

Summer Program 2023

Dear UB Parent and Student:

As we approach the Upward Bound summer program, we look forward to a great educational experience. Beyond the academic program, included are college campus tours as well as cultural and recreational experiences. A calendar of planned activities will be provided. In order for your son/daughter to participate in program activities, the enclosed forms must be completed and returned by April 28, 2023.

REQUIRED INFORMATION

All of the forms included in this packet, when applicable, are required to be signed by a parent or legal guardian. *This includes students who are 18 years old at the time of enrollment.*

Please complete and return the enclosed forms by April 28, 2023 to:

**Upward Bound Program
Clark Atlanta University
223 James P Brawley Drive**

Atlanta, GA 30314

OR

Email: fhammonds@cau.edu

OR

**Drop them by our campus office
(Kresge Hall, 2nd Floor)**

Participants should check in the assigned dormitory on Sunday, June 11, 2023 between 12:00pm and 3:00pm.

Again, congratulations on your decision to participate in the UB summer program. We hope that this will be a positive experience for all.

Sincerely,

Ms. Hammonds
Associate Director
Upward Bound Program

**UPWARD BOUND 2023 SUMMER
PROGRAM**

PARTICIPATION CONTRACT

SCHOLARS ONLY – PLEASE INITIAL EACH LINE TO VERIFY YOU HAVE READ AND UNDERSTAND THE FOLLOWING RULES AND REGULATIONS.

The mission of the Clark Atlanta University Upward Bound TRIO Program is to provide a student-centered college-prep program that assists a diverse population of program participants to graduate from high school, enroll in and matriculate in a postsecondary education program, while contributing to their holistic development.

To this end, I understand that all the classes and activities sponsored by the Clark Atlanta University Upward Bound Program are designed to assist me in achieving my academic and personal goals.

The following code of conduct outlines the behavior expected of me when I participate in all Upward Bound activities:

- ☐ **Keep a positive attitude.**
- ☐ **Arrive mentally, physically, and emotionally prepared to work towards my educational goals.**
 - ☐ **Arrive on time and be where I belong at all times.**
 - ☐ **Treat others and myself with respect and courtesy.**
- 1) I agree to participate in all sessions of the six-week summer program. _____ Initial
- 2) I agree to attend all program classes punctually and to complete all assignments to the best of my ability. _____ Initial
- 3) I agree to give my full cooperation to the Upward Bound staff, teachers, and counselors. I understand that being disrespectful to an Upward Bound staff person, teacher, or counselor may result in dismissal from the program. _____ Initial
- 4) I agree to provide a written excuse, signed by my parent or guardian, to the Upward Bound staff for any absence. _____ Initial
- 5) I understand that no drugs (except by doctor's prescription) or alcoholic beverages are allowed on campus. I also understand that smoking is prohibited. _____ Initial
- 6) I understand that once on the Clark Atlanta University campus, I am not permitted to leave without consent from an Upward Bound staff person. I also understand that I am not to go into an unauthorized area. _____ Initial
- 7) I understand that drinks and food are not permitted in the classroom or computer lab. _____ Initial
- 8) I understand that the use of cell phones and iPods are not allowed during class sessions, assemblies, or an Upward Bound activity. _____ Initial
- 9) I understand that to receive a stipend I must complete all class assignments and follow all program rules. _____ Initial

Clark Atlanta University
**UPWARD BOUND 2023 SUMMER
PROGRAM**
PARTICIPATION CONTRACT CONT'd...



10) I understand that I am not allowed to bring friends and relatives to the program or activities.

 Initial

11) I understand that I must have on file, a signed parental consent form to attend all off-campus activities.

 Initial

12) I understand that fighting is grounds for immediate dismissal from the Upward Bound Program.

 Initial

13) By initialing, I understand these offenses result in immediate dismissal from the program.

 Initial

14) By initialing, I understand the following inappropriate behaviors and consequences.

 Initial

- ☐ *Leaving the program sponsored housing (including hotel rooms) after curfew*
- ☐ *Leaving campus without permission*
- ☐ *Stealing or Theft*
- ☐ *Fighting*
- ☐ *Use and/or possession of alcohol or drugs (campus Police will be notified)*
- ☐ *Use and/or possession of tobacco products*
- ☐ *Sexual/verbal harassment*
- ☐ *Abusive behavior*
- ☐ *Malicious property damage*
- ☐ *Gambling*
- ☐ *Possession of a weapon (campus Police will be notified)*

15) By initialing, I understand the following inappropriate behaviors and consequences.

