



ROLLINS

UPWARD BOUND

**Summer Residential Component
Handbook
2015**

PRE-COLLEGIATE PROGRAMS MISSION STATEMENT:

Rollins Pre-Collegiate Programs inspire Central Florida Students to exceed expectations through academic advisement, mentoring, and leadership. Our goal is to provide low-income, first generation students access to college.

ROLLINS COLLEGE MISSION STATEMENT:

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers.



THE ROLLINS EXPERIENCE: GUIDING COMMITMENTS

Rollins is a laboratory for pragmatic liberal education where students, faculty and staff engage in active learning that leads to transformative experiences.

The Rollins Experience will integrate:

- a diverse community of learners committed to intellectual values, scholarship and integrity;
- an institutional culture that embraces local and global citizenship and leadership;
- a campus environment that contributes to and integrates students' intellectual, social, emotional, physical, and moral development and well-being

**Rollins College
Upward Bound Program
Summer Calendar**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<h1>June 2015</h1>						30 Summer orientation 10am-noon Bush Aud
31	1	2	3 Last day of school	4	5	6
7	8	9	10	11 Ropes Course for Freshmen	12	13
14 Student move in	15 Week #1 Community Service Day 8a-3p	16 Classes 7:50a-3p Pool	17 Classes 7:50a-3p	18 Classes 7:50a-3p Ice Cream Social 3:15-4:00p Dorm check out 4:30-5:30p	19	20
21 Dorm check-in 6:30p Orlando Eye	22 Week #2 Classes 7:50a-3p	23 Classes 7:50a-3p Pool	24 Classes 7:50a-3p Floor Wars Dorm Parade 3:30 p	25 Classes 7:50-3p STEM guest spkrs 3:00p Dorm check out 4:30-5:30p	26	27
28 Dorm check-in 6:30p Aloma Bowl	29 Week #3 Classes 7:50a-3p	30 Classes 7:50a-3p Pool				

All scheduled activity dates and times are subject to change.

**Rollins College
Upward Bound Program
Summer Calendar**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<h1>July 2015</h1>						
			1 Classes 7:50a-3p	2 Classes 7:50a-3p Dorm check-out 4:30-5:30p	3	4
5 Dorm check-in 6:30p Aloma Cinema & Grill	6 Week #4 Classes 7:50a-3p	7 Classes 7:50a-3p Pool	8 Classes 7:50a-3p	9 Classes 7:50a-3p Dorm check-out 4:30-5:30p	10	11
12 Dorm check-in 6:30p UB Fashion/ Talent Show 7:00p	13 Week #5 Classes 7:50a-3p	14 Classes 7:50a-3p Pool	15 Classes 7:50a-3p	16 Classes 7:50a-3p NPHC panel No dorm check-out	17 College tour St Leo/USF Busch Gardens	18
19 Dorm check-in 6:30p Awards Ceremony	20 Week #6 Classes 7:50a-3p	21 Classes 7:50a-3p Pool	22 Classes 7:50a-3p	23 Classes 7:50a-3p Dorm move-out 4:30-5:30p	24	25
26	27	28	29	30		

All scheduled activity dates and times are subject to change.

Campus Map



Key
 Holt Hall- 415
 Parking Garage- 400
 Cornell Social Science Building -423

**Rollins College
Upward Bound Program
Summer Residential Program – 2015**

STUDENT HANDBOOK

Dear Upward Bounder,

Welcome to the Rollins College Upward Bound Program 2015 Summer Residential Program!

This handbook explains some basic procedures about the operation of the Upward Bound summer residential component. It defines your roles and responsibilities and highlights information that will help you to be a successful summer program participant. In addition, the handbook responds to questions that students and parents ask most often. For that reason, **it's important that you read the handbook and sign, date, and turn in the acknowledgement page inserted in the back of the book.**

Our goal is to work in partnership with you and your parents this summer. By working together, the 2015 Upward Bound summer experience can be both rewarding and beneficial. It provides an opportunity to enhance your academic skills and the assistance you require as you work toward your aspirations to achieve a post-secondary education.

We know that you may have some questions that are not covered in this handbook, so when in doubt, please ask!

