

Summer 2023 Student Handbook



ETSU

Upward Bound

**East Tennessee State University
412 JL Seehorn Jr. Drive
Johnson City, TN 37614**

D.P. Culp Center 312 (3rd floor)

**TRiO Programs – Upward Bound
PO Box 70714 ETSU
Johnson City, TN 37614**

423-439-5619

WELCOME TO ETSU UPWARD BOUND

Foreword

This handbook is designed to help students and parents understand the policies and procedures of the ETSU Upward Bound program. We encourage you to read it carefully and call the office if you have any questions. While we hope this handbook is informative and useful it is important to note that it is not meant to be a contract between the Upward Bound program and the student or parent. Please note that the student handbook is considered a living document and may be revised as needed throughout the year; when updated, a new version will be posted on the program website with current revision date. Students are expected to maintain appropriate attendance, academic, and behavioral standards to remain in the ETSU Upward Bound program.

Director's Welcome Letter

Dear Parents/Guardians and Students,

Welcome to East Tennessee State University Upward Bound program! We are excited to begin the 2023 Summer Program and are very pleased to have you as a part of the Upward Bound family. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. The Upward Bound staff, in collaboration with the ETSU faculty and staff, is constantly seeking effective new strategies and methods to accomplish this goal. We also pride ourselves on the strong support we receive from our parents/guardians and target area high school principals, guidance counselors, and faculty. Our doors are always open to strengthen these relationships.

Again, welcome to our campus and feel free to contact me or any member of our staff if we can be of service.

Sincerely,

Dr. Ronnie D. Gross, TRIO Executive Director

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Upward Bound Office Staff

Dr. Ronnie Gross	439-4002	grossrd@etsu.edu	TRIO Executive Director
Phil Blevins	439-4003	blevinspe@etsu.edu	Assistant Director of Student Services
Emily Grater	439-6188	gratere@etsu.edu	Assistant Director of Academic Services
Jessi Nicely	439-5241	nicelyj@etsu.edu	Assistant Director of Operations
Lisa Cross	439-5662	crosslm@etsu.edu	College Access Coordinator – Career Work Study
Aimee Murray	439-4474	murrayam@etsu.edu	College Access Coordinator – Rising Juniors
Brandon Pennington	439-5899	pennington@etsu.edu	College Access Coordinator - Bridge
Amanda Worley	439-5006	worleya@etsu.edu	College Access Coordinator – Rising Sophomores
Jennifer Payne	439-5619	paynejm2@etsu.edu	Office Coordinator
Lisa Lowe	439-5396	lowelm@etsu.edu	Office Coordinator
Fax Number	439-4770		

Upward Bound 2023 Instructional Staff

Foreign Language

Mary Lynn Barnes
Teri Berkel
Lucca Weber

Literature/Writing

Debra Brooks
Hillary Buckner
Shannon Lawson
Gracie Morton
Leslie Rodriguez

Mathematics

Maria Alfaro
Ellie Phillips
Callie Worley

Science

Vanessa Mormon
Matt Peters
Megan Schramm
Pramila Shakya
Anna Stout

Upward Bound 2023 Summer Residential Staff

Residential Directors

Yemisi Ayo-Bali
Samuel Cooper
Chrislyn Shuford

Summer Project Specialist

Hunter Oliver

Residential Advisors

Samuel Adenekan
Tolu Adeusi
Forgive Bannerman
Cassandra Goodyear
AQ Hanna
Matthew Ingram
Corey Kapnick
Abby Lynch
Faith McPhearson
Jubilee Middlekauff
Katherine Pollard
Kaiden Releford
Cailin Rickman
Breanna Tonello
Andrew Trent
Natalie Vaughn

Program Assistants

Sarah Blevins
Dominic Burluson
Autumn Earp
Jordan Fennessy
Andrea Hensley
Sam Leonard
Shyann Rogers
Faith Shell

Tentative Summer 2023 Daily Schedule

Rising Sophomore/Rising Junior/Non-CWS Rising Senior Morning and Afternoon Schedule

6:30am - 7:00am	Rise and Shine
7:30am-8:20am	Breakfast
8:30am - 12:40pm	Academic classes (Math, English, Science, Foreign Language)
12:50pm - 1:30pm	Lunch
1:40pm- 3:40pm	Afternoon classes, seminars, and study hall
3:40pm- 5:00pm	Downtime in the dorms

All Students Evening Schedule

5:00pm-6:00pm	Dinner
6:00pm-6:15pm	Large Group
6:30pm-8:30/9:00pm	Rec Time (Monday, Tuesday, Wednesday, and Thursday Special events)
6:15pm-7:15pm	Small Group (Tuesday)
9:00pm-10:00pm	Shower Time/Study Time/Laundry Time in Residence hall
10:00pm-11:00pm	On your hall. (Quiet hours begin) Study time/Get ready for bed
11:00pm	In your own room for room checks with RA's

Wednesday Schedule

4:00pm - 9:00pm	Family Visitation Night (Activities will be available for students staying on campus.)
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Sunday Schedule

7:00pm-9:00pm	Students will check back into the residence halls.
7:30pm-9:30pm	Rec Time
11:00pm	In your own room for room checks with RA's

The following information covers many areas of the Upward Bound Summer program. The main focus of the summer program is academics. Additionally, in order for a student to take full advantage of the program, we believe each student should participate in all Upward Bound activities and follow the guidelines of this handbook.

Academic Objectives - Because the Upward Bound program is an academic program first and foremost, all students will sign the Academic Commitment form, which states the objectives to be reached during the summer. Students are expected to do all in-class and homework assignments. Grades are recorded regularly to track students' progress. Students must have an "80" average in their academic classes to go on the end of summer trip. Students must complete all objectives to go on the end of summer trip. **(See Appendix A Academic Commitment Form)**

Attendance - Students are encouraged to participate in every summer session while they are in the UB program. Students who will be unable to attend the summer program should notify UB staff as soon as possible during the academic year. Attendance is required in all classes. Any student who misses a day or several days of the UB summer is responsible for making up all the work that was missed. Students are strongly discouraged from missing more than a week. The student must let their instructor know if they will miss class. The student is expected to obtain and complete the in-class and homework assignment(s) and/or project(s) needed for the next class session. Please fill out Days Missed Form with your trip's dates before the start of the summer.

