



# **2023-2024 Student & Parent Handbook**

**A Detailed Guide for Hampton University Upward Bound  
Students and Their Parents/Guardians**



The policies in the handbook are considered guidelines and may be changed, deleted, suspended, or discontinued at any time. No one other than the Hampton University Upward Bound Program Director may alter or modify any of the policies in the Student & Parent Handbook. No statement or promise by an instructor, counselor, or other program staff may be interpreted as a change in policy, nor will it constitute as an official agreement with a student. This handbook replaces all previous handbooks for the Hampton University Upward Bound Program as of December 1, 2021

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## UPWARD BOUND STAFF NOTES TO SCHOLARS

*Hello Upward Bound Scholars and Families!*

*Welcome to an exciting, new chapter of your lives in the Upward Bound family. Across the country, students like you, and their families, have made the decision to inquire and apply to join this amazing program. Your selection to be offered this opportunity as an Upward Bound Scholar was based on careful consideration of your dedication to your academic growth, special interests, and community service. We are confident that you and your family will be engaged with other motivated families across Newport News, Virginia by our exciting workshops, tutorials, campus trips and events that will broaden your perspectives. As an Upward Bound Scholar we trust that you will be inspired by the academic and professional mentoring; and supported by the one—on—one advisement and counseling that the Upward Bound program will provide you. I am truly delighted to learn your unique talents, skills, and outlooks and I am honored to serve you!*

*Peace and Love,  
Dr. Fergie, Director*

*Greetings UB scholars,*

*I want to congratulate you on taking the first steps in securing a bright and promising future. All of you possess extraordinary qualities of excellence. Upward Bound provides you with a life-changing experience through innovative workshops, college tours, professional mentors, and exposure to various careers. Through this process, you will grow as an individual and hopefully share your experiences with others in your community. I hope you will take full advantage of all opportunities offered to you through the Hampton University Upward Bound program. Our goal is to ensure your gifts, talents, and brilliance is illuminated in the years to come.*

*How far you go in life depends on your being tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and strong. Because someday in your life, you will have been all of these.*

*- George Washington Carver*

*Warm regards,*

*Mrs. Yalonda Long, Counselor*

*Words of Encouragement from Mrs. Connie Sawyer, Senior Support Specialist*

Being a Hampton University Upward Bound scholar is the first step in planning for a successful future. Your determination, drive and perseverance will help you obtain your goals. Remember, maximize the resources available to you and be a resource to those you can assist.

Scholars, you are destined for greatness. In the words of Newport News' legendary vocalist, Ella Fitzgerald, "It isn't where you come from, it's where you're going that counts."

*To the Upward Bound Family--*

*There will be many decisions that you will make in life and you've made a great choice by being a part of Upward Bound. Life is full of opportunity and Upward Bound is full of information and support. You don't have to chase your dreams when you can make your dreams reality by taking advantage of everything that our program offers. We hope that in your participation you absorb vital information that enhances your existing knowledge that can be utilized in every aspect of life. After all, the goal is to become a better version of you!*

*Yours truly,  
Ms. Aris Davis, Administrative Assistant*

# UPWARD BOUND PROGRAM OVERVIEW

## ***Mission Statement***

Upward Bound provides academic and related support to Scholars in their preparation for college entrance. The program provides opportunities for scholars to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school Scholars from low-income families, from families in which neither parent holds a bachelor's degree, and/or who have other academic barriers to obtaining a college degree.

## ***Types of Project***

Upward Bound projects provide academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages, as well as, tutoring, counseling, mentoring, cultural enrichment, work-study programs. We also provide education or counseling services which are designed to improve the financial and economic literacy of Scholars and their families; and programs and activities previously mentioned that are specially designed for Scholars who are limited English proficient, Scholars from groups that are traditionally underrepresented in postsecondary education, Scholars with disabilities, Scholars who are homeless children and youth, Scholars who are in foster care or are aging out of the foster care system or other disconnected Scholars.

## ***Vision Statement***

Scholars should aspire to perform at a level that is equal to their fullest potential in all areas of achievement. Upward Bound will promote high expectations for Scholars in several areas to include: educational, social, civic, physical and mental health awareness. In a responsible manner, we will commit the program's resources necessary to establish and maintain:

- A respectful, caring, and safe environment
- Scholar-centered instruction and counseling
- Data-driven decision making
- Collaboration focused on improving Scholar learning
- Active partnerships with parents, schools, and community partners

## ***Program Requirements***

Scholars are strongly advised to fully take part in all program meetings, activities, and events. **Each Scholar is expected to behave as a responsible young adult and represent themselves, their families, their school, their community, and the Hampton University Upward Bound Program in a respectful manner.** We expect Scholars to be helpful and courteous to all staff, peers, instructors, and campus community members.

Academic year and Summer Enrichment Academy requirements are outlined within this handbook. Scholars must adhere to the stated requirements and expectations of the program or the administrative staff will initiate specific actions to assist the scholar to be in alignment with program requirements. Scholars who do not follow program requirements will be removed from the program.