Thank you!

Upward Bound Administrative Team

UB Staff and Contact Information:

Stacy Spencer – Program Director srspencer@rollins.edu

Julie Brant – Program Assistant jbrant@rollins.edu

Jillian Blueford – Graduate Assistant jblueford@rollins.edu

Phone: 407.646.2282

Fax: 407.646.2318

ACADEMIC AND CLASSROOM INFORMATION

ACADEMIC EXPECTATIONS

Upward Bound assists committed participants with preparation for college or university enrollment immediately upon graduation from high school. With this goal in mind, campus summer activities—including academic courses and residential life experiences — give students a sense of college life. It's important to use the time we have together wisely and effectively. Thus, every Upward Bounder is expected to:

- attend and be on time for all scheduled classes
- participate in all classes by
 - sitting in the front of the classroom
 - completing all homework assignments
 - following instructions given
 - listening and responding
- treat classmates, teachers, tutors, and staff members courteously and respectfully
- carry your R-card and dorm room key at all times
- attend all program activities
- attend evening tutorials
- respect the physical and emotional boundaries of your peers as well as those of staff members
- represent the Upward Bound Program and yourself in an appropriate manner; remember that your actions reflect on yourself, your family, other UB participants, and the program's reputation.

CLASSROOM INSTRUCTION

*Students chosen to participate in the Upward Bound program **stated** their commitment to academic excellence during their initial interview. The summer component offers students the opportunity to **demonstrate** their commitment to academic excellence!*

The courses offered to students during the summer component of Upward Bound provide an academic "head start" for the 2014-15 school year, and are taught by fully certified, professional teachers. The average Upward Bound teacher-to-student ratio of approximately 1:13 allows teachers to implement high impact learning strategies in small class settings.

Lessons focus on material that builds and reinforces knowledge to help students achieve a deep understanding of the core content courses they will take during the school year. Teachers plan lessons that allow students to interact with core content concepts in a variety of ways. **They will assign homework and assess/test students regularly to determine academic growth.**

Everyone has a different learning style. The Upward Bound summer is an opportune time to work with teachers to discover the learning strategies that work best for you. Take advantage of the small class sizes by establishing a good working relationship with your teachers.

Classroom Rules: Upward Bound uses Rollins classrooms and laboratories for its instructional activities. It is our expectation that program participants will conduct themselves as mature, focused students and that they will adhere to the following classroom rules:

- Be courteous of other learners by moving in and out of classrooms and buildings in a **quiet and orderly manner**.
- Leave food and drinks outside the classroom.
- Put away all electronic devices (MP3s, iPods) and silence cell phones.
- Fill classrooms from the front to the back.
- Refrain from sitting on classroom tables.
- When leaving the classroom:
 - push chairs under the tables/desks,
 - pick up and dispose of trash, and
 - assist the teacher with erasing boards, putting away books and supplies, etc.
- While in the hallways, refrain from sitting on balcony walls.

TUTORING AND ACADEMIC WORKSHOPS

Every summer participant is required to complete six hours per week of tutorial assistance during the residential component and attend academic workshops. Therefore, every student will attend scheduled tutoring sessions and workshops Monday - Wednesday from 5:45p.m. until 7:30p.m. beginning June 16th.

Schedule and Procedures

1. At 5:45p.m. RAs will accompany students to their assigned tutoring centers.
 - Students will receive math and science tutoring in the Bib Lab of the Olin Library.
 - Students will receive language arts and foreign language tutoring in the Olin Library Teaching Lab, room 225.
 - The Head RA will assign one RA to remain in each tutoring center while the remaining RAs prepare for the evening activities, which begin each evening after tutoring.
2. Upon entering their assigned tutoring center, student will sign in. The following list contains suggestions as to how students should use tutoring time:
 - Work one-on-one with a tutor
 - Work in collaborative learning groups with students from classes
 - Re-read notes or texts (Review of covered material)
 - Read ahead (Preview of material to be covered)
 - Complete homework, research, and projects
 - Study for quizzes/tests
 - Read for pleasure

PROGRESS REPORTS

- Parents will receive a weekly progress report upon checkout from both the instructors and Resident Advisers to assess their student's progress in the program.
- A final report will be issued at the conclusion of the summer component and mailed to parents.