Automobiles - Automobiles are allowed on campus if prior permission is given by the parents/guardians. Parent/guardians must complete a transportation form to verify their permission to drive to and from campus. **(See APPENDIX B Transportation Permission Form)** Students are NOT allowed to drive on campus to classes or other activities. Cars are only to be used when arriving on Sunday evenings, going to and from campus on Wednesday night family night, and going home on Fridays (all these activities must be pre-approved by the parent/guardian). All students must have a parking permit properly displayed in car if parking on campus. Parking permits will be provided at move-in by the UB program to students who have obtained ETSU has strict and enforces parking regulations. All drivers must follow ETSU parking rules listed on their website: www.etsu.edu/parking Pedestrians have the right of way at all crosswalks. All accidents involving a vehicle must be reported to Public Safety. The vehicles are not to be moved until the investigating officer instructs the drivers to do so. ETSU will not be liable for damage to any vehicle driven or parked on university property Parking permits will be provided by the Upward Bound program. **The student is responsible for paying any fines incurred while living on campus.**

Campus Resources and Facilities Use - ETSU offers our students many resources on campus.

- When using the Sherrod Library, please observe University rules and behave appropriately. Library books may be checked out with a UB ID. However, the student will be responsible for lost books or library fines.
- Upward Bound students will have limited access to ETSU computer labs during the summer (student may have to present their student ID). Every student must sign and turn in a Computer Usage Agreement Form **(See APPENDIX D)** in order to have computer access. This form simply states that if a student misuses a computer the UB program or ETSU will not be held responsible or liable.
- Students may not have food or drinks in computer labs.
- **Students are not allowed to use elevators in academic buildings without prior approval from UB.**

Campus Safety - Should a student encounter a problem with any individual on campus, they should report it immediately to the Resident Directors. In case of an emergency on campus, you can dial 911 from a campus phone, Emergency Call boxes or your personal phone. Please note that ETSU has their own Police Department and 911 system, to expedite the

call when using a cell phone call 423 439-4480. If you call 911, please tell the dispatcher that you are on the ETSU campus.

Checking In and Out of UB - Full participation and attendance is expected of all students who attend the summer program. Students should not check out during times other than the designated times listed above without a valid excuse (illness, medical appointment, family emergency, etc.) **Students should not check out during academic classes when avoidable.** Excessive checkouts or absences may result in the student being asked to leave the summer program or switch to day student status.

Checking In: Students should arrive back on campus to check in each Sunday from 7:00PM – 9:00PM (students can check in to the program by themselves; no guardian is needed). If a student needs to check in late (after 9PM on Sundays and 9PM on Wednesdays) due to circumstances beyond their control, the student must call the RD with a specific return time. Students will also need to have their parents/guardians call and grant them permission to check in late. If a student has not returned by check-in time without prior parent/guardian permission, UB staff will contact parents or guardians. The latest time a student may return is 11PM. Students who cannot return by 11PM should call the RD and make arrangements to return before breakfast the following morning. Please eat dinner before you come back on Sunday, UB is unable to provide Sunday dinners.

Checking Out: Students will need to be checked out by an approved person (who will show an ID card) each time they are checked out unless they have permission to check themselves out. Students may check out on Wednesdays starting at 4PM at the students' residence halls; students must return before 9PM. Wednesday night check-out is optional. Checkout on Fridays is from 1:30PM-5PM at the students' residence halls.

Checking out at other times: Students who need to check out at any time other than Wednesday and Friday check-out times should have their parents/guardians call the office (if between 8:00 a.m.-4:30p.m.) at 423-439-5619 or the RD (if after 4:30) to make arrangements for check-out. RD contact information will be given at move-in. Students who have permission to check themselves out may only do so on Wednesdays and Fridays and will need a parent/guardian to call, provide the security, and grant them permission to check out at any other time.

Civil Rights Grievance Procedure - East Tennessee State University is an AA/EEO institution and does not discriminate on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity, gender expression, religion, age, disability, veteran's status, genetic information, or any other protected class. If you feel that your rights have been violated under federal law, state law, Title VI, or Title IX, please contact the ETSU Office of University Compliance located in Room 309 of Burgin Dossett Hall, compliance@etsu.edu, (423) 439-8545

Counseling Services - Services are available from UB staff to assist students with personal, emotional, or social issues they may experience. UB staff may need to address sensitive topics through one-on-one interactions with students. It is important to note that UB staff are not licensed, trained therapists, but are trained to handle situations that are typical of working with teenagers. In situations where long-term or more in-depth counseling services are needed, UB staff can provide students and their families with referrals to outside counseling agencies. All UB staff are required by law to break confidentiality and report all cases of suspected child abuse to the Department of Children's Services and may also be

required to report elder abuse or the abuse of a disabled person. Students will sign an “Exceptions to Confidentiality” form each summer outlining the circumstances in which staff must break confidentiality. (See **APPENDIX C Exceptions to Confidentiality Form**) UB staff will also notify parents or guardians in cases in which a student reports suicidal intentions or in other cases in which their physical or psychological health is in jeopardy. In cases in which students report suicidal intentions, parents or guardian may be required to provide documentation of a suicide assessment and clearance by a mental health professional for the student to return to normal activities before he or she is allowed to return to the summer program.

Curfew - All students should be in their assigned residence hall rooms by 11:00 p.m. or at the time designated by the RD. Students should only leave rooms after this time if they need to use the restroom or need assistance from an RA/RD. Otherwise, students found out of their rooms after 11:00 p.m. will face disciplinary action up to and including suspension.