# CONTACT INFORMATION

**Dr. Gregg Suzanne Ferguson** – Program Director  
[gregg.ferguson@hamptonu.edu](mailto:gregg.ferguson@hamptonu.edu)

**Mrs. Yalonda Long** – Embedded High School Counselor  
[yalonda.long@hamptonu.edu](mailto:yalonda.long@hamptonu.edu)

**Ms. Aris Davis** – Administrative Assistant  
[aris.davis@hamptonu.edu](mailto:aris.davis@hamptonu.edu)

**Mrs. Connie Sawyer** – Support Services for Seniors  
[connie.sawyer@hamptonu.edu](mailto:connie.sawyer@hamptonu.edu)

## **Mailing Address:**

Hampton University  
97 Marshall Avenue  
Academy Building, 2<sup>nd</sup> Floor  
Hampton, VA 23668

## **Email Address:**

[upwardbound@hamptonu.edu](mailto:upwardbound@hamptonu.edu)

## **Phone Number:**

(757) 727-5307 Office  
(757) 637-2110 Fax

## **High Schools Served:**

An Achievable Dream High School  
Denbigh High School  
Heritage High School  
Warwick High School

*Hampton University takes effective steps to ensure equity of access and participation on its grant programs and to address any barriers that could impede equitable access or participation because of gender, race, national origin, color, disability, or age. Hampton University is compliant with Title VI of the Civil Rights Act of 1964 and accepts all requirements imposed by or pursuant to the regulation. All employees will be aware of and refrain from any unfair activities related to these issues through equitable hiring and recruitment practices.*



## CODE OF CONDUCT

Each Upward Bound participant must use good judgment and display a positive and respectful attitude at all times and at all functions. The codes of conducts for both **Hampton University (Appendix A)** and **Newport News Public Schools (Appendix B)** will be adhered to. The conduct code (Appendices A & B) are designed to promote responsible behavior while giving each scholar the opportunity to express themselves in their own unique manner.

Please be familiar with the following from **Appendices A and B**:

***Use of Technology \* Bullying \* Fighting \* Theft \* Vandalism \* Sexual Misconduct \* Respect for Others***

### **Student Behavior Categories:**

The following behavior categories are designed to recognize the impact student behavior has on the school environment and on learning. They encourage awareness for administrators, teachers, parents, and counselors of students' social-emotional development and emphasize the importance of helping students achieve academically and develop Social Emotional Learning (SEL) competencies.

- Behaviors that impede Academic Progress (BAP) – These behaviors impede academic progress of the student or of students. They are typically indicative of the student's lack of self-management or self-awareness. Sometimes, the student may need help in understanding how the behavior impacts others so training in social awareness may also be indicated.
- Behaviors related to School Operations (BSO) – These behaviors interfere with the daily operation of school procedures. Students exhibiting these behaviors may need to develop self-management, self-awareness, or social awareness skills.
- Relationship Behaviors (RB) – These behaviors create a negative relationship between 2 or more people that does not result in physical harm. Relationship behaviors impact the whole school community in that the school climate is often a reflection of how people treat one another. Students who exhibit difficulty with relationship behaviors may also have difficulty with the other social-emotional competencies.
- Behaviors that present a Safety Concern (BSC) – These behaviors create unsafe conditions for students, staff, and visitors to the school. The underlying reasons for this type of behavior may lie in any of the social emotional competencies so the administrator should investigate the underlying motivation for the student's behavior. Training in social awareness and decision-making are usually indicated in any behavior that creates a safety concern.
- Behaviors that Endanger Self or Others (BESO) – These behaviors endanger the health, safety, or welfare of either the student or others in the school community. Behaviors that rise to this level of severity are often complex. While they are indicative of poor decision-making skills, students who exhibit these behaviors may also have developmental needs in the other social-emotional competencies. The categories are a means to sorting behaviors in order to apply leveled administrative responses to student behaviors.

## DRESS CODE

### In-person Scholar Dress Code:

During campus activities please adhere to **the Hampton University Dress Code (Appendix C)** and during Newport News Public Schools (NNPS) activities please adhere to the **NNPS Dress Code (Appendix D)**.

### Virtual Scholar Dress Code:

For program delivery on virtual platforms we understand our unusual circumstances are flexible in regard to our dress code. However, our expectations for virtual meetings are that scholars be dressed appropriately for the camera and that camera frame be free of distractions including objects and other people.

Please be familiar with the following from **Appendices C and D:**

**Neatness \* Appropriate and Inappropriate Dress for occasions and settings \* Headwear  
Obscenity \* Modesty \* Safety \* Respect**

## UPWARD BOUND SCHOLAR COMMITMENT

When scholars apply for admission into the Hampton University Upward Bound Program, they sign a commitment agreement. Parents should be aware that scholars are expected to uphold this commitment at all times. Scholars agree to the following:

- ✓ Maintaining a minimum 2.5 semester grade point average
- ✓ Successfully completing the appropriate Standards of Learning Tests, and providing end of year SOL scores and final grade report cards to Hampton University Upward Bound staff
- ✓ Participating in after-school, in-school, or Saturday meetings, testing, tutoring
- ✓ Never use or be in the possession of tobacco products, alcohol or other illegal substances, including “vapor” products during program activities or while on my respective school or college property
- ✓ Never be in the possession of firearms or other weapons during program activities or while on my respective school or college property
- ✓ Exhibit positive behaviors and attitudes towards scholars and staff
- ✓ Enroll in college upon graduation from high school
- ✓ Graduate from college with a two-year degree (in 3 years or less) and/or a four-year degree (in 6 years or less).
- ✓ Enroll in college preparation courses throughout high school, which includes a rigorous core program (4 years each of Math and English, and 3 years each of Science and Social Studies) in accordance with entrance requirements for colleges/universities; and
- ✓ Display behavior and attitudes that are respectful, appropriate, and bring credit to oneself, one’s parents, one’s school, and the Upward Bound program.



