

2022 Upward Bound Summer Handbook



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Upward Bound
ONE OCEAN - ALASKA - MAUI 2022

Welcome

We are excited to have you be a part of our Upward Bound One Ocean Summer Academy 2022! You are a part of an exciting experience that will give you the confidence to go to college and prepare you to reach the full potential of your future. We promise to do our very best to support you through the program, integrate fun activities, and make some lasting memories.

The Summer Academy 2022 provides students a 5-week summer experience in problem-based learning with a STEM focus. Students will explore content, activities, and skills to gain confidence and momentum for post-high, college readiness.

The success of the summer depends on the coordinated efforts of the Upward Bound staff, you, and the support of your family! To achieve the goals of the Upward Bound program, we uphold four values:

- **COMMITMENT:** Your trust in the program to provide opportunities for growth.
- **COOPERATION:** Working together toward common goals and helping one another.
- **CONSIDERATION:** Thoughtfulness of others and caring for each other's well-being.
- **COMMUNICATION:** Exchanging thoughts, ideas, and emotions to help each other learn.

Your mastery of the four "C's" will guide you towards a successful future.

Your participation in Upward Bound is voluntary as well as a privilege. The following outlines the expectations of you, your parents, and the Upward Bound program that will make this summer a safe, fun, and memorable experience.

Student Responsibilities and Guidelines

Students, we expect you to behave in a responsible manner while you participate in the Upward Bound program. As a team, we cooperate and are considerate to one another. We work as a team to create a safe place. All students will be responsible for adhering to the following expectations and guidelines. Violation will result in consequences. When possible, disciplinary measures will match real life consequences in a dorm, educational and work place setting as we are teaching students to be responsible adults. We can have a truly great summer if everyone takes their responsibilities seriously.

Specifically, students are expected to:

- **Attend and participate in all classes** - This is your #1 priority for the summer program. Participation in all class discussions and activities. Complete all classwork and assignments. Students unable to make academics their first priority should reconsider their participation in the summer program and possibly opt-out of the summer program. Students will be held accountable to prioritize academic assignments. If students fail to complete their daily assignments, student's afternoon activities or field trip privileges may be revoked for students to focus on finishing any missing assignments.
- **Be prompt and attentive**- for classes and activities, including field trips, weekend activities, etc. This will require following the direction of Staff and UB Mentors. Pay attention and listen to instructions on agendas, meeting time, procedures, items needed for the day, etc.
- **Communicate and listen - to your instructors and UB staff.** Ask if you have any questions or concerns. When in doubt, always ask your UB staff members.
- **Traveling** - Listen to direction from the UB staff especially while traveling between locations during the UB summer program. We expect all of our students to act responsibly and respectfully during the summer program. For safety purposes, always stick with your group and never go off on your own.
- **While traveling in vehicles**, students must follow safety and motor vehicle laws including wearing seatbelts and not causing any distractions to the staff members driving and operating the vehicles.
- **College Dormitories** - Students will be living in college dormitories during the summer program and will be expected to follow the student code of conduct while living together in the dormitories. While attending the summer program, students will be kept on different floors based on their gender and will be given limited access to their assigned floors. Students will not be permitted to enter the floor, rooms or bathroom not assigned to them. Students caught for breaking this rule will be sent home at their parent's expense. Students will be expected to keep all campus and dorm areas clean. Students can expect weekly room checks to ensure safety and cleanliness is being maintained.