ID Cards - Each student will receive an official ETSU ID guest card with their picture. This ID card will be used for access to the residence hall. It is vital that the student carries their ID at all times. **If a student loses their ID, they can either pay during the summer program or have the amount deducted from their summer stipend to replace the card.** Students are required to turn in their ID cards at the end of their participation in the summer program.

Illness/Injury - Students who are ill or injured and cannot attend class should be picked up by parents or guardians. ETSU Public Safety will be notified of students who are experiencing an emergency or serious injury. These students will be transported to the emergency room. Parents/guardians should make arrangements to meet UB staff at the hospital as soon as possible in these cases.

Meals - Students are expected to attend all meals. Meals are provided by UB at no cost. Students must eat in the Dining Hall for each meal, have USDA approved food on their plates, and get checked off for each meal. The guidelines for each meal are:

Breakfast: fruit, bread, and milk
Lunch: 2 fruit/vegetables, meat/meat alternative, milk, bread
Dinner: 2 fruit/vegetables, meat/meat alternative, milk, bread
** meat alternative options (peanut butter or cottage cheese)

Students will be required to check in with a staff member at each meal to confirm that they are present by the following times:

Breakfast: Before 8:00 a.m.
Lunch: Before 1:15 p.m.
Dinner: Before 5:30 p.m.

Personal Property - Good security is the best guard for personal items. All students should make sure that their rooms are locked when they leave. We do not encourage students to loan personal items to other students. For security reasons, we also recommend that students do not carry large sums of money or have expensive items on campus. When traveling in Washington County buses or chartered buses during UB sponsored trips, it is the responsibility of the student to take all personal possessions out of the vehicles when they are finished with the trip. The UB staff will not be responsible for any items left on Washington County busses or chartered vehicles/buses. Lost items are often turned in to the main UB office. UB staff collects the lost items in the office and stores them in the office. If the items remain unclaimed, they will

be donated to charity. Students are encouraged to label their belongings with their name.

Residence Halls – The students will be in both West Hall and Lucille Clement Hall. All rooms in both halls have two beds, two desks, and two closets. Both residence halls are air-conditioned. All students will be using community showers located throughout the floor(s). Should a student have a problem in the residence hall, it should be reported to the Resident Advisors. No student is permitted to be in another person’s room without approval from the resident(s) of that room. No student is permitted to be in another person’s room after 11:00 p.m. and will face disciplinary action up to and including suspension if found in another room after that time. Students are not allowed to be in the dorm rooms or hallways of the opposite dorm at any time; students are permitted to visit the lobby of the opposite dorm during recreation time only. There are laundry and vending machine facilities convenient to the rooms in each residence hall. Please note, room inspections can take place at any time throughout the summer. The following is a list of items you may need for residence hall living:

Essentials

Blanket, bedspread, and sheets (for twin bed)	Pillow and pillowcase
Bath towels, hand towels, and wash cloths	Personal toiletries
Shower shoes or sandals,	Tote to take items to and from showers
Wastebasket, alarm clock	

Optional

Laundry supplies	Posters or wall decorations (no tacks!)
TV; Radio/iPod with ear buds	Iron, Lamp
Computer w/ Ethernet connection	

Laundry machines are available for student use. Please monitor your machines while using them and promptly remove clothes upon the completion of the cycle. This allows other students to use the machines without disturbing your clothes.

Residence Hall Access – As per university rules, students are to ONLY be in residence halls that they are assigned to live in. This means that undergraduate students are to only be in Lucille Clement and West Hall while Bridge students are to only be in Davis Apartments. Undergraduate students are not to be in Davis Apartments AT ANY TIME (this includes Wednesday nights when you check out for Family Night as well as on the weekends) and Bridge students are not to be in Dossett Hall or Lucille Clement at any time. If you are found in a residence hall that you are not assigned to live in, you will be dismissed from the summer program.

Small Groups – Students have been divided into small groups that will meet weekly on Tuesdays and be led by the Resident Advisors. RA’s will facilitate group activities that are designed to encourage connection and social and emotional growth. The UB staff will monitor these sessions routinely.

Stipends – Summer students are given \$10.00 per week of full participation and attendance. Stipend checks will be issued to students prior to the summer trip if possible.

Work – If a student chooses to work during summer, they should make prior arrangements to work during times that will not conflict with regularly scheduled Upward Bound activities (i.e. work only on weekends or Wednesday nights).

CODE OF CONDUCT

Upward Bound students accept primary responsibility for maintaining appropriate student conduct. A student will comply with the directions of teachers, program assistants, resident advisors, resident directors and administration, or other authorized personnel. Teachers will establish guidelines for their classroom which students are expected to follow. These guidelines will be communicated to students orally and in writing. When students repeatedly behave in ways that interfere with other students' learning, teachers have the right to expect administrative support in responding to the misbehaving students. That is, when students persistently fail to accept responsibility for their behavior, are disrespectful or insubordinate they will be referred by teachers or staff to the administration. The director/assistant director may contact the parents/guardians when a student is referred to the office. The intent of these contacts will be to enlist parents'/guardians' cooperation in helping students conduct themselves appropriately. Students are expected to conduct themselves in a well-behaved manner. While the University would like students to feel at home during their time on campus, Upward Bounders are still guests and should follow rules and regulations established by ETSU and the UB program. Students need to remember that other University activities, in addition to the Upward Bound classes, are taking place on the campus. Please refrain from excessive noise while in the halls and rooms in all University buildings. ETSU is fortunate to have excellent educational facilities and equipment and a beautiful campus. The preservation of these facilities is the job of students and faculty. We expect students to respect the campus, and we expect students to leave each room in the same or better condition than when we arrived.

A student will not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct that will cause the disruption, interference, or obstruction of any program activity. Neither will the student engage in or urge other students to engage in conduct that causes or can reasonably be foreseen to cause disruption, interference, or obstruction of any Upward Bound or ETSU activity during, before, or after program hours, on campus, or off campus at a program activity. Because participation in Upward Bound is a voluntary choice, if a student chooses to engage in any of the above activities, they may be asked to withdraw from Upward Bound.