## ATTENDANCE POLICY

Scholars are expected to attend all scheduled meetings and events while in the program. Families will be notified of all activities in advance, through electronic and/or hard copy dissemination of monthly or semester event calendars. Poor attendance will jeopardize the scholar's ability to continue participating in the program. Parents or scholars are to contact the Upward Bound Program staff to communicate attendance issues. While the Upward Bound Program fully supports scholar's participation in extracurricular activities, athletics, and employment, it is imperative that scholar's create a balanced schedule that allows them to be active in the Upward Bound Program. These are the general guidelines for attendance:

- ✓ Scholars are required to attend their weekly academic review meetings at the discretion of the program staff
- ✓ Scholars are required to attend a minimum of two events per month in addition to their weekly academic review meetings
- ✓ Scholars are required to contact the program staff if they are unable to attend any weekly academic review meeting or monthly event

## ARRIVAL AND DISMISSAL POLICY

Students will be provided transportation to and from the Summer Enrichment Academy daily. Bus routes will be created based on the student's current address listed on file with Newport News Public Schools. Should parents desire to have their child picked up and dropped off at a different address or location, it will be the parent's responsibility to contact the Newport News Public Schools Transportation Department to make other arrangements.

Once bus routes are created, they are not subject to modifications by Upward Bound Program staff. Parents are welcome to transport their children, however they must arrive and be picked up at the designated drop off and pick up times and locations of the Summer Enrichment Academy. Inability to do so may result in dismissal from the Summer Enrichment Program.

Parents are expected to sign their child out in person for early dismissal, and alert the Upward Bound Program office of expected early dismissal as soon as they are able.

## PROGRAM SERVICES

- ✓ Time Management Skills
- ✓ Study Skills
- ✓ Communication Skills
- ✓ Personal Life Skills
- ✓ Learning Styles
- ✓ Personality Types
- ✓ Conflict Resolution
- ✓ VA SOL/EOC Prep
- ✓ SAT/ACT Prep
- ✓ FAFSA Completion
- ✓ Scholarship/Grant Research
- ✓ College Application Process
- ✓ College/Scholarship Essay Assistance
- ✓ College and Career Exploration

## PROGRAM OUTCOMES

Upward Bound projects provide academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Tutoring, counseling, mentoring, cultural enrichment, work-study programs, education or counseling services designed to improve the financial and economic literacy of students; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

## ACADEMIC YEAR COMPONENT

During the Academic Year (September-May) academic tutoring and mentor sessions, academic review meetings, workshops, and special events are all important parts of the Upward Bound Program. The purpose of the Upward Bound Program is to provide scholars with the necessary knowledge and information to pursue academic success in secondary and post-secondary education.

### Academic Growth:

Scholars are **expected** to maintain a GPA of **2.5 or above**. Scholars are also expected to seek an Advanced Diploma.

The Hampton University Upward Bound Program expects each scholar to demonstrate positive growth leading to a steady increase in their GPA. It is understood that some classes are more challenging than others and may require additional support, the program offers academic tutoring services to assist scholars when challenges arise. It is strongly recommended that **any scholar who falls below 79% average** in any of the following courses: Math, English/Language Arts, Science, Social Studies, World Language, and Personal Finance attend tutoring sessions to improve their grade in consultation with the Upward Bound Staff. Tutoring is available to all scholars who wish to receive academic support. **Scholars are encouraged to utilize all support services and ask for assistance when needed.**

### Academic Probation:

Scholars who do not maintain a GPA of **2.5 or above** will be placed on Academic Probation. A notification letter will be sent home and placed in the scholar's file and the Upward Bound staff will schedule a meeting with the parent/guardian and scholar to discuss an improvement plan. In order to be removed from academic probation, scholars must demonstrate satisfactory academic improvement on their next grade update. **Scholars who are placed on Academic Probation will be evaluated to attend non-academic events.**

## SUMMER COMPONENT

All scholars who are not attending Newport News Summer School programming or the Pre-College/Summer Bridge Program at Hampton University will be expected to participate in the Upward Bound Summer Enrichment Academy (SEA). The summer component is comprised of academic, cultural, social, and mentoring activities. The SEA traditionally takes place on the campus of Hampton University. However, under virtual conditions scholars will be expected to attend SEA via virtual platforms as scheduled.

**Upward Bound Scholar are required to participate in at least one six-week Summer Enrichment Academy program.** Once you are admitted into the Upward Bound Program you are expected to attend the summer component as soon as possible [note if you are entering the Upward Bound Program as a junior, you will be required to attend the Summer Enrichment Academy program between your junior and senior year.] Scholars must attend **75% of activities** per week (unless other arrangements are made with Upward Bound Program Staff) to attend the biweekly special activities (including travel or paid work/study opportunities).

## IN-PERSON AND VIRTUAL MEETING RULES

### **NON-COMPLIANCE MAY RESULT IN A LOSS OF FIELD TRIP PRIVILEGES OR OTHER SANCTIONS AS APPROPRIATE, INCLUDING DISMISSAL FROM PROGRAM**

1. NO Eating or drinking (of any beverage, **except water**) will be allowed during in-person or virtual class. Scholars will have at least one break during class time.
2. Sleeping during instruction (or the appearance of) at an in-person or virtual class is not permitted.
3. NO cellphones, tablets, or electronic equipment should be visible at any time during in-person classes, (except with explicit permission from the instructor). In virtual class, the exception is the device you are using for attendance. Cell phones **MUST BE** set on silent or vibrate during class.
4. Scholars are not permitted to wear baseball caps or hats in any buildings or during screen time, unless there is a religious exemption. **NO** “du” rags or bonnets should be worn during any Upward Bound Program function. [Please refer to Dress Code]
5. Scholars should adhere to wearing shorts and/or skirts that are lower than mid-thigh all the way around. Scholars should refrain from wearing excessively tight and revealing clothing, or clothing that reveals underwear. [Please refer to Dress Code]
6. Blatant disrespect for adults in authority **WILL NOT** be tolerated. (Example: Cursing, insubordination). Scholars will also be respectful of one another. [Please refer to Code of Conduct]
7. Each Scholar is expected to attend all assigned classes, and written permission (email, not text) must be received from assigned class teacher for any changes to your schedule. **NO** Scholar is to leave his/her classroom (in person or virtual) unless given permission by the instructor. **RESTROOM BREAKS ARE TO BE TAKEN BETWEEN CLASSES/MEETINGS.**
8. Scholars will be responsible for keeping their work areas, congregate areas, and dining areas clean, both on campus and when visiting other places. Lack of adherence may result in the loss of travel privileges. Scholars are also responsible for keeping their virtual area including backgrounds “curated” appropriately.
9. Scholars are expected to be prepared and engage in constructive participation in each class or meeting whether in-person or virtual.