MIDTERM AND FINAL EXAMS

Midterms will be given during the third week and finals will take place during the last week of the summer component.

CAMPUS RESOURCES

Computer Labs -- The computers in the Olin Library Teaching Lab will be available to Upward Bound students from 5:45 to 7:30p.m., Monday-Wednesday. The Cornell Center for the Social Sciences (CSS) computer lab may be scheduled for use by teachers during class hours.

Please note that the computer labs are work areas for all Rollins students (both in undergraduate and graduate programs):

- Conduct yourself as a mature college student. Socializing, playing games, or sleeping is not appropriate or considerate of others using the facilities.
- Eating and drinking are strictly prohibited in these facilities.
- PCs are to be used for research and academic work only. Use of social networking sites (such as Myspace, Facebook, Instagram, Twitter etc.) during computer lab time is prohibited
- Be green! Limit printing as much as possible.
- Internet browsing without a purpose, use of “chat rooms” and viewing/searching of materials considered “obscene” are grounds for permanently losing computer access and/or program dismissal.

Library – Students will have access to the library during evening tutoring hours. You must follow all library rules and remember that the library is for quiet academic activities such as reading, research, and studying, not a place to socialize, play games, or sleep. **Eating and drinking are strictly prohibited in this facility.**

An R-Card is required to check out books from the library. Make sure all checked out materials are returned to the library on or before their due date. **Late fines will be assessed on unreturned materials.**

Upward Bound STEAM Club – All students will participate in the Upward Bound STEAM (Science, Technology, Engineering, Arts & Mathematics) Club every Wednesday afternoon from June 25th-July 23rd where they will be exposed to careers and community resources that fall into the STEAM field. Students will be divided into cohorts (small groups) and rotate each Wednesday between all five fields. Cohorts will be run by Rollins Faculty, Staff, and Community Leaders.

Career Counseling – Students who have entered the program during the 2014-15 academic year will participate in a 4-week career counseling component. Students will be matched up with a Rollins College Counseling Student, supervised by Professor Dr. Kyle Baldwin every Tuesday beginning June 30th. During these sessions students will explore career interests and goals with their counselor.

RESIDENTIAL LIFE EXPECTATIONS

The summer residential component of Upward Bound simulates the college experience so that when students go to college, they will be prepared for campus residential life. All residence hall activities conform not only to Upward Bound program policies but also to Rollins College policies.

Please note the following safety rules and guidelines concerning the residence hall:

- Keep outside doors to the residence hall closed at all times.
- Always keep the door of your room locked.
- You are responsible for your key. Do not share it with anyone, including your roommate. (A \$50 fee will be charged to replace lost keys.)
- Pets are not allowed in the residence hall.
- Furniture is not to be moved from one area to another.
- Keep windows and fire doors closed at all times.
- Keep hallways clear and free of combustible materials.
- Report any strangers in the vicinity of the residence hall to the Resident Advisers.
- The use of candles, cooking appliances, incense, or aerosols is not permitted.
- False fire alarms will result in legal consequences for individuals or for the program as a whole.
- The use of alcoholic beverages, illegal drugs, or smoking is strictly prohibited.
- **MALES ARE NOT PERMITTED ON THE FEMALE FLOORS OF THE RESIDENCE HALL.**
- **FEMALES ARE NOT PERMITTED ON THE MALE FLOOR OF THE RESIDENCE HALL.**
- The residence hall is your home during the summer – please keep it clean.
- Former Upward Bound students, or current students who are not participating in the summer component, **ARE NOT PERMITTED** in the dorm building. No one but **CURRENT** Upward Bound students should be on campus at any time.

Participation in Upward Bound is a privilege. Program administrators, teachers, and support staff operate on a premise of trust and mutual respect, so we do not anticipate the need to address poor behavior of students. **The consequence of a student's failure to follow program rules and/or poor behavior is immediate dismissal from the program.**

RESIDENTIAL LIFE: INFORMATION, RULES, AND PROCEDURES

ALCOHOL AND DRUGS

The use of alcohol and/or illegal drugs is prohibited. Students who possess, sell, deliver or manufacture controlled substances will be reported to local authorities as required by State laws, and immediately withdrawn from the program.