Alcohol and Other Drugs - A student will not possess, use, transmit, or show evidence of having consumed any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on ETSU campus grounds. Students who are caught with alcohol or drugs on campus must be reported to ETSU Public Safety.

A student will not AT ANY TIME possess, use, or be under the influence of any controlled or regulated drug unless they have a prescription written for them by anyone authorized by the State of Tennessee to write medical prescriptions. There is zero tolerance for alcohol, drugs and/or any drug paraphernalia at Upward Bound on campus, and off campus functions.

The program staff in charge will immediately remove from contact with other students anyone showing evidence of having consumed alcohol or drugs and thereupon shall contact the parent/guardian. Use of a recommended dosage of a drug authorized by a medical prescription for a student from anyone authorized by the State of Tennessee to write medical prescriptions and by written permission of the parent/guardian will not be considered a violation of this rule. The Director, Assistant Director or campus security may remove a student who has been charged with the selling of narcotics or other serious violations of criminal law from the program when it is necessary to protect other students and/or teachers

or avoid disruption to program operations. A student will not possess drug paraphernalia on ETSU campus or off campus during an Upward Bound activity, function, or event. A student will not possess for resale or use any type of drug including prescription drugs.

Bullying– Bullying is unwanted behavior among youth and/or adults that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying in any form is prohibited and will not be tolerated. Bullying is defined as any act that substantially interferes with a student's educational benefits, opportunities, or performance, taking place at any program-sponsored activity, on program-provided equipment or transportation that has the effect of:

1). Physically harming a student or damaging a student's property; 2). Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property; 3). Causing emotional distress to a student or students; and/or 4). Creating a hostile educational environment.

If the act of bullying, including cyber-bullying, takes place off campus or outside of a program-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process, it may be addressed by program personnel.

Cyberbullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, website or fake profiles.

Burglary, larceny, robbery - A student will not commit burglary, larceny, or robbery. Burglary is defined as breaking into university or personal property. Larceny is defined as theft. Robbery is defined as stealing from an individual by force or threat of force. Offenders will be reported to Public Safety.

Discrimination and Harassment – Discrimination and Harassment in the UB program are prohibited by policy and law. Alleged victims of discrimination, harassment, bullying, cyberbullying or intimidation shall report any alleged incidents immediately to a teacher, program staff, program administrator, or directly to the Office of University Compliance. Any employee receiving such reports shall consult with the Office of University Compliance for proper resolution. Resolution of complaints of discrimination shall be made pursuant to ETSU's Policy on Discrimination, Harassment, and Sexual Misconduct which can be found here:

https://www.etsu.edu/policies/compliance_policies_webpage/discrimination_harassment_sexual_misconduct_policy.php

Dress Code - Upward Bound is committed to providing a safe and nurturing environment for all students. The staff strives to create a community where students are valued as individuals and free of judgement based on their dress or fashion. At the same time, students are expected to dress appropriately throughout the scheduled classes and at all Upward Bound activities. As a result, it will be at the administration's discretion to determine appropriate dress, which should not disturb or distract from classroom instruction or exhibit disrespect in any way.

Electronic devices - Students will not use personal electronic devices during academic classes unless specifically permitted by the classroom instructor. This rule is not intended to preclude the use of electronic devices for educational purposes. All prohibited electronic devices will be confiscated by UB staff. The device will be turned in to the UB office. The device will be kept in the office and returned to the student at the end of the academic classes before the end of lunch. A second offense will result in the device being kept for three days. Additional offenses will result in additional disciplinary action at the discretion of the administration.

Internet/Technology Policy - Internet/technology users are expected to not violate the generally accepted rules of network etiquette. This includes, but is not limited to the following:

- Do not write or send abusive messages,
- Do not use inappropriate language
- Do not reveal personal addresses or phone numbers of students or colleagues
- Do not play unapproved games
- Do not access unapproved sites
- Do not use chats from public social sites
- Please note e-mail is not private and may be monitored.

In addition to our university Internet policy, we ask that parents/guardians voluntarily monitor their student's usage of the Internet and telephone at home. Gossiping, bullying, and harassment done via email, instant messaging, text messaging, 3-way calling and social media sites are often done outside program hours, but the problems created in these situations typically follow the student to the program.

Physical Abuse of faculty, staff, program personnel, volunteers, or students - Assault is defined as a physical or verbal threat or violence to a person or persons. A student will not assault nor cause or attempt to cause physical injury to a teacher, administrator, student, or employee on campus during, before, or after program hours; or off campus as a result of a program activity, function, or event. A student will not engage in any physical assault which will do bodily harm to any person on ETSU grounds during, before, or after program hours; or off campus at a UB program activity, function, or event. A student will not, through threat or use of physical force, attempt to take any possession, including money, which belongs to an Upward Bound employee or another student. Such acts are considered to be extortion, blackmail, or coercion and are defined as obtaining money or property by violence or threat of violence or forcing someone to do something against their will by force or threat of force. Physical fights may result in an Out-of-Program Suspension, could lead to long-term suspension or expulsion and will be reported to Dean of Students and Public Safety.

Public Displays of Affection - Public displays of affection are considered inappropriate and disruptive while students are on campus or at UB events. While short hugs are acceptable, kissing and other forms of PDA are inappropriate during UB events. Students should refrain from excessive public displays of affection (kissing, hugging and touching as deemed excessive by UB staff).

Sexual Misconduct - Sexual Misconduct is prohibited at ETSU and in the Upward Bound program. Any incident involving inappropriate behavior including but not limited to Sexual Misconduct of any sort must be reported to the Office of University Compliance, and possibly reported to Public Safety. Taking, sharing or distributing nude pictures of self or others will be reported to the Office of University Compliance and to Public Safety. Any student or parent/guardian of a student attending UB shall report any incident of Sexual Harassment or Misconduct to the UB program staff or directly to the Office of University Compliance.