***Amendments to these rules and regulations will be made as deemed necessary. All parents, instructors, and students will receive a copy of any amended rule(s) and regulation(s)***

## **TRAVEL REGULATIONS**

The Hampton University Upward Bound Program provides opportunities for Scholars to experience cultural activities, college tours, sporting events, plays, concerts, social events, and academic competitions throughout the year. The program is grant-funded, therefore all travel related expenses will be covered by the Hampton University Upward Bound Program. While traveling with the program, Scholars have the opportunity to learn personal responsibility, conflict resolution, and money and time management. These are vital skills necessary for successful transition to a four-year college or university.

Scholars are expected to attend at least **90%** of activities planned over the course of the year to remain active in the program. Documentation of attendance will be recorded for each Scholar, and exceptions to attendance regulations will be reviewed on a case-by-case basis.

For summer programming, Scholars **MUST** attend **3** out of **4** days per week (unless other arrangements are made with Upward Bound Staff) to attend weekly local trips, and at least 75% of all summer programming activities to be permitted to attend overnight trips. If an emergency occurs and prevents attendance to an event, please notify program staff at your earliest convenience, within 24 hours.

The Upward Bound Program staff has carefully developed policies to ensure that all students may benefit from all activities and remain safe. If at any time an Upward Bound Program staff member has probable cause to believe that there is suspicious activity pertaining to a policy, the staff member has the right to search the Scholar's belongings and may make the appropriate confiscation from the Scholar. If at any time there is a serious concern about a Scholar, the parent/guardian will be notified regardless of the time of day or location.

In order to control program costs, Scholars will be expected to attend all trips, including overnight trips for which they are eligible. A reminder flyer or email will be distributed to each Scholar prior to the trip with a specified date of return. All forms must be returned to the Upward Bound staff by that date in order for the Scholar to be considered for the event. All students who have committed are expected to attend.

### **Staff Cell Phone Contact Information:**

Scholars and parents may receive the personal cell phone numbers of Hampton University Upward Bound Program staff during periods of day or overnight travel. **It is the expectation of the Hampton University Upward Bound Program staff that personal cell phone numbers SHOULD NOT be shared unless first consulting with Upward Bound Program staff.**

### **Transportation:**



The Hampton University Upward Bound Program will secure transportation and accommodations from reputable travel agencies that have met with the approval of the Hampton University Business Office. All parties on travel with Upward Bound will adhere to rules and regulations of the transportation and accommodation authority. Emergencies and/or changes will be reported to The Hampton University Office of the Vice President for Administrative Services and Parents/Guardians.

## **SUMMER RESIDENTIAL AND OVERNIGHT TRIP RULES**

**TO ENSURE THE QUALITY OF YOUR LIVING ENVIRONMENT, THE FOLLOWING IS A LIST OF RULES AND REGULATIONS TO WHICH YOU MUST ADHERE; ADDITIONALLY, FOLLOW ALL COVID RULES**

1. No Scholar is allowed to have outside guests in their room who are not participants of the program (this includes family and friends).
2. Co-ed visitation is not allowed in rooms. Co-ed visitation is only allowed in common areas when an Upward Bound Program staff member or chaperone is present to supervise. People who are not participating in the Upward Bound Program will not be allowed to visit Upward Bound students while the program is in session.
3. Bouncing basketballs, tossing footballs, jumping on beds, running in building, loud gatherings or horseplay indoors will not be allowed.
4. Keep your rooms clean at all times. USE DISINFECTING WIPES AND SPRAY!
5. Keep hair and toothpaste out of the sinks. Keep paper towels and other inappropriate materials out of toilets. USE DISINFECTING WIPES AND SPRAY!
6. Keep trash, spit, etc. out of the water fountains and out of the hallways at all times. USE DISINFECTING WIPES AND SPRAY!
7. **“Lights out”** means **“lights out”**. Students are expected to be in their rooms resting no later than the assigned time in preparation for the next day. **Any violation of the lights out policy will result in the student being banned from all overnight trips for the remainder of their time in the Hampton University Upward Bound Program.**
8. Respect your roommates. All music and any other noise should be kept to a minimum. Please use ear pieces.
9. Respect the personal space and personal property of your peers at all times. FOLLOW COVID RULES
10. Keep your personal property in a safe place. The Hampton University Upward Bound Program and staff **WILL NOT** be responsible for your money or your personal belongings.
11. Students are responsible for keeping up with their hotel room keys/cards. Loss of keys may result in reprimand or suspension from attending overnight trips.
12. Adhere to every direction given by transportation authorities to ensure our safe travels.
13. **CONDUCT YOURSELVES AS UPWARD BOUND SCHOLARS AT ALL TIMES.**

## **DOCUMENTS ON FILE WITH THE UPWARD BOUND OFFICE**

**THE FOLLOWING DOCUMENTS ARE SIGNED AND ON FILE UPON ACCEPTANCE OF THE SCHOLAR INTO THE UPWARD BOUND PROGRAM. THEY ARE INCLUDED IN THIS HANDBOOK FOR YOUR REFERENCE.**

### **PARENT/GUARDIAN COMMITMENT**

The Hampton University Upward Bound Program provides a variety of services designed to assist parents in understanding the requirements for high school graduation, college preparation, college admission, and financial aid processes. Parents/Guardians will also receive a quarterly newsletter highlighting current and upcoming events occurring in the program, advising updates, and parenting tips.

