

Rowan University at Camden Upward Bound Program for ELLs



STUDENT & PARENT HANDBOOK

SUMMER COMPONENT 2026

WHAT IS UPWARD BOUND?

Upward Bound (UB) is an **ACADEMIC** college preparatory program for high school students funded by the U.S. Department of Education and sponsored locally by the Rowan University at Camden. UB is specifically designed to strengthen the **ACADEMIC** skills of eligible high school students and prepare them to enter college and graduate with baccalaureate degrees. UB participants may also qualify to receive a monthly stipend based on their attendance and participation.

UB SUMMER COMPONENT

UB SC Academy is designed to provide pre-college preparation to UB participants through academic classes, advising and assistance in order to strengthen their academic skills to excel academically and to ensure their postsecondary enrollment and completion. The SC Academy will begin on Monday, June 22nd and end on Friday, August 7th 2026.

Summer Field Trips

Eligible UB students will be invited to participate in the Summer Field Trips that will take place throughout the Summer Component. Eligibility will be determined by an assessment of students' grade level, attendance, academic performance, and behavior/conduct during the Summer Component. More details will be provided in a few weeks.

UB Daily Schedule

Students must arrive by or log in by 8:45 a.m. on Mondays – Fridays and are dismissed at 3:00 p.m. (time varies)

Please note that only students that meet that week's (Monday – Thursday) academic, attendance, and conduct/behavior requirements will be eligible to participate in all scheduled activities and field trips scheduled mostly Thursdays and/or Fridays.

UB Meals

Lunch will be provided every Monday – Friday at 12:00 noon. Breakfast will be from 8:30- 8:55am. *(This may be subject to change).*

UB Transportation

Students will be provided with bus tickets to and from Rowan Camden throughout the SC with written permission from parent/guardians. School buses or charter buses will be provided for field trips.

UB SC Student Drop Off & Pickup Policy

Students that are not receiving bus tickets to and from UB must arrive no later than 8:30 a.m. and be picked up no later than 3:00 p.m. during the SC. The UB Program will not assume responsibility for students who are not picked up on time. The UB Coordinator must have written permission from a student's parent/legal guardian if someone other than the parent/legal guardian will be picking up the student and transporting him/her off campus.

Leaving Campus Policy

Students will not be allowed off-campus unless accompanied by a UB staff member or person designated by a signed letter from their parent/guardian.

UB SC Attendance & Tardy Policy

Attendance Policy

Please note that UB SC is mandatory for all UB participants and consists of a 6-weeks program beginning on Monday, June 29th and ending on Friday, August 7th, 2026. There will be **NO class on Friday, July 3rd** due to the Independence Holiday Day Weekend.

Due to the high cost of providing UB services each year on a limited budget, all UB students are expected to arrive on time and attend every day of the Summer Component. Therefore, **no unexcused absences will be allowed. The only allowable excused absences will be due to student illness which must be verified in writing by parent and/or doctor. Please note that the student's parent must call and make contact with the Coordinator or Counselor and speak to them directly prior to or immediately after the starting time of the day the student will be missing.**

Please note that students that miss more than two (2) SC days will be removed from the program and will not be allowed to continue in UB.

Please note that students that miss more than two (2) Friday field trips due to their failure to meet the academic, attendance, and conduct/behavior requirements will be removed from the program and not allowed to continue in UB.

Tardy Policy

Students are expected to arrive promptly, actively participate in all activities, and remain until the entire SC has concluded. Students will be considered tardy if they are not in their assigned classroom location by the time that "roll" is taken.

Please note that students that are tardy more than three (3) times during the SC will have their stipends reduced and may be placed on probation.

Three (3) tardies will equal to one (1) class absence and result in a stipend reduction.

Students who are consistently tardy to any given class will not be eligible to attend the field trip at the end of the week.

UB SC Academic Performance Expectations

Students are required to complete all homework assignments and to turn them in during the next class meeting. It is the responsibility of the student to complete any and all make-up work missed. Students are expected to attend 100% of all scheduled classes and to be prepared for all quizzes and/or tests. Absences, tardiness, incomplete/missing work, poor performance on quizzes/tests will result in the following:

- Ineligibility to attend the field trip at the end of the week;
- Probation or possible dismissal from the program.

The SC Grade Scale is as follows:

A = 90 – 100

B = 80 - 89

C = 70 – 79

D = 60 – 69

F = Below 60

What to Bring to SC

Students must bring the following class items provided by UB every day:

- Binder
- Notebook Paper
- Pens/Pencils
- IDs

All UB students must wear their assigned UB IDs at all times. Please inform the UB Assistant Director if your nametag has been damaged or lost.

What Not to Bring to SC

- Jewelry and other expensive/valuable items
- MP3 Players
- Electronic Game Devices, etc.