NOTE: Students' rooms in the residence halls are subject to search at the discretion of the Program Coordinator and college administrators, and in conjunction with Campus Security to protect the health, safety, and welfare of the students. Unannounced searches will be conducted if staff members have reasonable suspicion of a violation of Upward Bound and/or Rollins College policies, as noted in this handbook.

BOOKSTORE

The Rice Family Bookstore will be open Monday-Friday from 8:30a.m. – 4:30p.m., closed Saturday and Sunday. UB students are not permitted in the bookstore during class time. Please visit the bookstore during lunch with a staff member, and abide by bookstore rules, i.e. leave backpacks and packages in the designated area.

CLOSED CAMPUS POLICY

The Upward Bound Summer Program operates under a "**closed campus**" concept during the summer. All participants must remain on the Rollins College campus with the exception of the Bridge students. Students visiting downtown Park Avenue, the 7-11 store, etc. must be accompanied by a staff member at all times.

CURFEW

Curfew is at 9:30p.m. SHARP! Everyone is expected to be in the residence hall at this time. By 10:00p.m., students are expected to be on their respective floors, moving about quietly. "Quiet hour" is in effect at 10:00p.m., and "lights out" is at 11:00p.m.

DAMAGE

Damage to college property will not be tolerated. Water guns and water balloons cause damage and are not to be used in the residence hall or any other building! Students who damage college property will be removed from the program immediately and will be responsible for any charges assessed.

DISCRIMINATION AND HARASSMENT

"Rollins College values a community that is free of discrimination and harassment. The College will endeavor to prevent conduct that impedes free academic interaction and opportunities. An environment of intimidation, hostility, and aggressiveness will not be tolerated." Students are encouraged to immediately report and consult with the Program Coordinator about grievance procedures to resolve any incident of discrimination or harassment.

DORMITORY BUILDING ACCESS

Entrance doors to dormitories remain locked at all times. Only Resident Advisers have key cards that will open the exterior doors. Students who wish to enter the dormitory must ask an RA for entry.

EMERGENCIES

Safety is the key to having a good summer program experience.

- **When you hear a fire alarm, exit the building immediately following the emergency exit route posted in the hallways.**
- **If you are ill or injured, report it to a staff member immediately.**

Emergency Preparedness

In the event of an approaching hurricane or other emergency situation and we need to cancel the Upward Bound Program, you will be notified by e-mail. Please also check the Rollins College Upward Bound website at www.rollins.edu/upwardbound or call our office at 407-646-2282.

In the event of an emergency, the Rollins College Emergency Preparedness Plan will be activated to ensure the safety of the campus. At the direction of the Emergency Operations Team, information will be disseminated to the member of the Rollins community, including employees and students, as well as the Central Florida Community.

FIELD TRIPS

Field trips may be scheduled as off-campus experiences to enrich a part of the existing curriculum. Upward Bound staff members supervise field trips on a 1:10 staff to student ratio. Informed consent forms **must be signed and on file** prior to departure. Students without signed informed consent forms will not be allowed to attend field trips.

Upward Bound field trips are for program participants only. Non-enrolled students who are friends or relatives of Upward Bound students are not permitted to accompany or meet the group at any time during the trip.

ILLNESSES

If you become ill or injured, notify a Resident Adviser immediately.

Any student who becomes too ill to attend scheduled classes, meals, or other activities, must be picked up by a parent to return home for appropriate care.

LAUNDRY ROOM

The residence hall is equipped with washers and dryers. However, the Laundry Room will close at 9:30p.m. Coins to operate the equipment, as well as detergent, must be provided by the student.