Victims or Complainants of Sexual Misconduct may report anonymously to the Office of University Compliance at <https://etsuredcap.etsu.edu/surveys/?s=X3D9DNPMJE>. All UB and ETSU employees are required to promptly report any perceived or witnessed Sexual Misconduct to the Office of University Compliance. Reported incidents of Sexual Misconduct will be handled or investigated in accordance with ETSU's Title IX Rule or ETSU's Policy on Discrimination, Harassment, and Sexual Misconduct. The Title IX Rule and ETSU's policy can be viewed here: <https://www.etsu.edu/universitycounsel/compliance/focusareas/titleix.php>

Sexual Harassment - Sexual harassment toward any student will not be tolerated. Sexual harassment is defined as:

Conduct because of sex that satisfies one (1) or more of the following:

- (a) An ETSU employee conditioning the provision of an aid, benefit, or service of ETSU on an individual's participation in unwelcome sexual conduct;
- (b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ETSU's education program or activity; or
- (c) Sexual assault as defined by federal law, "dating violence" as defined by federal law, "domestic violence" as defined by federal or state law, or "stalking" as defined by federal law, as follows:
 1. Sexual assault means any nonconsensual sexual act proscribed by state or Federal law, including when the victim lacks capacity to consent.
 2. Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 3. Domestic violence means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the victim under the domestic- or family- violence laws of the state of Tennessee.
 4. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
 - (A) fear for his or her safety or the safety of others or
 - (B) suffer substantial emotional distress.

Tobacco/Tobacco Substitutes/Vaping - Possession and/or use of tobacco by students on university property or at program-related activities is not permitted. At no time are students allowed to smoke, vape or use smokeless tobacco on ETSU property. No smoking, use of other tobacco products, or vaping is permitted during on-campus events/activities or

during Upward Bound trips. Upward Bound students (even if age 18 or older) who are found to be in possession of tobacco products will be held to the following consequences. If you are caught using tobacco products, in possession of tobacco products, or vaping, you will be reported to Public Safety and will be dismissed from the summer program. Please note that ETSU is a smoke free campus, so all visitors of ETSU campus (including guardians, friends, students, and teachers) are not allowed to smoke or vape on campus. Lighters found in a student's possession will result in questions concerning smoking and possible possession and can also result in a disciplinary referral for possession of drug paraphernalia.

Unsupervised/Unapproved Participation - means being in another building, parking lot, or grounds where the student has no academic business. Students are expected to be where they are supposed to be at all times. Students who park on campus may not go to their car without prior permission from the administration and with an appointed escort. Those students who have UB classes in ETSU buildings are permitted in those buildings ONLY during that class period. Students who are found in areas where they should not be (skipping class, in residence halls during class/activity time, out of room after 11:00 p.m. curfew, etc.) will face disciplinary action. When walking to and from classes, residence halls, library, recreational facilities, and the Culp Center, students should be in pairs or small groups whenever possible.

Vandalism/Damage of Property - Students are encouraged to take care of and have pride in university property. Students or parents/guardians of students who destroy, vandalize, damage, or lose program/university property will be held responsible for the cost of repair or replacement.

Weapons - Students making threats of violence to the university or any person associated with University will be removed from the program immediately and may face long-term suspension or expulsion or withdrawal from UB program. These threats will be taken seriously and dealt with accordingly. A student will not possess, handle, transmit, use, or attempt to use laser pointers, firearms, explosives, fireworks, lighters, knives, or any object that can be considered dangerous and/or a weapon on campus during, before, or after program hours; on ETSU or off campus at a program activity, function, or event. This rule applies to normal school supplies such as pencils, scissors, razors, or compasses when they are possessed, handled, transmitted, used, or attempted to be used in a dangerous manner.

Prescription Medication Policy

Rescue/Emergency Medication, and Diabetic Supplies - Students may carry on their person, rescue/emergency medications such as inhalers, epinephrine injections, and glucagon. Diabetic supplies such as insulin, glucometer, lancets, and needles may also be kept with the student. A completed ETSU Upward Bound Authorization For Self-Administration of Prescription Medication form must be provided to the Upward Bound program indicating the need for a student to carry these items on their person (**see Appendix E**). Rescue/emergency medications and diabetic supplies must be in its ORIGINAL CONTAINER labeled with the minor's name, medication name, dosage, and time/frequency of administration or the student's name should be written on all rescue medications and diabetic supplies.

Oral Contraceptives – Oral contraceptives may also be kept with the student and do not require an authorization for self-administration of prescription medication form.

All other prescription medications – Other prescription medications may be brought to the Program under the conditions that the Upward Bound staff can secure, store and dispense medication and the student can self-managed care and delivery of medication. Prescription medication must be in its ORIGINAL CONTAINER labeled with the minor's name, medication name, dosage, and time/frequency of administration. A completed ETSU Upward Bound Authorization For Self-Administration of Prescription Medication form must be provided to the program indicating that the medication is to be stored, secured and dispensed by the program staff. Any medication not picked up at the end of the summer program will be discarded.

Over-The-Counter (OTC) Medication Policy - The UB program will **not** have OTC medication available to dispense. If needed, students may keep OTC medications with them for their own personal use. These medications are not to be shared amongst students. OTC medications do not need to be turned in to UB staff. If you have any questions about this policy, please contact the Upward Bound staff.

