

PARENT/STUDENT HANDBOOK

SUMMER RESIDENTIAL PROGRAM



UPWARD BOUND PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO

SUMMER 2015

INDEX

1. Introduction, Vision Statement, Mission Statement

2. Student Rules & Regulations

- ✓ Academic
- ✓ Dorms
- ✓ Electronics
- ✓ Safety
- ✓ Zero Tolerance
- ✓ Disciplinary Procedure
- ✓ Petitions

3. Summary of Summer Forms

- ✓ Things to Bring
- ✓ Dress Code
- ✓ Emergency Telephone Numbers
- ✓ Request of Absence
- ✓ Consent for Transportation Arrangements
- ✓ Medical Consent Authorization
- ✓ Policy for Health Center Visits
- ✓ Cell Phone Policy
- ✓ Release and Hold Harmless Statement
- ✓ Movie Permission Slip
- ✓ Financial Responsibility
- ✓ Photo Release

4. Appendixes

- ✓ Form A-1 (Things To Bring)
- ✓ Form A-2 (Dress Code Policy)
- ✓ Campus Map

UPWARD BOUND SUMMER RESIDENTIAL PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO
SUMMER 2015

INTRODUCTION

This policy manual was constructed in order to give all Upward Bound parents a clearer understanding of summer program policies. It is important that these policies be followed as closely as possible in order to ensure the most efficient operation of this program and to provide the most effective service to our students.

VISION STATEMENT

California State University, Fresno Upward Bound Programs envision a program that provides exemplary activities and services designed to ignite our students' desire to learn, to achieve, and to become inspirational leaders for others.

MISSION STATEMENT

Upward Bound Programs provide academic, career, cultural, and personal development activities designed to allow its students to graduate from high school in a timely manner; to ease their transition into post secondary education; and to achieve the personal and professional goals that they have created for themselves.

UPWARD BOUND SUMMER RESIDENTIAL PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO
STUDENT RULES AND REGULATIONS
SUMMER 2015

ACADEMICS

1. Academic work is the student's first and foremost priority.
2. Students must have a hall pass with them at all times when leaving the classroom or going from one location to the next.

DORMS

3. Campus police enforces the curfew laws for minors; therefore, students **must** be in their dorm area by 9:30 p.m. every night.
4. All students must be in their own rooms by 10:00 p.m.
5. **Wake up time is at 6:00 a.m. Lights out is at 10:15 p.m.** This means that students may **not** leave their dorms, unless there's an emergency.
6. Students **cannot** have visitors or overnight guests. Parents, however, are welcome to come by as long as prior arrangements are made with UB staff or Resident Supervisor. Parents must check in at UB office (8:00 a.m. – 5:00 p.m.) and at the front desk of the Courtyard Atrium after 5:00 p.m.
7. For safety reasons, students should **not** prop their room doors open. Exterior doors (in the dorms) should be kept closed at **all** times.
8. Males are **not** allowed in the females' rooms or in their hallways and must use the designated staircase to get to their dorm area. Females are **not** allowed in the males' rooms/dorm area at anytime or for any reason.
9. Do not remove screens from windows or attempt to enter/exit from the windows.
10. Damage to the dorm, classrooms, buildings, or any Fresno State property will be paid for by the student(s) that cause the damage. If it cannot be determined who is responsible for damages, all students in that particular suite, dorm, or room will be held responsible.
11. Students are not allowed to enter **any** dormitory, other than their own.
12. Laundry should be washed and dried during student's free time. Students are responsible for monitoring their own property.
13. Students who lose their room keys must report it lost **immediately** to the RS and will have to pay for a replacement key of \$25.
14. Students will be charged \$50 for room changes.

15. Students who lose or damage their I.D. cards will have to pay a \$5 replacement fee for a new I.D. card. There is also a \$10 fee for lost meal cards.
16. Pulling a false fire alarm on the Fresno State campus is a **felony** and result in **immediate expulsion** from the program.
17. TV's and small stereos are permitted in the dorms as long as they are kept at a reasonable volume and do not cause any disturbances. Failure to comply with staff or student requests to lower the volume will result in loss of privileges. (**Note:** UB and/or Fresno State are not responsible for loss or damage to any equipment or property.)
18. Students **cannot** bring bicycles, skateboards, or scooters.
19. Students are responsible for keeping their room clean. Students will not be allowed to check out on Friday until their rooms are inspected and approved by a Resident Advisor.
20. Students should be aware that their rooms and bags (personal belongings) are subject to inspections if staff determines a reasonable need for this action.
21. Students are also expected to follow any additional rules set forth by the University Courtyard staff.