Please note that use of headphones, MP3 players, cell phones (including text messaging), and electronic game devices, etc., are prohibited at all times during any type of instruction or scheduled SC programming. Classroom instructors will confiscate any items during class time and may not be returned until the program is over and the parent/guardian contacts the UB office.

- 1st Offense: Items will be collected and returned to the student at the end of the day.
- 2nd Offense: Items will be collected and returned directly to parents.

Special Note Regarding Cell Phones:

1. Cell phones will be allowed during the SC with certain restrictions:
 - Cell phones must be turned off during class time (this includes text messaging).
 - Cell phones must be either turned off or placed on vibrate during programming.
2. Parents that need to contact a student during the day should first call the UB Office at (856) 361-2937 or (856) 361-2908 and the message will be delivered to the student as soon as possible.

Medical Needs & Issues

UB provides basic medical coverage for its participants during the 6-week SC. UB also has a fully equipped first aid kit for minor medical aid. Parents must fill out and sign the UB Medical Consent and Release Form before the first day of the SC.

Injury/Illness

Non-Emergency: If a student should become ill, injured or is on any medication (as indicated on the UB Medical Consent and Release Form) during the SC, he/she must notify a UB staff member immediately to accompany him/her to the appropriate campus facilities for minor medical aid. A UB staff member will complete the appropriate form and inform the parent/legal guardian of the incident immediately.

Emergency: Help will be sought immediately by calling 911 or obtaining transportation to the closest emergency facility. A UB staff member will notify the student's parent/legal guardian as soon as possible to obtain provide insurance information as well as consent for any emergency services that need to be rendered.

UB Dress Code Policy

Each UB student's appearance on campus reflects the entire UB Project and we want that reflection to be a positive one. T-shirts, jeans, and tennis/sports shoes are acceptable UB dress attire.

What Not to Wear

- NO short shorts, short skirts or short dresses.
- NO backless shirts or dresses of any kind.
- NO wearing clothing with offensive language alcohol/drug advertisements.
- NO tank tops, halter tops, see through or spandex clothing of any sort.
- NO baseball hats and caps are allowed inside classrooms.

The UB Project reserves the right to send any students home to change their attire due to their failure to adhere to the UB dress code.

Student Behavior & Conduct Standards

Students selected for participation in UB program have a high standard of good behavior and conduct to uphold. Many people associated with Rowan University, as well as members of the community, are very interested in our program. As a result, they frequently observe our activities and classes. It is very important to remember that each individual's actions may impact the entire UB program. Through their association with UB, students have accepted the responsibility of maintaining the program's good reputation on campus and in the community.

Some of the general behavior and conduct standards of the UB program are listed on the following pages. Appropriate disciplinary action (including stipend reduction/loss and probation/termination) and parental notification will be the consequence of any infraction of these rules.

- Students will treat UB staff members (including program teachers and tutors) and fellow students respectfully at all times. Violations of this rule will result in immediate disciplinary action.
- Fighting, stealing and lying will not be tolerated. Violations of this rule will result in immediate disciplinary action.
- Profanity is not acceptable. Students will refrain from using profane language.
- Alcoholic beverages, illegal drugs, tobacco products, and cigarettes are not permitted at any time. Any student found to be under the influence or in possession of these items will be terminated from the program immediately and their parents will be notified.
- Public displays of affection (PDA) will not be permitted! Sexual misconduct of any kind is prohibited. Violations of this rule will result in immediate disciplinary action.
- Students are not permitted to ride home in any other vehicles unless the Coordinator has received written permission from their parents. UB staff is not permitted to transport students in their personal vehicles.
- Students are not permitted to have visitors (except their parents) during regularly scheduled SC hours.

- Possession of weapons (guns, knives, karate weapons, etc.) or fireworks is not permitted at any time. If any of these items are found in a student's possession, they will be confiscated, turned over to the proper authorities and immediate termination from the UB program will occur.
- Practical jokes and/or pranks are not appropriate behavior at any time.
- Students and their parents will be held responsible for damages to University furniture, fixtures, classrooms, facilities, equipment, computers, etc.
- Failure to follow staff instructions and directions will not be allowed nor tolerated at any time. Violations of this rule will result in immediate disciplinary action.

In addition, the following conduct/behavior will not be permitted at any time and will be subject to disciplinary action:

- Littering or vandalizing the Camden Campus
- Violation of the UB Dress Code
- Tardy to SC classes and activities
- Failure to complete homework and/or projects assigned
- Failure to bring requested books, supplies, and homework assignments
- Sleeping during SC classes and activities
- Failure to attend SC classes and activities

Disciplinary Procedures for Attendance, Academic Performance, and Other Violations & Misconduct

Disciplinary procedures include the following:

1. **First offense: Verbal Warning - Incident report is submitted by staff member to administration.** Mandatory meeting with Counselor and privileges will be revoked. Parent/guardian will be notified of incident.
2. **Second offense: Written Probation or Termination - Incident report is submitted by staff member to administration.** Mandatory meeting with Counselor and Coordinator. The student will be placed on probation or terminated. Parent/guardian will be notified of incident.