DISCIPLINARY CODE

Violations of Upward Bound Program Rules - will be documented and handled by the Program Director and/or program staff in accordance with policy and procedure. In cases where a crime or potential crime has been committed on campus, UB is required to promptly report the crime to ETSU Public Safety. Any incident involving violation of university policy, inappropriate behavior including but not limited to sexual contact of any sort must be reported promptly to Student Life and Enrollment and/or the Office of University Compliance. Upward Bound discipline issues will be handled by Dr. Gross and/or in accordance with ETSU's campus-wide policies and rules. UB program rules violation consequences will be determined by the severity of rules' infractions. The application of consequences is by administrative choice based on the severity of the offense. In any case where disciplinary action is required, students' parents/ guardians may be notified and the infraction will be documented by program director. There are several levels of disciplinary measures for Upward Bounders who break program rules. These include the following:

1. Verbal/written reprimand/warning
2. Behavior Contract
3. Administrative conference with parent notification. Typically, parental participation/attendance will be optional for the parent unless requested by Upward Bound staff.
4. Strict supervised study
5. In-program suspension of privileges
6. Restricting activities
7. Program suspension/expulsion

A student may receive a verbal/written warning /strict supervised study for minor infractions including but not limited to the following:

- a. Missing class or activity/Being tardy to class or activity
- b. Lack of satisfactory participation
- c. Disrespectful attitude or behavior toward staff
- d. Classroom disturbance
- e. Dress code violation

Behavior Contracts - Upon recommendation by the Director, alternatives to the consequences may be offered by way of a contract between the program and the student. The parent/guardian must be aware of the terms of the contract and will attend a conference with the student, teacher, and administrator(s) to plan for its implementation, and will be asked to accept some responsibility, along with the student, for seeing that its conditions are met. If the conditions of the contract are not met, withdrawal from the Upward Bound program may be a consideration. Please note that the Upward Bound program has the choice at any time to convene a committee to discuss options, which may include withdrawal, when conditions of a contract are not met. Contracts may address behavior, academic performance, or attendance.

A student may be required to participate in an administrative conference with parental notification (parental participation/attendance may be optional or mandatory) for infractions including but not limited to the following:

- a. Repeat minor offenses (Insubordination)
- b. Unsupervised/unapproved program participation
- c. Abuse of rec time or activity privileges
- d. Repeat or aggressive, disrespectful attitude or behavior toward staff or other students
- e. Disruption to the educational process
- f. Improper language or profanity
- g. Insubordination
- h. Medication policy violation
- i. Abusive language

A student may receive in-program suspension of privileges/restricted activities for infractions including but not limited to the following:

- a. Repeated minor offenses (Insubordination)
- b. Permission to drive violations
- c. Housing violations
- d. Unsupervised/unapproved program participation
- e. Repeat or aggressive, disrespectful attitude or behavior toward summer staff
- f. Disruption to the educational process
- g. Technology infractions

A student may receive out-of-program suspension from the Upward Bound program for a period of 2 days to 6 months, by the Director, for infractions including but not limited to the following:

- a. Repeated minor offenses that cause substantial disruption to the educational process
- b. Aggressive interference to the educational process
- c. Verbal abuse of students, teachers, or Upward Bound staff members
- d. Victimization of any student (harassment (sexual, racial, bullying, ethnic, religious), bullying, cyber-bullying, and/or hazing)
- e. Lack of academic effort and progress in Upward Bound classes
- f. Medication policy violation
- g. Unsupervised/unapproved program participation
- h. Curfew violation of 11:00 p.m.
- i. Multiple In-Program Suspensions and/or Out-of-Program Suspensions
- j. Violation of University Policy or Violation of Law

A student may be expelled by the Director from the Upward Bound program for infractions including but not limited to the following:

- a. Repeated offenses in which all other disciplinary measures have been exhausted;
- b. Violation of University Policy or Violation of Law

Violation of University Policy - ETSU disciplinary measures will be followed, through appropriate due process procedures, for conduct which adversely affects the institution's pursuit of its educational objectives, which violates or shows disregard for the rights of other members of the academic community, or which endangers property or persons on property owned or controlled by the institution. Some of the infractions that violate University Policy include but are not limited to the following:

- a. Conduct Dangerous to Self or Others, Harm inflicted on self
- b. Disorderly Conduct
- c. Harassment or Retaliation, Hazing
- d. Misuse of ID cards
- e. Obstruction of or interference with institutional activities or facilities
- f. Misuse of or Damage to Property
- g. Possession of Firearms/dangerous weapons, Explosives, Fireworks, Flammable Materials
- h. Alcoholic Beverages, Drugs, Drug Paraphernalia, Public Intoxication
- i. Gambling
- j. Sexual Misconduct
- k. Tobacco/Smoking/Vaping
- l. Pornography
- m. Theft, Misappropriation, or Unauthorized Sale of Property
- n. Threats and/or Intimidation
- o. Unauthorized access to Institutional Facilities and/or Grounds
- p. Unauthorized Surveillance
- q. Under the influence or possession of drugs or alcohol
- r. Verbal or Physical Abuse

The non-exclusive list of offenses published in the **ETSU Catalog** can be found:

[studentconduct disciplinarysanctions.pdf \(etsu.edu\)](#)

An incident report will be filed with Student Life and Enrollment if the situation does not rise to a violation of law.

Generally, a violation or allegation that a law or university policy is violated will result in immediate notification of the parents by Public Safety and/or Student Life and Enrollment. Decisions regarding parental notification will be made on a case by case basis given the nature of the incident.

Violation of Law - Upon notification, the Program Director will immediately file a police report with the local jurisdiction where the situation occurred. If the incident does not occur on campus property and the report is not made

directly to ETSU Public Safety, then Public Safety and Student Life and Enrollment should be notified that a report was filed, where it was filed, and when it was filed. In cases where a crime or potential crime has been committed on campus, UB is required to promptly report the crime to ETSU Public Safety.

Due Process – Where ETSU policy or rule does not supersede, a student may appeal any disciplinary decision that involves suspension or expulsion from the program based on violations of Upward Bound Program rules by using the following procedures:

1. The student must put the appeal in writing to any UB permanent staff member stating the facts from their point of view and the reason why they feel the decision is unfair. The appeal must be given to a staff member within 48 hours during the summer or within seven days during the academic year. Letters of testimony from reliable witnesses should accompany the appeal.
2. A hearing will be held before the Upward Bound staff and the Justices of the Student Government Association within 48 hours of the notification of the appeal.
3. The student has a right to have witnesses testify. Witnesses against the student may also be used. A recommendation will be made at the hearing.
4. The Project Director may respond to the appeal in one of the following manners:
 - a. Hear the case and concur with the disciplinary recommendation.
 - b. Hear the case and reduce the disciplinary recommendation.
 - c. Hear the case and void the disciplinary recommendation.