ELECTRONICS

22. Bringing electronic devices to the residential program is discouraged, but if brought they are to be used only during free time.
23. Cell phones are discouraged because of loss/theft, but if brought, students can only use their cell phones during their free time. Cell phones are **not** permitted in class. Cell phones will be turned in to Residential Staff before lights out every night. Parents must notify staff if student will bring a cell phone.
24. No internet usage is permitted, unless it is under supervised conditions or with prior approval.

SAFETY

25. Students' name tags must be worn & visible **at all times**. This is for identification purposes by UB Staff and for other campus personnel. Name tags must be clearly visible on the chest area. No destruction or alteration of nametags is allowed.
26. Students should use the "buddy system" at **all** times. If an incident occurs in which a student senses they are in danger, emergency phones are available at many campus locations (as discussed during the orientation and the campus tour – see campus map for locations). Also an escort service is available by calling the Campus Police Department at **(559) 278-8400**.
27. Students should immediately report any strangers in the dorm area to a staff person.
28. Students should remain within designated boundaries at all times (see campus map attached).

29. Students wanting to walk to McDonald's, Wendy's, Popeye's, Taco Bell, 7-11, etc. must go in groups and under supervision of UB staff. Students must stay with the group at all times. Students must also comply with any sign-in/out procedures that have been put into place.
30. Students **cannot** to be transported by any UB staff in their private vehicles.
31. Students who need to leave campus (for an appointment or other reasons) **must** have an Excuse of Absence form from their parent (which will be verified by the Resident Supervisor before the student leaves off campus), or will need to have the parent/guardian call or meet with a UB staff person **before** the scheduled off campus activity. Request of Excuse of Absence form should be filled out at least one week in advance from requested day of absence.
32. No student is allowed off campus without permission of the Director or the Resident Supervisor. Students must also make sure they are check out (sign out, turn in keys, etc.) by the Residential staff before leaving off campus.

ZERO TOLERANCE

33. **No** alcohol/drugs allowed. This includes drug paraphernalia. The consumption of alcohol by individuals under 21 years of age is against California law. University Police will be notified and violator may be dismissed. If a student is taking prescribed medication, they must notify the Resident Supervisor immediately. Students must submit a written note from a parent or guardian that acknowledges the student is taking such medication.
34. **No** weapons of any kind are allowed, including airsoft guns. Any objects appearing to be a threat to others will be confiscated.
35. **No** bullying or fighting allowed. Harassment is also not allowed. Harassment is the unwanted imposition of attention usually in the form of unwanted verbal or physical abusive behavior (sexual, racial, religious, etc.) and is strictly prohibited.
36. **No** gambling or lotteries are allowed.
37. **No** pets.
38. Students should behave in an acceptable fashion at all times (i.e., no fighting, cussing, or disrespectful language towards other students, staff members, or the campus community).
39. Students should **not** display any romantic affection (i.e., kissing, holding hands, linking arms, leaning on each other, etc.) **at any time** during the summer program.
40. No running or horse playing in dorms, classrooms, inside buildings, hallways, balconies, stairwells, and elevators.
41. No water games of any kind are allowed indoors. Outdoor water games are acceptable, **but must be** approved by the Resident Supervisor. Only those students willing to participate should be involved. Follow directions of a lifeguard when at the pool and swimwear is required. Water fights are not allowed. No indoor sports allowed in the dorms.

Disciplinary Procedures:

Efforts will be made to ensure that any disciplinary action in regards to the breaking of these rules is consistent and fair. However, each violation will be handled individually.

Petitions:

Students who would like to petition a change in any rules or regulations must take the following steps:

- a. Inform (written or verbal) the Student Council of the need for a rule change.
- b. Council must receive a minimum of 50 signatures in support of the change.
- c. Council must submit the petition to the Resident Supervisor, who will in turn discuss possible solutions/compromises and forward such request(s) to the Director.
- d. Resident Supervisor will meet with Program Director to explain the students' request.
- e. Permanent Staff will approve/disapprove request & make recommendations.

UPWARD BOUND SUMMER RESIDENTIAL PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO
SUMMARY OF SUMMER FORMS
SUMMER 2015

THINGS TO BRING (see form A-1 in Appendix) - Page 11

Upward Bound is providing you with a list of “recommended items” that each student should bring to the Summer Residential Program. Each student will receive a \$10 weekly stipend for participating in the summer program that should be used to purchase any academic supplies.