When parents/guardians complete the program application, signifying the desire for their child to apply for admission into the Hampton University Upward Bound Program, they sign a commitment agreement. Parents/Guardians should be aware that they are expected to uphold this commitment at all times. The referenced agreement is summarized below.

#### **Parent/Guardian Commitment – I agree to:**

- ✓ Give permission for my child to participate in scheduled classes, after-school programs, Saturday seminars, academic tutoring, field trips, testing, college visitations, and cultural experiences both in-person and virtual provided by the Hampton University Upward Bound Program
- ✓ Be responsible for transporting my child to and from the local high school and/or the Hampton University campus, or other program events and/or maintaining their ability to participate in virtual meetings
- ✓ Give permission for my child to be transported by public school bus, college vehicles, and/or commercial chartered buses for field trips, college visitations, or other general program needs
- ✓ Give permission for the Hampton University Upward Bound Program staff to access my child's class schedule, grades, standardized test scores, SOL scores, and financial aid documentation for the purposes of meeting program requirements
- ✓ Understand that the Hampton University Upward Bound Program staff is required to track my child's progress from high school through college graduation and will supply up-to-date college addresses and information as needed
- ✓ Allow Hampton University Upward Bound Program staff or program designees to make a record of my child's activities (e.g. videotape, audio tapes, movies, or photographs) while engaged in program activities for use in marketing materials, teacher in-service training, or professional conference presentations

- ✓ Understand that I must notify the Hampton University Upward Bound Program staff if my child is given in-school or out of school suspension after being accepted into the Hampton University Upward Bound Program
- ✓ Understand that my child not may be denied acceptance to or be dismissed from the Hampton University Upward Bound Program for failing to comply with policies set forth in the Hampton University Upward Bound Student and Parent Handbook
- ✓ Understand that dismissal from the Hampton University Upward Bound Program will occur if my child is in possession of tobacco, alcohol, drugs, firearms, or other weapons at school or during program activities.
- ✓ Assume responsibility for any damage to the program’s technology, damage to the University, high school, or other facilities for which my child is responsible.
- ✓ Understand that upon acceptance to this program, my child will attend at least one complete in-person or virtual Summer Program, including the end of summer trip, when allowable. Family vacations, church camps, 4-H camps, sports camps, band camp, Boy/Girl Scout camps, etc. should be planned around the Hampton University Upward Bound commitment.
- ✓ Understand that Hampton University Upward Bound Program employees are required to report to the proper authorities any of the following information disclosed by child if:
  - The Scholar expresses thoughts, ideations, or plans to commit suicide
  - The Scholar expresses to an employee that he or she is being abused
  - The Scholar is harassing or abusing another individual
  - The Scholar expresses an intention to harm another person

Fully supporting your child’s involvement may include:

- ✓ Providing transportation to an activity, and/or providing lunch for your child when a meal is not provided by Upward Bound and maintaining a virtual option
- ✓ Assisting with scholarship fundraising efforts
- ✓ Sharing ideas and feedback to Upward Bound Program staff, and attending parent meetings and events as scheduled

We are always open to your ideas for other ways to get parents involved. Your involvement in parent/guardian individual and group meetings and events are expected, though we understand you may not be able to attend each time.

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### **SCHOLAR COMMITMENT**

As a member of the HU Upward Bound Program, I understand that my commitment to this program assists me in going to college and obtaining a four-year college degree. My personal actions and mannerisms will be college-going behaviors and includes:

- ✓ Maintaining a minimum 2.5 semester grade point average;
- ✓ Successfully completing the appropriate Standards of Learning Tests, and providing end of year SOL scores and final grade report cards to Upward Bound staff;
- ✓ Participating in a minimum of one complete Summer Program, including the end of the year trip;

- ✓ Participating in after-school, in-school, or Saturday meetings, testing, tutoring, and field trips;
  - ✓ Following the dress code, rules and regulations of the HU Upward Bound Program and my respective high school;
  - ✓ Not receiving in-school or out of school suspension upon being accepted into this program;
  - ✓ Not using or being in the possession of tobacco products, alcohol or other abusive substances, including “vapor” products during program activities or while on school or college property;
  - ✓ Not being in the possession of firearms or other weapons during program activities or while on school or college property;
  - ✓ Enrolling in college preparation courses throughout high school which includes a rigorous curriculum;
  - ✓ Exhibiting positive behaviors and attitudes towards students and staff;
  - ✓ Enrolling in college upon graduation from high school, and
  - ✓ Graduating from college with a two-year degree (in 3 years or less) and/or a four-year degree (in 6 years or less).
- 

## **RELEASE OF STUDENT RECORDS**

### **Consent to Release Student Records**

Dear Principal/Counselor:

My son/daughter \_\_\_\_\_ is participating in the Hampton University Upward Bound Program. I understand that Upward Bound staff is required by federal regulations to track my student’s grades, SOL scores, and academic progress and attendance and behavior throughout high school (including a all transcripts). I hereby authorize the HU Upward Bound staff to obtain copies of my student’s academic transcripts (including SOL scores), attendance and discipline records, track their college progress using the National Student Clearinghouse Database, and request financial assistance records (USDA/Financial Aid) from the educational institution now attending and from educational institutions attending in the future. I give my permission for this information to be released to the HU Upward Bound staff. If my child drops out or is removed from the program, a final high school transcript should be provided to the Upward Bound staff for tracking purposes. Thank you for your assistance.