- **Dating** - during the summer program, dating or dating behavior is not allowed. Overall, dating between students is discouraged as it may lead to uncomfortable situations between students. Public displays of affection between program participants are not permitted, including kissing, touching, groping, fondling, hugging, hand holding, or any other physical contact that may be considered suggestive.
- **Peer Relationships**- Always be courteous and respectful to all other Upward Bound students. We want all students to feel welcomed and comfortable at Upward Bound. This includes all social media platforms (i.e. Facebook, Instagram, Snapchat, Tik Tok, Twitter, etc.) and in person interactions. If you are found to be making negative comments about another student, you will be dismissed from the summer program. If you are the victim of internet bullying or negative comments on ANY social media platform site or in person, or see a student being bullied, please screenshot/record the comments or behavior and bring this to an Upward Bound staff member's attention immediately.
- **Language**- Students are to respect the professional and educational environment of the college institution and the Upward Bound Program. Profanity, derogatory comments and inappropriate language will NOT be tolerated. Inappropriate language or comments will result in assignment of tasks to include program-related work, cleaning duties or dismissal from the summer program.
- **Communication Devices**- cell phones, laptops, and any other electronic devices used for communication should be used responsibly. This includes communication to family and friends. Students will be allowed to use their devices during meal times, and free. During morning classes, activities and after “lights out”, students will not be allowed to be on their devices. Students will be asked to remove or turn off electronic and music devices when staff are giving instructions or talking with students. If it is an emergency the student is responsible to let UB staff know. If they abuse their electronic device usage they face the risk for having their devices confiscated for a 24 hour period.
- **Students will be responsible**- for any electronic devices, or personal belongings that they bring with them during the summer program. Any student caught stealing from peers or staff will be dismissed from the summer program. Students caught with any banned items will be dismissed from the summer program.
- **Personal Hygiene**- Students will be responsible for keeping themselves clean and presentable during the summer program. Students will be interacting with professionals, college staff and community members representing the Upward Bound Program. No t-shirts with inappropriate language or content (such as references to alcohol, drugs, or explicit behavior or nudity), bare midriffs, short skirts or shorts, pants that are ripped in the upper leg areas, or low-cut or revealing shirts. You will be asked to change immediately.
- **Do not change your personal appearance** - during the Upward Bound summer program. This includes dying hair, cutting hair, piercings or tattoos. You may change your appearance under your parent’s supervision before or after the summer program.

- **Pictures-** Upward Bound uses pictures for the purposes of reports, flyers, potential funding opportunities, and for your entertainment (Facebook, Instagram, Yearbook, Memory and Recruitment Videos, etc.). Please do not use pictures as an opportunity to display inappropriate gestures and/or poses.

As students in this program, you have a high standard of positive attitude and integrity to uphold. It is important to remember that your actions affect the entire Upward Bound family and the University of Hawaii Maui College. By accepting a place here with us, you have accepted the responsibility of maintaining our strong reputation.

Parent/Guardian Responsibilities

Parents/Guardians, when it comes to your student's success, we are a team. Your support and encouragement plays a vital role in your student's success this summer. As part of this team, we hope that you will:

Help your student understand and follow the rules outlined in this handbook and support us when there is a violation of those rules.

- If a “non-negotiable rule” is broken, understand that the student will be dismissed from continuing to participate in the program. In the event of a student's dismissal, the student may be asked to leave the summer program and sent home at the **expense of the student's parents/guardians.**
- **5 weeks of programming** – Students will need to be able to commit to the full 5 weeks of summer programming.
- **Regular Attendance** – Students will attend classes and events on time every day. Students will be living in college dormitories during the summer program and will need to be ready at 8:00am for the day's activities and respect and adhere to the nightly curfew and “lights out” by 10:00pm.
- **Communicate with UB Staff** – Open communication between parents and UB staff is essential for your student's academic success. Contact us as soon as a problem, question, or concern arises so that we may solve it together.
- **Keep Informed** – Please review this handbook, participate in orientation, read emails, read the Remind app text messages, and mailings for information and updates. Also, check out the One Ocean Summer Academy webpage during the program for highlights and photos of student life. If you have any questions, please ask.
- **Communication Devices-** Students will be in a highly engaged summer program. Filled with fun and educational opportunities to grow and learn. During daily classes and activities, students will not be permitted to use their phones unless the activity requires them to use it. All students are not allowed to use their devices after curfew or “lights out” hours. Students will have lots of opportunities to use their devices during meals and

free time. If any communication is an emergency please alert us so we may support you and your student. If absolutely necessary consequences will be held if students do not abide by the rules for electronics and students will risk their devices being confiscated for a 24 hour period.

Staff Responsibilities

UB Staff are responsible for the overall coordination, supervision and instruction of students. Our primary goal this summer is the success of your students in their classes and their personal growth (gaining confidence, making new friends, self-exploration, etc.) as well as their safety.