MAIL

Family members are encouraged to write to their Upward Bounders during the residential portion of summer. The mailing address is:

Name of Student
c/o Rollins College
Upward Bound Program
1000 Holt Avenue, #2758
Winter Park, FL 32789

MEALS

- Mealtimes are: Breakfast 7:00a.m. / Lunch 12:00p.m. / Dinner 5:00p.m.
- Students are required to attend **all** meals. Please arrive on time, and do not remove food from the dining room.
- Leave books and backpacks in the area of the dining hall designated for their storage. This is necessary due to the large number of individuals who will be using the facility.

MEDICATIONS

Students should bring an adequate supply of any prescription medication, as well as any over-the-counter medicine (aspirin, Tylenol, etc.) they might need. **Resident advisers are not permitted to dispense medicine to students.** Medication prescribed by a physician must be stored in the container issued by the pharmacy bearing the prescription number, student's name, and the name of the prescribing physician. **Any student bringing prescription medications to campus must have a signed medical information form indicating drug name, dose, prescribing physician, etc. on file in the UB office.** Students should not share medications, prescribed or over-the-counter, with other students.

ON-CAMPUS ACTIVITIES

After scheduled classes, RAs will plan and supervise various activities for students. Each Upward Bounder is required to "sign out" from the dorm for campus activities--i.e. library, tennis, walks, etc.--and "sign in" upon return. These very important procedures help staff locate students in emergency situations.

Over the course of summer, the program will sponsor special activities in the evening. The residence hall bulletin board will be used to announce the date, time and location of special activities. Please check the board in the residence hall regularly.

Other Recreational Activities--From time to time, other facilities will be made available to students while on campus (tennis courts, lounge areas, etc.). Please be responsible when using these areas, and always consult with the staff when in doubt.

Pool/Lake--The Rollins pool will be available to Upward Bound students at specified days and times, but **only** when a Resident Adviser and a qualified lifeguard are present. Lake Virginia is off limits to Upward Bound students.

ON-CAMPUS VISITS

Upward Bound students are NOT permitted to have visitors, except for parents, while on campus during the six weeks of the program. However, parents are urged to limit visits, as students are expected to participate in scheduled tutoring and team building activities in the evening. Visits must be prearranged with the Resident Advisers for safety reasons.

Siblings under the age of 16 are not permitted on campus unless they are accompanied by a parent. Siblings over the age of 16 who are providing transportation may come to the campus **ONLY** during check-in and check-out times. **Former Upward Bound students and current students who are not participating in the summer component are not permitted to visit.**

PERMISSION TO LEAVE CAMPUS

The Upward Bound summer component operates under a "closed campus" concept. Should there be a need for students to leave campus for medical appointments, etc., parents or legal guardians must notify the Head RA in advance and in writing by completing an ***Early Dismissal Form*** (a copy is included at the back of this handbook). Bridge students must inform their RA and sign out when they intend to leave campus.

Parents are strongly urged not to request that students be permitted to leave campus unless absolutely necessary. Because this is a residential program, students are encouraged to participate in ALL scheduled activities; excessive absences undermine the goals of the program.

Additionally, parents are urged not to allow students to be picked up by friends, neighbors, or others. Parents should consult with the Head Resident Adviser for any special arrangements or special circumstances.

PROFANITY

The use of profanity will not be tolerated. Music that contains vulgar or profane language is considered inappropriate and will be confiscated and returned directly to parents.

SEXUALITY

While sexual behavior among some teenagers is a social reality, our policy is not to condone such action. Students who attempt to engage in inappropriate public displays of affection, sexual activities, or whose behavior is construed as "sexually harassing" will be dismissed from the program immediately.

SMOKING

Rollins College maintains a smoke-free campus. Smoking in college buildings is not permitted. Smoking by Upward Bound participants is prohibited.

STIPENDS

The U.S. Department of Education permits the provision of a stipend to Upward Bound students for "full-time" participation in the program. The purpose of the stipend is to recognize that students are not able to work while involved in the program. "Full-time" participation is defined as attending all scheduled classes and activities, maintaining academic progress, exhibiting positive behavior, following instructions, and demonstrating a commitment to the Program's goals and objectives. **The Program maintains the right to withhold a stipend from any student who fails to fully participate in the program.**

Student stipends will be distributed in a lump sum at the end of the six week summer session. This will streamline Thursday checkout, simplify the program's accounting process, and give students funds for pre-school shopping.