 Initial

- ☐ *Displaying an uncooperative attitude towards the CAU Upward Bound staff, teachers, and counselors*
- ☐ *Foul language*
- ☐ *Disruptive behavior (talking, horse-playing, sleeping during class or an Upward Bound activity)*
- ☐ *Being disrespectful to Upward Bound staff, teachers, counselors, or peers*
- ☐ *Drinks and/or food brought into the computer lab or classroom*
- ☐ *Excessive tardiness (3-4 times)*
- ☐ *Misuse of Breeze Cards*
- ☐ *Disruptions (Class, Dorm, Field Trips)*
- ☐ *Dress Code Violations (At the discretion of program staff)*
- ☐ *Skipping Class Sessions*
- ☐ *Threats, intimidation, or harassment of a participant (Bullying)*
- ☐ *Inappropriate displays of affection*
- ☐ *Sexual misconduct*
- ☐ *Playing radios during scheduled classes or meetings*
- ☐ *Improper cell phone usage*
- ☐ *Tampering or disabling smoke alarms*
- ☐ *Use of drugs, alcohol, and/or tobacco*

Clark Atlanta University
**UPWARD BOUND 2023 SUMMER
PROGRAM**
PARTICIPATION CONTRACT CONTD....



First Offense: Conference with the Residential Manager/ Program Specialist.

Second Offense: Conference with the Program Specialist/Associate Director and a phone call to the parent/guardian.

Third Offense: May result in a parent conference with the Director and/or Associate Director, loss of stipend and/or dismissal from the program.

I _____, understand that this Participation Contract is between the Clark Atlanta University Upward Bound Program, myself, and my parent/guardian. I hereby acknowledge that I have read, understood, and accept the obligations of the contract. I further understand that my continued participation in the Upward Bound Program is contingent upon my compliance to the terms and conditions stated in this contractual agreement.

Participant's Signature

Date

Participant's Name (print)

Parent's Signature

Date

Office: 404-880-8200 Fax: 404-880-8267 Email: fhammonds@cau.edu

Alternate Emergency Contact	Phone (Home)	Phone (Work)	Phone (Cell)
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Field Trip Rules and Regulations

ATLANTA PUBLIC SCHOOL DISTRICT RULES APPLY ON ALL CAU UPWARD BOUND FIELD TRIPS

The purpose of this trip is as follows:

- ✓ To provide participants with enriching educational activities.
- ✓ To expose students to various post-secondary institutions and scholarship opportunities.
- ✓ To show students the opportunities available to people whom are economically independent.

Upward Bound students are required to conduct themselves respectfully, properly representing the program, their school, and Clark Atlanta University. The following rules are strictly enforced:

PARENTS ONLY – PLEASE INITIAL EACH LINE TO VERIFY YOU HAVE READ AND UNDERSTAND THE FOLLOWING RULES AND REGULATIONS.

1. Students are not allowed to attend field trips without proper documentation from the parent / guardian.
Initial Here: _____
2. A 72- hour cancellation notice is required for all field trips. If a student fails to attend without giving proper notice, may not be eligible to attend future trips. All trips where a flight is the mode of transportation will have an additional \$130 no-show penalty. **Initial Here :** _____
3. Musical instruments without headphones are not allowed on the bus. **Initial Here :** _____
4. An electronic device with earphones is permitted, however, it is not allowed during field trip activities.
Initial Here : _____
5. Eating is not allowed on the bus unless announced on the trip. **Initial Here :** _____
6. Females and males are not allowed to sit together on the bus. **Initial Here :** _____
7. Students must be dressed appropriately at all times. Revealing attire, short shorts, crop tops and sagging/baggy pants and slides are not allowed. **Initial Here :** _____
8. Blatant disrespect or disobedience will result in suspension or dismissal from the program. **Initial Here :** _____
9. Program staff must be notified in advance (in writing) of medical conditions that require special attention or the administration of medication. **Initial Here :** _____
10. Possession or use of weapons, illegal drugs and alcoholic beverages will result in dismissal from the program. In addition, the use of profane language, fighting or stealing will result in dismissal from the program.
Initial Here : _____
11. Students must be picked-up within 30-minutes of returning from a trip or the authorities will be contacted.
Initial Here: _____
12. **I authorize my child to walk home / take Marta after being dropped off by the charter bus** (circle one) **Yes**
No **Initial Here :** _____

I have read, initialed and agree to the above rules and regulations as indicated by my signature below.