DRESS CODE (see form A-2 in Appendix) – Page 12

It is Upward Bound’s intent to provide a safe and secure learning environment for all program participants. We believe that the appropriate dress and grooming contribute to a productive learning environment. We expect participants to give proper attention to personal cleanliness and to wear clothes that are suitable for program activities in which they participate. The purpose of our Dress Code Policy is to ensure that student clothing does not present a health or safety hazard, or create a distraction that would interfere with the educational process. It is expected that clothing worn to school activities be neat, clean, and acceptable in appearance.

EMERGENCY TELEPHONE NUMBERS

Please make sure you provide UB staff with the information necessary in case an emergency should arise with your child. Include names and phone numbers of individuals we can contact in case we are unable to reach you, and that we have your consent to make the necessary decisions and see medical assistance if needed.

REQUEST OF ABSENCE

A “Request of Absence” form must be completed at least one week in advance if your child must be absent on a specific day and/or time during the Summer Program. This will allow staff etiquette time to make any necessary arrangements and make sure student is check out/in accordingly.

All “Request of Absence” forms should be turned in to the Upward Bound office at least seven (7) days prior to the request date!

CONSENT FOR TRANSPORTATION ARRANGEMENTS

“Consent for Transportation” form lets us know who is authorized to pick up your child from the program. If you are planning to have your child car-pool with another student’s parent, please make those arrangements and list their information on the “Consent for Transportation” form.

Please know that the Upward Bound Programs may call you to confirm prior transportation arrangements. Once your child leaves with the person(s) you authorized, the Upward Bound Programs will not be held liable for your child’s safety.

MEDICAL CONSENT AUTHORIZATION

This form authorizes staff members in the Upward Bound Program at California State University, Fresno to seek and authorize medical treatment for your son/daughter in the event of an emergency. If a medical emergency arises requiring major procedures, the program staff will make every attempt to reach you; however, if you cannot be reached, by signing it you are authorizing the attending physician to proceed as deemed advisable and appropriate.

Also, any medications taken during the Summer Residential Program must be checked in with the UB Director and Resident Supervisor with all instructions fully explained and signed by parents. NO medication can be given without written permission from parent (including over the counter medication.)

POLICY FOR HEALTH CENTER VISITS

Upward Bound Programs cover the cost of student's visits to the Health Center at Fresno State during their residential stay in the UB program; however, students whose injury or illness may require a second visit to the Health Center may be required to be seen by their family doctor. Students are to be accompanied to the Health Center by a Residential Staff after approval from the Resident Supervisor or Program Director has been received. Student is responsible for notifying parent(s) of any visits made to the Health Center and any follow up needed. Students are encouraged to bring their own medicines if they suffer from headaches, cramps, allergies, nose bleeds, etc., but must notify staff.

CELL PHONE POLICY

This form allows us to know if you do or do not give your child permission to have their cell phone during the Summer Residential Program. It informs you that cell phones are not allowed during the day and cannot be used after 10 p.m. Using a cell phone during class times or in any inappropriate way may result in confiscation and loss of further cellular privileges. Calls to and from parents/family during the day can be made via the Upward Bound Program office. Theft, loss, charges, and/or damages to the cell phone are not the responsibility of the Upward Bound Programs.

RELEASE AND HOLD HARMLESS STATEMENT

Your student's participation in this program is voluntary.

You have been informed, and know, that 1) travel involves risks, which can result in damage to property, injury to persons, and death; and 2) the California State University-affiliated program assumes no liability for damage, injury, or death occurring on such travel. With this knowledge and information, you agree to allow your student to participate in the program, and the travel at their own risk.

You release and hold harmless the State of California, the California State University, the California State University, Fresno, the California State University, Fresno Foundation, and each and every officer, employee and agent of each of them, from any and all claims and causes of action that you may have against any of these institutions or persons, by reason of any accident, illness, injury, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, your student being a passenger on any form of transportation pursuant to their participation in the CSU-affiliated program.

This release and hold harmless shall also be binding on your heirs, assigns, successors, and all other persons who may claim through you.

MOVIE PERMISSION SLIP

The Upward Bound Programs hold social and movie night activities in which students have an opportunity to interact with their peers. Movies are classified into four different categories based on the contents of the movie. The different categories and a brief description are provided in the form. The four categories are G (General Audience), PG (Parental Guidance), PG-13 (Parental Guidance, may be unsuitable for under 13), R (Restricted). You must authorize or deny consent on the form if you want your child to participate in movie night/showing.

FINANCIAL RESPONSIBILITY

The UB programs cover expenses for room and board, transportation, and admission to certain events.