STUDENT ATTIRE

Students walk to meals, classes, etc., so clothing should be clean, comfortable, and hot weather appropriate. Shoes will be worn at all times. Please remember to bring some kind of rain gear. The staff will call to the attention of students (and parents) attire that is considered inappropriate.

The program will provide each student with an Upward Bound t-shirt. This shirt will be worn all day on Thursdays, as well as during off campus field trips and college tours. Please make sure it is laundered and accompanies students when they return to campus on Sundays.

TELEPHONES

Floor Phones: Each floor in the residence hall is equipped with a courtesy telephone for outgoing and incoming local calls. A dorm telephone directory will be provided at check-in. **Please restrict calls on courtesy phones to five minutes.**

Campus Courtesy Phones: Courtesy telephones are located throughout the campus. These telephones are not to be used between classes. The use of campus office telephones is prohibited.

Cell phones: **Cell phones and musical devices may not be used in the tutoring center, library or classrooms, or during program activities.** If used inappropriately, they will be confiscated and returned at checkout. The program is not responsible for their loss or theft.

Phone Use Rules

- After 11:00p.m., no calls, including cell phone calls, will be made or received, except in the case of an emergency. In the event of an emergency, please contact your student's RA.
- Teachers will confiscate cell phones that ring or vibrate during class.
- Calls on dorm courtesy phones are restricted to five minutes.
- The use of campus office telephones is prohibited.

THREATS OF VIOLENCE, VERBAL OR WRITTEN

Threats of physical harm, emotional harassment, bomb threats, and/or any violent acts will not be tolerated by the program. Such incidents, including transmission of inappropriate material, i.e. photos, cyber-bullying, etc., will result in notification of law enforcement agencies and dismissal from the program.

USE OF AUTOMOBILES

Students who drive themselves to and from home and campus will not be permitted to use their car during the week. Vehicles must be parked in designated areas, and drivers must adhere to all traffic regulations. **All vehicles must be registered with Campus Security, otherwise they will be towed. UB student parking will be provided in the college's garage. Please note neither the program nor the college is responsible for your vehicle.**

PICK-UP/ DROP-OFF TIMES

Parents should plan to pick up students at Holt Hall on ***Thursday evenings between 4:30 and 5:30p.m., and return them to the dorm at 6:30p.m. on Sundays. Please adhere to these pick-up/drop-off times.*** Any alternative arrangements for students' pick-up and drop-off times must be made in advance with the Head Resident Adviser.

Rollins College Upward Bound Program

SPECIAL NOTE TO STUDENTS AND PARENTS

The Rollins College Upward Bound Program is a federal assistance program designed to promote post-secondary educational opportunities for selected individuals who attend public schools in Orange County. Thus, the work scope of Upward Bound is educational in nature.

As an educational program, Upward Bound is required to determine the eligibility of all participants and maintain students' records. Under rules established by the Family Educational Rights and Privacy Act, you are hereby notified that the program's student records and the information contained therein are kept confidential, and that you (and your parents, if you are younger than age 18) have the right to inspect the contents of your record.

Moreover, you should be aware that directory information concerning your participation in the program will be released to the public as a matter of course. This information is limited to ***name, grade level, schools attended, home address, date of birth, parents' name and address, phone number, and participation dates***. Unless notified in writing to withhold any or all of such directory information, the Rollins College Upward Bound Program will release this information.

Additionally, in the course of participating in the program, **photographs of students and captures of program activities may be taken and released to the informational media**. If you object to being photographed, please inform the program staff immediately; otherwise, photographic captures that include you will be released. [Please note that neither Rollins College nor the Program will sell information or photographs about the program and its activities.]

Concerning the availability of services through the Upward Bound Program, should a participant feel that equal treatment in services is not being provided, he/she is encouraged to file a complaint with the Rollins College Upward Bound Program Director, who will review the matter and render a resolution. Complaints should be submitted in writing. If desired, a program or college staff member will assist with writing up the complaint. If the determination is not to the complainant's satisfaction, he/she may contact the Director of the Office of Community Engagement at Rollins College for an appeal. Also, in matters concerning failure to comply with requirements of law, one has the right to file a complaint with the U.S. Department of Education.