Parent/Guardian Signature

Student Signature

CLARK ATLANTA UNIVERSITY
Upward Bound Program
Summer 2023



Dormitory Roommate Request Form

**** To choose a roommate, paperwork must be submitted by both participants listed below by the deadline of April 28, 2023. ****

Student's Name _____
(Last) (First) (MI)

Home Address:

☐ I would like to share a room with:

First Choice: _____

Student's Name

Second Choice: _____

Student's Name

OR

☐ I would like for the Upward Bound staff to assign a roommate for me.

Student's Signature: _____

Date: _____

CLARK ATLANTA UNIVERSITY
Upward Bound Program
PERMISSION TO LEAVE FORM
Summer 2023



I _____ (parent/guardian), hereby give my son/daughter
_____ (participant) permission to leave Clark Atlanta University
Upward Bound with the following people. I understand that my son/daughter may not leave until the
completion of class for the week unless otherwise requested **in advance and in writing** or in case of
an emergency. If there are questions regarding the individuals listed, I understand that the Upward
Bound staff will contact me before allowing my child to leave. **My contact number is**
_____.

	Name	Contact number	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**Please make sure that those persons picking up students are adults and are prepared to
present valid state issued identification to the staff member responsible for check-out.
Each individual must come to the dorm, contact authorized staff member and officially
sign out the student.**

Signature of parent/guardian

Date

Upward Bound Program



Attire and Grooming Regulations:

The program administrators, teachers and staff will encourage all students to dress in appropriate fashion.

Dress Code:

Upward Bound would like participants to wear clothing that encourages them to be confident and successful students. Program administrators, instructors, and residential staff will ensure that that participants' dress shall meet the following requirements:

- Clothing and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
- Clothing must be modest and of appropriate length and fit. Extremely tight clothing and baggy, oversized clothing are not permitted. In addition, leggings cannot replace pants.
- Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
- Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
- Appropriate undergarments must be worn at all times and must not be visible. We do NOT want to see underwear, lingerie, revealing shirts, midriffs, backs, or hips. Spaghetti straps and low-cut dresses/ blouses are not permissible.
- Caps, hats, head wraps, bandannas, sunglasses, hoods, or other head coverings may not be worn in the classroom buildings or during campus tours.
- Appropriate shoes must be worn at all times. Slippers, Crocs, and pajamas may not be worn outside of dorm halls and hotel rooms.

I have read the above regulations and understand that if my attire is deemed to be inappropriate by the Upward Bound staff, I will be required to change.

Student Signature

Date

Parent Signature

Date



Females Only

The following information is requested to assure that the Clark Atlanta University Upward Bound Program adheres to university policies and guidelines. All information is treated confidentially and will not be released without parent and/or student consent.

Are you pregnant? Yes _____ No _____

If yes, how many months? _____

Are you under a doctor's care? Yes _____ No _____

By signing, I certify the above information is true to the best of my knowledge. I understand that falsifying the above information is grounds for dismissal from the Clark Atlanta University Upward Bound Program.

Student Signature

Date

Parent Signature

Date

COVID-19 Vaccination and Testing Guidelines / Tuberculosis Screening Record

Upward Bound Scholars are required to have all three (3) COVID-19 vaccinations to participate in the Summer Program. As Clark Atlanta University continues to monitor COVID-19 in collaboration with the Atlanta University Center Consortium (AUCC), we remain vigilant in our efforts to maintain a low positivity rate with testing and increased booster rates. Centers for Disease Control and Prevention (CDC) and the U.S. Food and Drug Administration (FDA) have determined that the COVID-19 vaccine is safe and effective, and studies have shown they prevent severe illness and death from the virus. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html> for information. Therefore, CAU is requiring students, faculty, and staff to provide proof of COVID-19 vaccination prior to CAU's TRIO Upward Bound Summer Program in order to protect the health and safety of the campus community this summer, particularly people at increased risk of severe illness from COVID-19, and to ensure that everyone can experience a vibrant campus community in the summer.

We envision our summer program will look much like our pre-pandemic operations, including:

- A six-week summer residential program;
- Standard summer courses and class sizes;
- Standard room occupancy for on-campus residence halls;
- Standard lab and research operations;

In light of this, we will require that students provide proof of vaccination. Upload a copy of your official vaccination card from the medical provider that issued your doses. Additionally, students will be required to take a Rapid Antigen COVID test each week when they arrive on campus in the designated testing area on Clark Atlanta's campus. Initial Here: _____

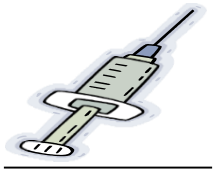
Timeline for Completing Vaccination: In order to satisfy a critical milestone of having a fully vaccinated campus, all students must upload their vaccine documentation by no later than May 13, 2023. Initial Here: _____

About COVID-19 Vaccines | CDC

Different COVID-19 Vaccines | CDC

Outdoor masking will be optional. Masks will be required indoors including all buildings, classrooms, labs, dining areas, residence halls (unless you are in your assigned dorm room), etc.