## MEDICAL FORM

**General Information:** Student's Name; Home Phone; Address; Date of Birth; Social Security #

**Medical Insurance:** (Medical Insurance Card): Insurance Co; Member's Name; Member's Number; Group Number; Family Doctor; Phone; My child does not have medical insurance.

**Permission to Seek Medical Assistance:**

**I give permission for the Hampton University Upward Bound Program staff to seek emergency medical services for my son or daughter listed below**

**General Health:** Allergies/Asthma/Diabetes/Epilepsy/Migraine headaches/Seizure/Other

Is the student a proficient swimmer? Does the student get car sick? Does the student take any medication on a long term basis?

**The Hampton University Upward Bound Program medical kits contain general first aid supplies: band aids, ace bandages, cold packs, bee sting swabs, antiseptic wipes, Neosporin antibacterial ointment, feminine hygiene products, and general over the counter medications.**

**Permission to Administer Over the Counter Medications:**

By checking the appropriate items, I give permission for \_\_\_\_\_ to receive the following over the counter medications according to the specific directions on the product label unless otherwise directed by a physician.

**Please check giving permission to administer:**

1. Headaches: Tylenol/Advil/Motrin/other: \_\_\_\_\_
2. Migraines: Advil Migraine/Excedrin Migraine/other: \_\_\_\_\_
3. Upset stomach: Tums/Tagamet/Gas X/other: \_\_\_\_\_
4. Diarrhea: Imodium/Pepto Bismol/other: \_\_\_\_\_
5. Allergies: Benadryl/other: \_\_\_\_\_
6. Sinus: Advil Cold and Sinus/other: \_\_\_\_\_
7. Cramps: Midol/other: \_\_\_\_\_
8. Motion Sickness: Dramamine/other: \_\_\_\_\_



Please list any other over the counter medications you **give us permission to administer:**

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### ASSUMPTION OF RISK

#### **Parental Consent and Assumption of Risk Agreement:**

In consideration of my minor child \_\_\_\_ (“the minor”) being permitted to participate in the Hampton University Upward Bound Program (“Program”), I acknowledge that I, the parent/legal guardian of the minor, am responsible for the minor’s behavior and well-being. On behalf of the minor, I accept this condition of participation and acknowledge that I have been informed, and will inform the minor, of the general nature of the risks involved in this Program, including but not limited to, accidents related to travel, acts of nature (ex: bee stings, etc.), and/or health related accidents (ex: dehydration, sprains, etc.).

I fully understand that in the event of an accident or injury, personal judgment may be required by the Program staff or Hampton University (“University”) personnel regarding what actions should be taken on the minor’s behalf. Nevertheless, I acknowledge that the University and/or the Program personnel may not legally owe me or the minor a duty to take any action on the minor’s behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account the minor’s personal health and physical condition.

I further agree, and will instruct the minor, to abide by any and all specific request by the University and the Program for the minor’s safety and the safety of others. I agree, and will instruct the minor, to abide by any and all of the University’s and Program’s rules and policies applicable to all activities related to this program. I understand that the Program reserves the right to exclude the minor’s participation in this Program if the minor’s participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for the minor being permitted to participate in this Program, and because I have agreed to assume the risks involved, I hereby agree that as the parent/legal guardian of minor, I am responsible for any resulting personal injury, damage to or loss of property which may occur as a result of the minor’s participation or arising out of the minor’s participation in this Program. I understand that this Parental Consent and Assumption of Risk Agreement will remain in effect

during the minor's participation in the year-round program-related activities, unless a specific revocation of this document is filed in writing with the Hampton University Upward Bound Program Director, at which time the minor's participation in the Program will cease.

I acknowledge that I have read and fully understand this Parental Consent and Assumption of Risk Agreement. I further affirm that the minor is under 18 years of age, that I am hereby providing permission for him/her to participate in the Hampton University Upward Bound Program and I agree to be responsible for his/her behavior and safety during participation in this Program.

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#### EVENT PICK-UP AUTHORIZATION FORM

I, \_\_\_\_, parent of \_\_ authorize the following person(s) to pick-up my child from Hampton University Upward Bound activities. \_\_\_\_\_  
I **DO NOT** authorize the following person(s) to pick-up my child from Hampton University Upward Bound activities unless notified in writing: \_\_\_\_\_

---

#### ACTIVITY PERMISSION SLIP

I, \_\_\_\_, grant permission for my son/daughter, \_\_\_\_\_ to participate in the Hampton University Upward Bound Program's events, activities, and field trips during the 2021-2022 program year. By signing this permission slip, I am authorizing a bona fide representative of Hampton University to seek and authorize emergency medical treatment for my son/daughter in the event that he she becomes sick or suffers from an injury or illness during the aforementioned event, activity, trip or until such time as I am notified of the situation. In signing below, I am releasing Hampton University Upward Bound Program and any other bona fide authorized representative of the University from liability should by son/daughter suffer from any accidents or injuries, damages to or losing his/her personal property while participating in the program. I further understand that in the event my child's actions directly or indirectly cause any damages or injuries while on this activity, I, as the parent/legal guardian may be held liable.

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# HAMPTON UNIVERSITY UPWARD BOUND PROGRAM SCHOLAR PARTICIPATION CONTRACT

I have read and fully understand each section of the Upward Program Scholar and Parent Handbook. I clearly understand that participants in the Upward Bound Program are required to be college-bound students i.e., students planning to enroll in college after high school graduation. I clearly understand the expectations and requirements of the Upward Bound Program. I clearly understand the consequences if I do not follow through with the stated requirements, rules and regulations, and policies and procedures outlined in this handbook. I also understand that by not following through with Program requirements and expectations that dismissal from the Hampton University Upward Bound Program can occur.