3. **Third offense: Incident report is submitted by staff member to administration. Mandatory meeting with parent/guardian, Counselor and Coordinator. Student may be terminated from the program.**

Summary of UB SC Program Rules

All participants MUST abide by the following rules and regulations. Violations may result in a reduction in stipend and/or termination from the UB Program.

- Students are to be present at all classes and ON TIME.
- All class work/assignments are to be completed and turned in.
- Students are to be prepared for and do their best on all quizzes/tests.
- Students may not leave the Camden campus during the SC hours.
- Students are to go directly to their assigned bus as soon as they are dismissed if they are using UB transportation to return home.
- Students are to leave campus by 3:00 p.m. unless other arrangements have been made in writing to the UB Coordinator.
- No alcoholic beverages or smoking is permitted.
- Visitors are NOT allowed.
- Students are to dress appropriately according to the Dress Code Requirements.
- Students are to wear their Upward Bound IDs at all times.
- Proper conduct (in and out of class!!) is required at all times. This includes no running in the halls, loud noises, excessive talking, inappropriate PDA, or congregating in unauthorized areas. Regular university classes will be going on. Be considerate!!!
- Students will eat all meals in the designated areas of the Camden campus. No food or drinks are allowed at any time in the labs and/or classrooms.
- Parents must call (856) 361-2908 or (856)-361-2937 and speak to the UB Coordinator by 8 a.m. if you are going to be tardy or absent. A note explaining your absence and signed by your parent must be submitted upon your return.

UB Student Responsibility

We expect our UB students to behave in a responsible manner when participating in UB activities. That responsibility does not end with the student. If you know that other students are breaking one of the rules and thereby endangering themselves and UB program as a whole, it is your duty to report it to one of the staff members. We, the staff, take the responsibility of working with you very seriously.

UB Summer Program Staff Information

Margarita Olivencia, Coordinator

Nicole Diaz, Counselor

Melissa Harrow, Assistant

Rebeca Loaisiga, Office Assistant

Summer Hours: Monday- Friday 8-3pm

Office Room: 123

Office Number: (856) 361-2937

Upward Bound for ELLs Program



Summer Component Forms 2026

ROWAN UNIVERSITY @ CAMDEN
UPWARD BOUND FOR ELLs PROGRAM

Summer Component 2026

HANDBOOK RECEIPT & ACKNOWLEDGEMENT

We, the parents/legal guardians and participant, do acknowledge that we received a copy of the Summer Component Student & Parent Handbook and acknowledge our obligation to read, understand, and abide by its contents in full while participating in the Rowan University Upward Bound Program. Furthermore, we acknowledge receiving an orientation on all the topics covered in this handbook.

We do hereby agree to abide by all policies and procedures, and rules and regulations of the Rowan University at Camden Upward Bound Summer Component and other Rowan policies.

As a parent/legal guardian, I understand and agree that if my child violates any of these rules or policies, they may be subject to disciplinary action including termination from the program.

Parent's/Legal Guardian's Name	Parent's/Legal Guardian's Signature	Date
---------------------------------------	--	-------------

Student's Name	Student's Signature	Date
-----------------------	----------------------------	-------------

Summer Component Participation & Release Form 2026

Student: _____ School: _____ SS#: _____

Participation & Field Trip Liability Waiver

As the parent and/or legal guardian of the student listed above, I authorize and permit my child to participate in any and all Summer Component activities, including but not limited to (classes, workshops, field trips, work study internship, meetings and events, etc.) sponsored and/or conducted by the Upward Bound (UB) Project of the Rowan University at Camden. It is expected that they conform their behaviors to Rowan University policies.

In consideration of my child being permitted to participate in the activity or trip, he or she agree to conduct themselves in conformance with policies established by the University and agree to be under the general authority and supervision of the club/class sponsor/faculty member or other University approved and designated supervisor.

I fully understand any and all potential risks that may relate to participation in the specific activity they have chosen. I understand that the class/club sponsor/faculty member, designated supervisor and the University are not responsible for negligence or misconduct on account of my child(ren)'s behavior or in case of loss, damage and/or injuries my child(ren) may suffer while participating in the activity.

I hereby RELEASE the UNIVERSITY and discharge it from any and all liability, and AGREE NOT TO SUE Rowan University, its faculty, trustees, staff, employees, and agents ('released parties') for any personal injury or other damage resulting from my child(ren)'s participation in the University activity.