ETSU Upward Bound Summer
Academic Commitment Form 2023

To maintain a high standard of academics and achievement in the Upward Bound Program, the following objectives have been put in place to ensure that students will take full advantage of the educational opportunities available to them. These objectives are designed to encourage time management, writing proficiency, research efficiency, and other skills that promote academic excellence. An Upward Bound member should always strive to be the best they can be.

All students attending the summer component of the Upward Bound Program must complete these objectives in order to go on the trip at the end of the summer. Students that do not complete these objectives will not attend the summer trip.

1. Each student must achieve an average of **80** or higher in the academic classes as well as an average of **80** or higher in the enrichment classes. Each average will be calculated by adding the numeric grade of each class and dividing that number by the total number of classes taken within that category. In a typical scenario, Upward Bound students take 4 academic classes (Math, Literature, Foreign Language, and Science) and 2 enrichment classes (afternoon classes). In addition, **each student cannot make below a 60 in any one individual class.**

2. Any student who misses a day (or days) of class will be responsible for making up the work that was missed. This includes tests, quizzes, projects, writing assignments, lab experiments, and any other assignment given by instructors. Students who know they will miss a day (or days) of class must inform their instructors and ask what work needs to be done in order to make it up. It is up to the instructor's discretion on how missed assignments shall be graded.

3. Students will forfeit their rights to participate in the summer program and/or go on the summer trip if deemed necessary by the Director.

In addition to understanding these requirements for attending the summer trip, I have read and understand the ETSU Upward Bound policies and procedures outlined in the handbook.

Student signature: _____

Date: _____

ETSU Upward Bound Transportation Permission Form 2023

Student Name: _____

PARENT/GUARDIAN INFORMATION

Please list the student’s parent(s) and/or guardian(s). **Please include yourself on this list.** These people will also have permission to check your student in and out of the program.

PARENT/GUARDIAN NUMBER	RELATIONSHIP TO STUDENT	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CHECK-OUT PERMISSION

My student has permission to check him/herself out and drive to and from the program? Yes No

Please note: Students who have permission to check themselves out will only be allowed to do so during regular check-out hours, on Wednesday nights (4PM-9PM) and Friday afternoons (1:30PM-5PM).

Please list any person(s) other than parents/guardians that has your permission to check out and provide transportation for your student to and from the Upward Bound summer program. Please note that students can only be checked out by people on this list on **Wednesday nights (4PM-9PM) and Friday afternoons (1:30PM-5PM)**. If you would like to add someone to this list after move-in, you will need to call the office and provide the safety word.

PERSON	RELATIONSHIP TO STUDENT	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

****Upward Bound staff will not allow students to leave with anyone other than the person(s) listed above unless we are otherwise notified by a parent or guardian.** In addition, if a student needs to check out on any other day than Wednesday nights and Friday afternoons, the parent or guardian will need to call our office and provide the safety word to allow him/her to leave.**

For a variety of scenarios, including but not limited to an emergency, class field trip, or day-to-day operations, students may be transported by a permanent staff member, a summer staff member, Premier Bus Company, or via Johnson City Transit.

APPENDIX C

Exceptions to Confidentiality Form - Summer 2023

The Upward Bound Counseling Staff values the counseling relationship we can build with students, and we will keep any information shared in counseling sessions, small group meetings, or any other Upward Bound activities confidential whenever possible. Please understand that confidentiality must be broken if information regarding the following circumstances is shared:

- Where there is a reasonable suspicion of child abuse (past or present), or when elder abuse or the abuse of a disabled person is reported
- Where there is a reasonable suspicion that you or someone else may present a danger of violence or harm to others
- Where there is a reasonable suspicion that you are likely to harm yourself unless protective measures are taken
- Where a crime or potential crime has been committed on campus
- Where your physical or mental well-being or the physical or mental well-being of another student is potentially at risk

Additionally, if any of the above information is shared with any member of the UB staff (including summer staff such as RDs, RAs, or PAs) it will be reported to Upward Bound Counselors. Counselors may be required to report the information to the appropriate person or agency and potentially to ETSU Public Safety. Summer staff members will be in regular communication with the Upward Bound Counselors regarding concerns over the physical or mental well-being of Upward Bound students.

I _____ have read and understand the
(print name)

exceptions to confidentiality outlined in this document.

Student Signature

Date

All users of any institutionally maintained electronic data, data files, software, and networks are expected to handle the resource in a responsible and ethical manner. A user’s internet ceases when it invades the right of personal and/or institutional privacy; results in the destruction of personal and/or institutional property; demonstrates a potential for loss, embarrassment, litigation to the individual and/or institution; or causes a limited resource to be used in a wasteful or careless manner. All information processed through Computer Services is considered sensitive and/or confidential. The responsibility for the release or discussion of data is assigned to the official custodian of the data file(s). Access to information is based on a legitimate “need to know” and directly related to assigned duties.

University electronically maintained data, data files, software, and networks will be used for authorized purposes only. Users are responsible for the security of the resources. Any use of the resource deemed irresponsible or unethical (as defined in the Faculty Handbook section 1.10.8) will result in the immediate denial of use of the resource. The violation will be referred to the proper authorities for disciplinary and/or legal action including, but not limited to, restitution, restrictions, reprimand, suspension, probation, expulsion, termination, if necessary, legal action. Appeals will be handled through due process channels (APA) already established for students and/or staff. Student violations will be referred to the Vice President for Student Affairs and/or Vice President for Health Affairs, faculty violations will be referred to the Vice President for Academic Affairs and/or the Vice President for Health Affairs, and staff violations will be referred to the Vice President for Administration and Development.