UB Staff, we will:

- Check-in and monitor students in their academic progress and wellbeing.
- Provide clear guidelines and careful supervision of students.
- Provide support and encouragement (academically, socially, and emotionally).
- Fairly enforce rules and safety.
- Coordinate and lead activities and meetings (energizers, ice breakers, meetings, etc.).
- Create a positive learning environment for students.
- Teach good study habits and social skills.
- Model positive, cooperative, and mature attitudes.
- Work as a team to communicate and coordinate between instructors, college mentors, UB staff, vendors and community partners.
- Open lines of communication with parents through email and phone calls from parents. We will not be routinely making phone calls to your home, but we will contact you in major cases of concerns, rule violations, or medical needs. Parents are welcome to call or email us with concerns you may have during the summer.
- Maintain a schedule for participants.
- Assist in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
- Know and understand all emergency procedures associated with the summer program.
- Mediate any student disputes.

Upward Bound Staff/Office Contact Information

Location	Position	Staff Member	Phone	Email
Maui/Alaska	UB Director	Jana Wilkinson	(808) 649-0373	janalw@hawaii.edu
Maui/Alaska	UB Advisor	Jesse Joseph	(808) 758-1479	jjoseph4@hawaii.edu
Maui/Alaska	UB Advisor	Laura Johnson	(808) 758-1978	lauragj@hawaii.edu
Maui/Alaska	UB Coordinator	Lorie Yanuaria	(808) 758-1976	ldy@hawaii.edu
Maui/Alaska	UB Lead Mentor	Varies	(808) 758-1975	ubmaui@hawaii.edu

UB Maui Office Information

Phone: (808) 984-3299 and **Email:** ubmaui@hawaii.edu

Office Hours:

Monday - Friday from 8:00AM to 4:30PM

One Ocean Summer Academy Webpage

<https://www.oosummeracademy.org/>

Summer Academy 2022 Policies and Procedures

Meeting Policies

The UB Summer Academy 2022 will be held in person, with three weeks taking place in Alaska at the University of Alaska Fairbanks campus. The final two weeks of the program will take place in Maui at Camp Keanae and at the University of Hawaii Maui College campus. In order to ensure a positive learning experience for our students it is imperative that students participating adhere to the following policies and expectations:

- All students must have a signed UH Risk and Release consent form allowing them to use these online platforms to communicate with the program.
- Wear appropriate attire: School-appropriate clothing is expected during all meetings.

Transportation

This summer students will be engaging in different forms of travel and transportation. These instances may include flights, field trips, site visits, and/or outdoor activities. All in-person interactions will abide by University of Hawaii Maui College guidelines and policies and are expected of all those involved. Transportation may occur in the following ways:

- Flights via Alaska Airlines

- UB Vehicles: Students to be driven by UB staff to various locations and must abide by all vehicle safety and law regulations.
- Parent Support: Students to be dropped off at designated times for flights to and from Alaska. Students may also need further assistance during the final week of the program as all Maui students will be returning home and must report to the UH Maui College campus the week of June 27-July 1.
- Other arrangements are made by case by case approval from the Director and permission from parents.

Attendance Policy

There is a reasonable expectation that students attend ALL Summer Academy classes. Absences are highly discouraged.

TWO UNEXCUSED ABSENCES = DISMISSAL FROM SUMMER PROGRAM

TWO UNEXCUSED TARDIES = ONE UNEXCUSED ABSENCE.

If an absence cannot be avoided, because of student illness or unforeseen circumstance, the student is responsible to reach out to a UB mentor or staff member as soon as possible and to keep us informed of their well being. The Upward Bound summer program will have a nurse on hand who is prepared to check in with students who are sick or need additional care.

- In the case of illness, contact the UB staff as soon as possible. UB staff will make regular checks with the student if a student falls ill during the summer program. Parents will be notified and updated during this situation.
- In case of an emergency, contact your advisor or project director as soon as possible. Only in the instance of a medical emergency will absences be counted as excused. If immediate medical attention is required, a UB staff member will transport and supervise the student at the local doctor office or hospital. Parents will be notified and updated during this situation.