**By signing this contract, I am committing to complete the Hampton University Upward Bound Program experience in its entirety, both the academic year and at least one full summer component.**

\_\_\_\_\_  
SCHOLAR SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

---

## PARENT/GUARDIAN PARTICIPATION CONTRACT

I have read and fully understand each section of the Upward Program Scholar and Parent Handbook. As the parent(s)/guardian(s) of the above named Scholar, I/we commit to supporting the administration and staff of the Hampton University Upward Bound Program in providing a safe and educational program for my/our child. I/we understand that my/our child's success in this program is my/our responsibility as well as my/our child's. I/we accept that responsibility and



14. \_\_\_\_/\_\_\_\_ **DOCUMENTS SIGNED AND ON FILE**

15. \_\_\_\_/\_\_\_\_ **SCHOLAR/PARENT PARTICIPATION CONTRACT**

By initialing each item above, it signifies that the Scholar and the Parent/Guardian have thoroughly reviewed and agreed to each portion of the Hampton University Upward Bound Program Student and Parent Handbook. In compliance with the rules and regulations of Hampton University and the Hampton University Upward Bound Program, we understand that if they are violated the Scholar is subject to dismissal from the program. By signing below I accept all terms and conditions of participation.

\_\_\_\_\_  
SCHOLAR SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

## **APPENDIX A**

### **HAMPTON UNIVERSITY CODE OF CONDUCT**

Joining the Hampton Family is an honor and requires each individual to uphold the policies, regulations, and guidelines established for students, faculty, administration, professional and other employees, and the laws of the Commonwealth of Virginia. Members of the Hampton Family embrace the core values of Exceptional Character: Respect, Professionalism, Integrity, and Community. No member shall lie, cheat, or steal and each member is required to adhere to and conform to the instructions and guidance of the leadership of his/her respective area. Therefore, in maintaining The Standard of Excellence, the following are expected of each member of the Hampton Family:

**Respect:**

**1. To respect himself or herself.**

Each member of the Hampton Family will exhibit a high degree of maturity and self respect and foster an appreciation for other cultures, one's own cultural background, as well as the cultural heritage from which Hampton University was born. It is only through these appreciations that the future of our university can be sustained indefinitely.

**2. To respect the dignity, feelings, worth, and values of others.**

Each member of the Hampton Family will respect one another and visitors as if they were guests in one's home. Students, faculty, and staff should engage in behaviors that are uplifting and encouraging. Moreover, to accost, bully, cajole, or proselytize students, faculty or staff, parents or others, use vile, obscene or abusive language or exhibit lewd behavior, is in direct violation of the Hampton University Code, on or off campus.



### **Professionalism:**

3. To foster a personal professional work ethic within the Hampton University Family. Every member of the Hampton Family must strive for efficiency and job perfection. Each individual must exhibit a commitment to serve, and tasks must be executed in a humane and civil manner.

4. To foster an open, fair, and caring environment.

The University will maintain an open and caring environment. It is understood that intellectual stimulation is nurtured through the sharing of ideas. In cases where issues arise, each member of the Hampton Family is assured equal and fair treatment.

### **Integrity:**

5. To respect the rights and property of others.

Each member of the Hampton Family will only engage in activities that are legal and ethical, both on and off campus. No member shall lie, cheat or steal. Other transgressions include, but are not limited to, harassment of any form, possession of weapons such as knives and firearms, involvement in possession, use, distribution and sale of illegal drugs, theft, vandalism or hazing. Violators will be subject to all applicable provisions listed in the Faculty Handbook, Educational Support Staff Personnel Policies, Benefits &

Procedures Handbook, the Official Student Handbook, the Hampton University Code, and statutes of the Commonwealth of Virginia.

6. To practice personal, professional, and academic integrity.

Personal, professional, and academic integrity is paramount to the survival and potential of the Hampton Family. Therefore, individuals found in violation of Hampton University's policies against lying, cheating, plagiarism, or stealing are subject to disciplinary action that could possibly include dismissal from the University.

### **Community:**

7. To promote inclusion, while striving to learn from differences in people, ideas, and opinions.

Each member of the Hampton Family will support equal rights and opportunities for all regardless of age, sex, race, sexual orientation, religion, disability, ethnic heritage, socioeconomic status, political, social, or other affiliation or disaffiliation.

8. To promote the ethical use of technology and social media

As a Hampton Family we embrace the digital age. Each member of the Hampton Family is expected to use technology in a responsible and respectful manner. Individuals should utilize their best judgment before posting content and should specifically refrain from cyber bullying or using social media to cheat. Uses of technology or social media posts that violate any of the aforementioned tenets of this Code will subject one to disciplinary action.

9. To be fully responsible for upholding the Hampton University Code.

Each member of the Hampton Family will embrace all tenets of the Code of Conduct, Policies, and the Honor Pledge and is encouraged to report all violators to the appropriate administrator or the Council for Institutional Culture and Values.

Approved by Administrative Council, July 31, 2018

[https://www.hamptonu.edu/student\\_life/codeofconduct.cfm](https://www.hamptonu.edu/student_life/codeofconduct.cfm)

## **APPENDIX B**

### **NEWPORT NEWS PUBLIC SCHOOLS CODE OF CONDUCT**

Newport News Public Schools Code of Conduct fosters the school division’s mission to ensure all students graduate “citizen ready.” It provides guidance for students, families and staff, and details the many options available to NNPS staff to address student conduct.

