Use of Vehicles Once the Student arrives on campus and surrenders their vehicle keys:

a. Student is prohibited from using their vehicle for the duration of the program apart from the approved use as stated herein.

b. The Student may not leave the campus using their vehicle without prior written permission from their parent or legal guardian and approval from the Program Director or staff.

c. Unauthorized use of a vehicle during the Program may result in immediate dismissal from the program and notification to the parent or legal guardian.

d. Student must make their request for use of their vehicle to the Program Director prior to authorized use of their vehicle.

e. Student may only use their vehicle to arrive to the Program, to depart the Program at the end of each week, and for pre-arranged appointments (i.e., doctor's appointments). This does not include personal hygiene appointments such as a hair or nail appointment. Proof of such appointment must be provided prior to authorization of such use.

4. Liability Waiver and Indemnification By signing this Agreement, the Student and parent or legal guardian acknowledge and agree that:

a. The University is not liable for any damage, theft, or loss related to the Student's vehicle while parked on University property.

b. The Student and parent or legal guardian shall indemnify and hold harmless the university, its employees, students, volunteers, and affiliates from any claims arising from the student's use or attempted use of their vehicle in violation of this agreement.

5. Violation and Disciplinary Actions Failure to comply with this Agreement may result in:

a. Immediate dismissal from the Program without refund.

b. Notification to the parent or legal guardian.

c. Additional disciplinary actions as deemed necessary by the Program Director.

6. Acknowledgment and Signatures By signing below, the Student and Parent or Legal Guardian acknowledge that they have read, understood, and agree to comply with the terms set forth in this Agreement.

Student Name: _____ Student Signature: _____ Date:

Parent or Legal Guardian Name: _____ Parent or Legal Guardian Signature:
_____ Date: _____

Program Director Name: _____ Program Director Signature:
_____ Date: _____