Violations

Students will be expected to follow some general conduct standards set by the University and rules of the program listed below. Appropriate disciplinary action, including **DISMISSAL** from the summer program, will be the consequence of any violation of these rules. If a student is dismissed from the summer program for any of the following actions, student may risk opportunities to be invited to any future Upward Bound events :

- Dishonesty (**cheating, lying, copying of class work, plagiarism, etc.**) will not be tolerated.
- Treat others and their property with respect. Any form of **bullying or harassment** (teasing, put-downs, pranks, etc) is not acceptable. This includes internet bullying on

ANY social media site. If you witness any type of bullying, please contact any Upward Bound staff immediately.

- **Assault**, bodily injury, physical pain/contact, illness or any impairment of physical condition will not be tolerated. Student(s) involved will face disciplinary actions and dismissal from the summer program.
- **Stealing** will not be tolerated and students will be responsible for any fees, fines or replacements that may come from this matter.
- **Vandalism/Property Damage** will not be tolerated and students will be responsible for any fees, fines and for replacing any damaged property.
- **Profanity, swearing, derogatory comments and inappropriate language** at others is not acceptable. The words we speak have an effect on others and how they perceive us.
- **Practical jokes and/or pranks** are not appropriate behavior. What may be funny to you could be hurtful to someone else. No hazing is allowed.
- **Students are to arrive promptly** to participate in all scheduled activities and are to stay until the activity is over. Attendance will be taken at each activity.
- **Dating between students is not allowed** as it may lead to uncomfortable situations between students. Any sexual misconduct, activity and inappropriate behavior will not be tolerated and will result in dismissal of the program.

Prohibited Items

In order to ensure the safety for all students and staff, there will be periodic dorm and personal item inspections (including bags, purses and luggage) by Upward Bound staff members. Parents will be contacted and students will be sent home if anyone appears to be under the influence or in possession of these prohibited substances.

- Alcoholic beverages and illegal drugs.
- Upward Bound is a non-smoking/non-tobacco use program. Smoking or use of tobacco products is not permitted while participating with the summer program. This includes the use of electronic cigarettes, mods, vaping, etc.
- Possession of weapons (guns, knives, karate weapons, etc.) or fireworks will result in dismissal.

Disciplinary Actions

Disciplinary Actions

First Warning:	<p>UB supervising staff will discuss inappropriate behavior and expectations with student. Student will be given discipline consequences if applicable.</p> <p>VIOLATION OF RULES WILL RESULT IN LOSS OF PRIVILEGES (such as field trips, afternoon activities, or clubs) or MAY SERVE DETENTION in the form of extra responsibilities (such as dorming, classroom, dining or campus cleaning and have to meet with a UB advisor and complete a reflective document).</p>
Second Warning:	<p>The UB Director will be notified of violation. A phone call to parent or guardian will be made for any violation of rules.</p> <p>Violation of rules will result in loss of privileges (such as field trips, afternoon activities or club participation) and will serve detention. Based on inappropriate behavior or situation, the student may face dismissal from the summer program.</p>
Third Time:	<p>Students will be sent home at their parent/guardian's expense.</p>
Dismissal from Summer Academy	<p>The following violations will result in immediate dismissal:</p> <ul style="list-style-type: none"> ● Possession of OR being under the influence of alcohol, illegal drugs, tobacco, or cigarettes ● Participating in the summer program while under the influence of illegal substances or alcohol ● Sexual misconduct/activity. This includes the sharing of pornography of any kind, including any sexual display of self. ● Physical or verbal abuse of staff or students ● Possession of weapons or fireworks ● Intentional damage of any property ● Using online platforms for bullying, intimidation, coercion, violence, etc. ● Inappropriate relations with or between students

Summer Academy 2022 Program

One Ocean Summer Academy, Alaska - Hawaii

The Upward Bound One Ocean Summer Academy Program runs from May 29 to July 1st. One Ocean integrates the well-known Project STEMulate program, units and lessons of the T3 or Teaching Through Technology Alliance, and a focus on climate challenges facing Maui County and Alaska, using curriculum, growth mindset, design thinking and problem-based learning modules. Students will work in teams to research and develop solutions for climate challenges faced in Maui County and Alaska. Through design thinking, rapid prototyping, scientific research, and storytelling supports, students will become active citizens of Maui Nui and Alaska working to build climate resilience here at home.