Of course, we are bound by the rules set forth by the university in terms of damage to property. During your child's stay at Fresno State, should your child damage, lose, or destroy any property during the course of the program, his/her parents or guardians will be held responsible for damage costs. This particularly applies to the dormitories, but also covers facilities used by, and visited by, the Upward Bound Program.

When damage occurs to a dorm room or to property where more than one student has access, the cost of damages will be divided among the number of students involved. The same rule applies when it cannot be determined who caused damage to an area or suite.

PHOTO RELEASE

By signing the "Photo Release" form you are granting permission to the Upward Bound Programs at Fresno State to use your child's photographs in promotional materials, documentation, Internet usage, and presentations. You or your student will receive no compensation other than the benefits, which normally derive from having such photograph exhibited by the UB Programs. Your consent to grant, and authorize the use of photographs by the UB Programs or anyone authorized by the UB Programs, the participants face, voice, image, likeness and name as embodied or contained in any and all photographic images filmed or videotaped and any biographical material about the participant in any and all media, in perpetuity, for purposes including publication, non-commercial broadcast and other use thereof in presentations or promotion of the UB Programs without any other compensation.

UPWARD BOUND SUMMER RESIDENTIAL PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO
THINGS TO BRING LIST (Form A-1)
SUMMER 2015

1. Alarm clock (other than a cell phone)
2. School supplies (notebook/line paper, pens, pencils, rulers, highlighters, flashcards, 3-ring binder, binder dividers, backpack, calculator, etc.)
3. Any medical or insurance cards that you might have (Medi-Cal, etc.)
4. Towels, washcloths, soap, etc.
5. Linen (the beds are over-sized twin) and also pillow
6. Toiletries (toothbrush, toothpaste, brush, shampoo, comb, deodorant, sunscreen, personal hygiene, etc.)
7. Clothes hangers
8. Laundry detergent - optional (only if doing laundry)
9. It is OK to bring small stereos, but neither Fresno State nor Upward Bound is responsible for theft or damage to your personal property (Cell phones, iPods & CD players will **not** be allowed in the classroom or in the library)
10. Recreational wear—shorts, tennis shoes, swim suits, etc. (must follow dress code)
11. Snacks (chips, fruit, water, juice, Gatorade, etc.)
12. Water bottle (to refill)
13. Over the counter medicines for headaches, cramps, stomachache, cough drops, etc. – but need to notify UB Staff if you are bring these medicines.
14. Ear phones (for computer lab)

THINGS NOT TO BRING

- Cars, Mopeds or bikes (exception: Seniors may bring own transportation with parental AND program approval. Must provide UB office with verification of valid Driver's license)
- No pocket knives, guns, explosives, or anything considered as a weapon of any kind
- No pets of any kind
- No offensive material for room decoration
- No offensive magazines
- No gaming systems (Xbox, Playstation, Nintendo, etc.)
- No portable gaming devices (Nintendo DS, PSP, etc.) or gambling cards
- No walkie talkies
- No cigarettes, lighters, etc.

UPWARD BOUND SUMMER RESIDENTIAL PROGRAMS
CALIFORNIA STATE UNIVERSITY, FRESNO

DRESS CODE POLICY (Form A-2)

SUMMER 2015

It is the Upward Bound Programs' intent to provide a safe and secure learning environment for all program participants. We believe that the appropriate dress and grooming contribute to a productive learning environment. We expect participants give proper attention to personal cleanliness and to wear clothes that are suitable for the program activities in which they participate. The purpose of our dress code policy is to ensure that student clothing does not present a health or safety hazard or create a distraction that would interfere with the educational process. It is expected that clothing worn to school activities be neat, clean, and acceptable in appearance.

The following items are specifically prohibited during program activities. In addition, any apparel, hairstyle, cosmetic or jewelry, even if not specifically mentioned below, which creates a safety concern, draws undue attention to the individual, or tends to detract from the educational process is also prohibited:

- See-through clothing, clothing that reveals a bare midriff, chest, shoulders/bra straps or clothes that expose the body in a sexually suggestive manner are not acceptable.
- Underwear- type sleeveless shirts, tube tops, halter-tops and spaghetti straps are not acceptable.
- Sagging or baggy pants that don't fit the waist or that are drastically altered or frayed are not acceptable.
- Skirts, short, and dresses that are more than 4 inches above the knee, or are form fitting or tight around the body (such as bike shorts) are not acceptable.
- Attire that may be used as a weapon may not be worn, including steel-toed boots, chains, items with spikes or studs.
- Offensive or gang related tattoos must be covered.
- Any fashions that draw undue attention to the wearer, or detract from the educational environment, including exotic clothing, extreme make-up, body piercing, military, camouflage attire, or hair do's are not acceptable.