I further agree that if a claim arises out of my child(ren)'s personal injury or property loss, I shall IDEMNIFY AND HOLD HARMLESS released parties against any such claims, including attorney's fees incurred by the University in defending such claims.

I have carefully READ and UNDERSTAND this agreement to be a "RELEASE AND PROMISE NOT TO SUE" and freely and voluntarily agree to all of its terms. I am 18 years old or older and competent to sign. The "RELEASE AND PROMISE NOT TO SUE" shall be binding on my executors, survivors, heirs and assigns.

Parent/Legal Guardian's Signature: _____ **Date:** _____
(If student is under the 18 years of age)

Participant Signature: _____ **Date:** _____

Participant Name, printed clearly _____

Media Publication Release Authorization

I hereby grant the UB Project of Rowan University at Camden full and absolute permission and all rights to copyright, publish, display, and use for any legal purpose or all photographs, together with descriptive text or statements, in which I or my property or my child appear.

Parent/Legal Guardian's Signature: _____ **Date:** _____

Internet Use Release

I hereby grant permission for my child to access networked computer services such as Internet, World Wide Web and electronic mail at the computer labs of Rowan University at Camden.

Parent/Legal Guardian's Signature: _____ **Date:** _____

Medical Information and Medical Consent

Is the student covered by any medical insurance? ___ Yes ___ No If Yes, please complete the following:
Name of Insurance Company _____ Insurance Policy Number _____
Name of Family Physician: _____ Office Telephone: (____) _____

Please list any personal or family medical history that may be of importance to our records, including allergies and physician prescribed medicine that student is currently taking:

List Medication/Medical History	Allergies	Allergic Reaction

As the parent/guardian of the above named student, I hereby authorize the Coordinator and his/her authorized staff to furnish medical diagnostic and/or authorize the medical and/or surgical treatment of my child as may be considered necessary or appropriate under the circumstances for the treatment of any illness or injury of the child. The Rowan University at Camden and its officers, regents and employees shall not be liable in any way for any consequences from said diagnostic, medical and/or surgical treatment and are hereby released from any and all claims and causes of action that may arise out of such diagnosis, treatment or surgery to the extent allowed by law, except as provided for through the group medical insurance plan if the student contracted for the same prior diagnosis, treatment or surgery. Furthermore, the University does not assume any financial or other responsibility, but wishes to provide the best services possible in case of emergency.

In case of sudden illness or accident, I consent to emergency treatment by the professional medical/nursing staff of the Student Health Services to my child. In case of serious illness/accident I will be notified immediately, but if I cannot be reached, necessary interim emergency care may be provided by the Student Health Services professional Medical/Nursing staff or by a physician/nurse designated by them.

Parent/Legal Guardian's Signature: _____ **Date:** _____

Best Phone # to call in case of emergency: _____

Address (if different than Participant's)

Date Signed

**UPWARD BOUND
SUMMER COMPONENT CONTRACT
2026**

STUDENT: As a participant in the Upward Bound Program, I agree to the following:

1. I understand that **my attendance is mandatory for ALL** Upward Bound scheduled programming, activities, workshops, field trips, and individual meetings.
2. I understand that **my parent must directly contact the Coordinator** if I will be absent or late to any UB programming or activities.
3. To have a positive attitude and behave in a respectful manner that is neither disruptive nor rude during all programming, activities, workshops, field trips and individual meetings.
4. I will turn in all homework assignments and actively participate in all UB classes and workshops.
5. I will seek help from my UB Counselor with any academic problems if needed.
6. I will accomplish goals that I have set with the help of my UB Counselor.
7. I will enroll in a college or university upon high school graduation.
8. I will follow all UB policies and procedures currently stated in the Upward Bound Student and Parent Summer Component Handbook.

I understand that being part of the Upward Bound Program is a PRIVILEGE & understand and agree to accept the duties and responsibilities outline above. I understand that **FAILURE to ADHERE** to any of the above mentioned conditions may result in being placed on probation or possible removal from the Upward Bound Program.

Print Student Name

Student Signature

Date

PARENT: As the Parent of a Participant in the Upward Bound Program, I agree to the following:

1. I understand that my child's attendance **is mandatory for ALL** Upward Bound scheduled programming, activities, workshops, field trips and individual meetings.
2. I understand that I must **directly contact the Coordinator** if my child will be late to any UB programming or activities.
3. I will attend **all** Parent Orientations and Seminars sponsored by UB as scheduled.
4. I will take an active part in my child's education, supervising study and helping if needed.
5. I will follow **all** UB policies and procedures currently stated in the Upward Bound Student and Parent Summer Component Handbook.

Print Parent/Guardian Name

Parent/Guardian Signature

Date