The **Problem-Based Learning (PBL) or Morning PBL sessions** will be student-centered and instructors will facilitate time where students will go through the problem solving and design thinking process. Students will be supported by instructors and college mentors. Students will learn about the problem of focus through authentic learning experiences with field experts, mentors, and site visits.

The **Projects and Afternoon sessions** will consist of enriching projects and fun activities that students will be participating in. **For the Afternoon Projects**, students will explore T3 Alliance technology that will give students the knowledge and opportunities to work with devices such as codeable devices, drones, virtual headsets, 3-D printers, and laser cutters. **For the Afternoon Playlist**, students will partake in daily afternoon activities to keep them active and gain new experiences. Tentative activities for students to expect are swimming, rock climbing, disc golf, ice skating, canoeing, basketball, volleyball, going to the beach, exploring a museum, escape rooms and going to the movies.

Schedule:

Summer Academy 2022: Innovation Summit

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				May 26	May 27	May 28
				Travel Day - Group #1 - Fly to Anchorage	Travel Day - Group #2 - Fly to Anchorage	Travel Day - Both Groups #1 & 2 Road trip to Fairbanks
May 29	May 30	May 31	June 1	June 2	June 3	June 4
Orientation Day	STEAM FEST 9am - 5:45 p Dinner 6pm Evening Activity 7:00 - 9:00p Lights Out 10 pm	STEAM FEST 9am - 5:45 p Dinner 6pm Evening Activity 7:00 - 9:00p Lights Out 10 pm	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	Rotating Outrageous Weekend Activities
June 5	June 6	June 7	June 8	June 9	June 10	June 11
Rotating Outrageous Weekend Activities	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	Rotating Outrageous Weekend Activities
June 12	June 13	June 14	June 15	June 16	June 17	June 18
Rotating Outrageous Weekend Activities	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	"A Day in the Life Schedule"	Travel Day - Road trip to Anchorage
June 19	June 20	June 21	June 22	June 23	June 24	June 25
Travel Day - Fly back to Maui	Camp Ke'anae "A Day in the Life Schedule"	Camp Ke'anae "A Day in the Life Schedule"	Camp Ke'anae "A Day in the Life Schedule"	Camp Ke'anae "A Day in the Life Schedule"	Camp Ke'anae "A Day in the Life Schedule"	Rotating Outrageous Weekend Activities
June 26	June 27	June 28	June 29	June 30	July 1	July 2
Rotating Outrageous Weekend Activities	Students leave Ke'anae UHMC "A Day in the Life Schedule"	UHMC "A Day in the Life Schedule"	UHMC "A Day in the Life Schedule"	UHMC Final Presentations & Evening Luau Parents are Invited	MUST be at the campus at 5:30 am Maui Boat Adventure	

8:00 am	8:45 am	9:15 am	12:15 pm	12:30 pm	1:15 pm	3:00 pm	3:15 pm	6:00 pm	7:00 pm	8:00 pm	9:15 - 10:00pm
Bkfst				Lunch				Dinner			
	Morning Ritual										Evening Ritual & Lights Out
		Morning PBL			Projects and Enrichment				Study Hall		
							Playlist			CLUBS	

Breakfast, Lunch, Snacks and Dinner: will be provided by the UB Program.

Academic Enrichment: PBL in the Morning. Afternoon Projects: advanced RPi, Solar Panel certification, drone certification, etc. **Evening Study Hall**

Club Activities: Memory movie/yearbook club, art, outdoor club

Play list Activities: basketball, rock climbing, swimming, biking, canoeing, disc golf, ice skating, movies, escape room, museum, and more

Agreement to Terms and Conditions

WE, as a student participant and parent/guardian, have read and reviewed policies, guidelines,

and responsibilities outlined in this Upward Bound Summer Academy Handbook 2022 and agree to abide by them. Our signatures certify that we understand and agree to all terms and conditions outlined in this handbook. We are committed to making this Summer Academy 2022 a safe and enjoyable learning experience.

Parent's Name: _____ **Parent's Signature:** _____

Date: _____

Student's Name: _____ **Student's Signature:** _____

Date: _____