**Rollins College
Upward Bound Program**

Student Packing List for Summer Component 2015

The following list of items has been prepared to assist you in packing for the six-week residential component of Upward Bound at Rollins College. The list is by no means complete. If you have questions or suggestions about items not included, please call us at 407-646-2282.

Students SHOULD bring:

- Alarm clock
- Bathing suit
- Cool, comfortable clothing
- Underclothes
- Pajamas and bathrobe
- Comfortable shoes
- Notebooks, pens, pencils, paper
- Book bag/backpack
- Dictionary and thesaurus
- Calculator
- Laundry bag and soap
- Clothes hangers
- Quarters for laundry, vending machines
- Towels and washcloth
- Pillow and pillowcases
- Shower shoes/flip flops
- Bed sheets/blanket (long twin size)
- Desk lamp
- Small waste basket
- Umbrella, raincoat, poncho, etc.
- Personal toilet kit (toothbrush, toothpaste, soap, deodorant, shampoo, comb, hairbrush, etc.)
- Personal items (small plant, radio, photos, etc.)
- Small first-aid kit
- Any medications they might need, both prescription and OTC(aspirin, Tylenol, etc.)

Students SHOULD NOT bring:

- Excessive or valuable jewelry
- Alcoholic beverages/cigarettes/illegal substances
- Pets
- Candles, incense
- Aerosol containers
- Electrical appliances (toasters, etc.)
- Large amounts of money (no more than \$10/week)
- Stereo/loud speakers
- Television/portable DVD player

In some cases students will be sharing a room, so space will be limited. Bring only what is necessary. Students are welcome to bring athletic equipment (basketball, Frisbee, tennis rackets, games, etc.); however, they will be responsible for those items. Neither the College nor the Program can assume responsibility for personal belongings. Students' rooms in the residence hall are subject to search at the discretion of the Program Director in conjunction with Campus Security to protect the health, safety, and welfare of the students. Unannounced searches will be conducted if program staff has reasonable suspicion of a violation of Upward Bound policies. **If you have questions, please call us at 407-646-2282.**

**UPWARD BOUND SUMMER COMPONENT
STUDENT RELEASE FORM**

Please submit this form to UB Resident Adviser Staff at least 24 hours prior to the date release is requested.

I, _____ request that my child _____
Print Parent/Guardian Name **Print Student Name**

be allowed to leave the Rollins College Upward Bound Program on _____
Date/Time

He/she will return to the dorm on _____
Date/Time

Reason for release:

He/she will leave the Rollins campus using one of the following forms of transportation:

- Picked up by parent/guardian – Child must be signed out from dorm
 Picked up by other authorized adult – Child must be signed out from dorm

Authorized Adult's Name (ID required)

Relationship to Student

Bus

In signing this form I authorize my child's release from the Rollins College Upward Bound program on the date above and agree not to hold the program, its staff, or Rollins College, liable for any injury, loss or other adverse occurrence that may take place after my child is dismissed from the program.

Parent/Guardian Signature

Date

UPWARD BOUND 2015 SUMMER COMPONENT

AUTHORIZATION FOR ALTERNATE TO PICK UP U.B. STUDENT

I _____ authorize the individual(s) listed below to sign out and
Print Parent/Guardian Name
pick up my child _____ from the Upward Bound Program at
Print Student Name
Rollins College, in the event that I am unable to do so. I understand that a picture ID of the
alternate will be required for my child to be released.

Please print alternates' name(s).

In signing this form I authorize my child's release from the Rollins College Upward Bound program and agree not to hold the program, its staff, or Rollins College, liable for any injury, loss or other adverse occurrence that may take place after my child is dismissed from the program.

Parent/Guardian Signature

Date

I have reviewed and understand the information in the 2015 Upward Bound Summer Residential Component handbook. As indicated by my signature below, I accept and agree to the rules, procedures, and requirements it contains.

Student Name (please print)

Student Signature

Parent/Guardian Name (please print)

Parent/Guardian Signature