The rules of conduct for students in Newport News Public Schools are presented in this section of the Handbook. These rules and regulations have been adopted by the Newport News School Board and represent its official policy.

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

All rules and regulations will be enforced on all Newport News school grounds and premises, including Todd Stadium; before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event; or when students are traveling to or from school. The rules contained in this Handbook also apply to bus behavior and behavior at the bus stop.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, afterschool work, repayment for damages, clean-up, revocation of privileges associated with school activities (including participation in graduation exercises), suspension or expulsion.

Principals and school security officers, under the direction of a school administrator, may search students and student property (including automobiles and other vehicles) when there is reasonable suspicion to do so. Students should understand that they have no expectation of privacy to their lockers, personal property, or vehicles allowed to park on school property.

Consistent with applicable legal requirements, school division personnel may use search techniques such as metal detectors and use other lawful search techniques.

Alternative schools/programs and magnet schools, such as Enterprise Academy and An Achievable Dream Academy, may require additional and/or more restrictive expectations of students consistent with the program design and mission.

Such components may include, but are not limited to: attendance, participation, and dress code regulations.

#### Statement of Non-Discrimination

The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, religion, marital status, age, pregnancy, sexual orientation, sexual identity, veteran status, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations.

The Human Resources Supervisor, Newport News Public Schools, at 12507 Warwick Blvd., Newport News, VA 23606, (757-881-5061), is responsible for coordinating the division's efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

A cautionary note is offered to the Parent as this Handbook and its rules are reviewed.

A set of rules does not replace the administrator's judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of conditions of the moment.

## **APPENDIX C**

### **THE HAMPTON UNIVERSITY STUDENT DRESS CODE**

The Dress Code is based on the theory that learning to use socially acceptable manners and selecting attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Hampton University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives -essential areas of development necessary for propelling students toward successful careers.

Students will be denied admission to various functions if their manner of dress is inappropriate. On this premise students at Hampton University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. Classroom, Cafeteria, Student Center and University offices - neat, modest, casual or dressy attire.
2. Formal programs in Ogden Hall, the Convocation Center, the Little Theater and the Memorial Chapel - business or dressy attire.
3. Interviews - business attire.

4. Social / Recreational activities, Residence hall lounges (during visitation hours) - modest, casual or dressy attire.

5. Balls, Galas, and Cabarets - formal, semi-formal and dressy respectively.

Students will be denied admission to various functions if their manner of dress is inappropriate. Examples of inappropriate dress and/or appearance include:

1. Do-rags, stocking caps, skullcaps and bandanas (prohibited at all times on the campus of Hampton University except in the privacy of the student's living quarters);

2. Head coverings and hoods for men in any building;

3. Baseball caps and hoods for women in any building. This policy item does not apply to headgear considered as a part of religious or cultural dress; Bare feet; Shorts that reveal buttocks;

Shorts, all types of jeans at programs dictating professional or formal attire, such as Musical Arts, Fall Convocation, Founder's Day, and Commencement;

4. Clothing with derogatory, offensive and/or lewd messages either in words or pictures;

5. Men's undershirts of any color worn outside of the private living quarters of the residence halls;

6. Sports jerseys without a conventional tee-shirt underneath; and

7. Men and Women's pants that show underwear

#### Dress Code: Procedures for Cultural or Religious Head Coverings

1. Students seeking approval to wear headgear as an expression or religious or cultural dress may make a written request for a review through the Office of the Chaplain.

2. The Chaplain will forward their recommendation to the Vice President for Student Affairs for final approval.

3. Students that are approved will then have their new ID card picture taken by University Police with the headgear being worn.

All administrative, faculty and support staff members will be expected to monitor student behavior applicable to this dress code and report any such disregard or violations to the Offices of the Dean of Men, or Dean of Women for the attention of the Vice President for Student Affairs.

Revised Dress Code Policy Approved July 14, 2009

## APPENDIX D

### NEWPORT NEWS PUBLIC SCHOOLS STUDENT DRESS CODE

#### *Elementary, Middle, and High*

The following dress practices are not allowed in school:

- Headwear or head coverings of any kind such as hats, hoods, sweatbands, bandannas, scarves, sunglasses, combs, picks, curlers, or rakes worn in the hair. Exceptions to this are religious, ethnically-specific, or significant head coverings or hairstyles, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows which are allowed.
- Any article of apparel which displays obscene words, pictures or designs. Any article that conveys a sexually suggestive message or a pro-alcohol, drug, or gang related message. This would include the display of any apparel, jewelry, accessory, or tattoo that by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.
- Clothing that is transparent or exposes the midriff, back, navel, or has a low-cut neckline.
- Tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops (unless covered).
- Dresses, skirts, or shorts that do not reach at least mid-thigh or have slits above mid-thigh.
- Underwear worn as outer garments.
- Pants, skirts or shorts worn below waistline (“sagging”) or inside out. Pajamas/ sleepwear of any kind. Cut-up shorts or pants with slits, rips or holes above mid-thigh.



- Bare feet. Footwear must always be worn.
- Jewelry or accessories that may be used as a weapon (e.g. two or three finger rings that are joined, chains, oversized or spiked accessories).
- Garments that are excessively tight, clothing that resembles leggings, jeggings, tights, or yoga pants unless worn underneath a shirt, shorts, dress, or skirt that is at mid-thigh length.

\* Refer to the section on Behaviors related to School Operations - Dress Code violation for disciplinary sanctions. NNPS Policy JICA- Student Dress

A student will not dress, groom, or wear items where the effect is to cause disruption or interference with the operation of the school. The principal or designee will determine whether any particular mode of dress or apparel results in such interference or disruption. Such determinations will not be made by direct physical contact with a student or student's attire, nor by a requirement to disrobe.



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