We thank you for your cooperation regarding testing, vaccinations, and masking in our efforts to maintain a safe and healthy campus.



PROOF OF COVID-19 VACCINATIONS & TUBERCULIN SKIN TEST

Below, is a QR Code that will direct you to upload your negative Tuberculin (TB) Skin Test results in addition to your COVID-19 vaccination card. If you have not had a TB test done and all three (3) COVID-19 vaccinations completed for the program, you must have these tests done before checking in the dorm and commuting back and forth to campus.

TB testing should be administered by your physician or local health clinic representative. We recommend that you make an appointment as soon as possible because the student will need to return to have the results read and documented 2-3 days after the test is done.

Once again, a negative TB test result and a completed COVID-19 vaccination card (two doses and booster) must be submitted prior to participating in the Clark Atlanta University Upward Bound summer program.

I have provided a Tuberculosis Screening Record for my son/daughter. Yes or No

If you have questions about this form, please feel free to call (404) 880-8200.



**CLARK ATLANTA UNIVERSITY UPWARD BOUND
PROGRAM
ON-CAMPUS AGREEMENT
UB Scholars**

I have committed to participate in the CAU Upward Bound 2023 Summer Program. This program is scheduled to begin on June 11, 2023 and will end July 14, 2023 (followed by an invitation only Summer College Tour July 17-19, 2023). I have chosen to live on the CAU campus and agree to abide by the following regulations:

- I understand and agree that I must abide by the schedule set by the Upward Bound staff. This means that I may not leave campus without permission from the administrative staff.
- I understand and agree that I must attend **all** classes, meetings, study hall sessions and activities required by the program.
- I understand and agree that I must check out and check in the dorms at the scheduled times.
- I understand and agree that I am expected to show respect for the staff in charge of my care.
- I will read and follow the rules and regulations outlined in the CAU Upward Bound Handbook.
- I have read and agree to abide by the rules and regulations governing field trips.
- I understand and agree that if I do not abide by this agreement, I must immediately vacate the dorm. If I am allowed to continue participating in the Upward Bound summer program, I will then be expected to commute to and from campus, continuing to attend scheduled classes.

I have read and thoroughly understand the above on-campus regulations. I agree to abide by these regulations.

Participant signature

Date

Parent/Guardian signature

Date

CLARK ATLANTA UNIVERSITY
Upward Bound Program
Media Release Form

I hereby authorize TRIO Upward Bound, hereafter referred to as "Company," to publish photographs taken of myself and/or the minor child or children listed below, and our names and likenesses, for use in the TRIO Upward Bound's print, online and video- based marketing materials, as well as other Company publications.

I hereby release and hold harmless TRIO Upward Bound from any reasonable expectation of privacy or confidentiality for myself and for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize TRIO Upward Bound to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I; the minor child; nor minor children will receive financial compensation of any type associated with the taking or publication of these photographs or participation in company marketing materials or other Company publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release TRIO Upward Bound, its contractors, its employees and any third parties involved in the creation or publication of Company publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor children listed below.

Authorization:

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Relationship to Children: _____

Names and Ages of Minor Children:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

WHAT TO BRING TO CAMPUS.....



WHEN DECIDING WHAT TO PACK, HERE ARE A FEW THINGS TO KEEP IN MIND.

DO BRING:

- Alarm clock/radio
- Pillow
- Linen for twin-sized bed
- Iron
- Bathroom supplies (towels, wash cloths, toothbrush, shower shoes, soap, etc.)
- Snacks
- Clothes hangers
- Rain gear (rain slicker, umbrella)
- Sweater/sweatshirt (classrooms may be chilly)
- At least one “dress-up” outfit for the banquet
- Please consider the amount of time you will be at Clark Atlanta University and the types of activities we have planned. Also, bring clothing that is easy to care for (wash & wear).

DO NOT BRING:

- ☐ TV
- ☐ Microwave/Hot Plate
- ☐ Refrigerator
- ☐ Air Fryer
- ☐ Video Game Systems (PlayStation, Xbox, Switch, Wii, etc.)

****CAU Upward Bound WILL NOT be responsible for any lost, stolen or damaged items. All items are the responsibility of the participant. ****