The following examples attempt to convey the intent of irresponsible and/or unethical use:
violation of Federal/State copyright laws; violation of the Family Educational Rights and Privacy Act of 1974; use of the resource for obscene material; deliberate wasteful use of the resources; unauthorized altering of hardware, software, or data; piracy of data or software belonging to another person; or careless use of the resource which may result in the release of restricted information.

****WARNING**** Any person who knowingly brings on campus, has in their possession or distributes any virus without the authorization and written permission of the Division of Information Resources, will be considered to be in violation of the above and will be vigorously prosecuted. ****Campus**** is defined to include any property owned, leased, maintained or controlled by ETSU and includes any site or area where any system owned, leased, operated and/or maintained by ETSU is housed.

NOTICE TO USERS: It is the policy of East Tennessee State University to protect all institutional computing resources including, but not limited to, hardware and software, consisting of the actual equipment being supplied by the university as well as the programs and related materials used in conjunction therewith. In accordance with local, state, and federal law, indiscriminate examinations of individual user’s files is not permitted, nonetheless as a means of maintaining the integrity and security of those aforementioned resources.

East Tennessee State University retains the right to inspect individual accounts and files stored on any system owned, maintained and/or leased by said university. While no prior authorization by individual users is required to inspect those files and accounts, you are, by virtue of accepting the account offered by ETSU and “logging” on to its computing equipment, granting to the university prior unrestricted permission, subject to university policy, to review, examine and/or otherwise view, by any method at the sole discretion of the university and without any additional advance notice to said user, any account and/or files stored on university computer resources.

Should such a review take place, you will be given notice, as a courtesy only, of the results of said review within a reasonable time after the review is completed. While use of university computing resources for personal use is strictly forbidden, should you have materials for which you have any reasonable expectation of privacy or which you consider to be confidential for any reason, you should retain those materials on a disk which can be secured as you would any other personal items or materials which you consider private in nature.

I have read the “Computer Resources Code of Ethics” and I understand that East Tennessee State University and the East Tennessee State University Upward Bound program will not be liable or responsible for any unauthorized computer usage.

Signature of Parent/Guardian

Date

Signature of Student

Date

ETSU UPWARD BOUND AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

This form must be completed fully in order for the participant identified above ("Participant") to self-administer prescription medication during the program identified above ("Program"). **A separate form must be completed for each medication to be dispensed (Please copy this form as needed).** Self-administration of medication requires the written authorization (below) of Participant's parent or legal guardian.

_____ **No, my child does not need to take any prescription medication during the Program.**
_____ **Yes, my child will need to take a prescription medication during the Program.**

All prescription medications, including medications for conditions such as food, drug, or insect allergies; diabetes; asthma; or epilepsy may be brought to the Program under the condition that the Participant can self-manage care and delivery of medication. Oral Contraceptives may be kept with the student, and do not require disclosure below. Students may carry on their person, rescue medications such as inhalers, epinephrine injections, and glucagon. Diabetic supplies such as insulin, glucometer, lancets, and needles may also be kept with the student. However, a completed Authorization for Self-Administration of Prescription Medication form must be provided for rescue medications and diabetic supplies to the Upward Bound program. (The form will need to indicate if a student is to carry these items on his/her person, or if the medication is to be stored, secured and dispensed by the program staff. The student's name should be written on all rescue medications and diabetic supplies. All other Prescription medications may be brought to the Program under the conditions that Upward Bound staff can secure, store and dispense medication and the Participant can self-manage care and delivery of medication. Student may not always be reminded of their medication schedule by staff and is responsible to report to the appropriate Upward Bound staff to receive their medication(s) as prescribed in the instructions . The Prescription must be in its original container labeled with the minor's name, medication name, dosage, and time/frequency of administration.

AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

Medication name: _____
Dosages: _____
Condition(s) for which medication is being administered: _____
Specific directions (e.g., on empty stomach, with water): _____
Time/frequency of administration: _____
If PRN, frequency: _____
If PRN, for what symptom(s): _____
Relevant side effect(s): _____
Medication shall be administered from _____ to _____
Special storage requirements: _____
Is Participant capable of self-managed care: _____

I hereby authorize and recommend Participant to self-administer the above-described medication. I also affirm that Participant has been instructed in the proper self-administration of the above-described medication.

Signature of Participant's Parent or Legal Guardian: _____

Printed Name of Participant's Parent or Legal Guardian: _____

Date: _____

Additional medications can be listed here if needed:

AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

Medication name: _____

Dosages: _____

Condition(s) for which medication is being administered: _____

Specific directions (e.g., on empty stomach, with water): _____

Time/frequency of administration: _____

If PRN, frequency: _____

If PRN, for what symptom(s): _____

Relevant side effect(s): _____

Medication shall be administered from _____ to _____

Special storage requirements: _____

Is Participant capable of self-managed care: _____

I hereby authorize and recommend Participant to self-administer the above-described medication. I also affirm that Participant has been instructed in the proper self-administration of the above-described medication.

Signature of Participant's Parent or Legal Guardian: _____

Printed Name of Participant's Parent or Legal Guardian: _____ **Date:** _____

AUTHORIZATION FOR SELF-ADMINISTRATION OF PRESCRIPTION MEDICATION

Medication name: _____

Dosages: _____

Condition(s) for which medication is being administered: _____

Specific directions (e.g., on empty stomach, with water): _____

Time/frequency of administration: _____

If PRN, frequency: _____

If PRN, for what symptom(s): _____

Relevant side effect(s): _____

Medication shall be administered from _____ to _____

Special storage requirements: _____

Is Participant capable of self-managed care: _____

I hereby authorize and recommend Participant to self-administer the above-described medication. I also affirm that Participant has been instructed in the proper self-administration of the above-described medication.

Signature of Participant's Parent or Legal Guardian: _____

Printed Name of Participant's Parent or Legal Guardian: _____ **Date:** _____

AUTHORIZATION FOR DISPENSATION OF OVER-THE-COUNTER MEDICATION

Over-the-counter medication (“OTC medication”) may at times need to be dispensed to a participant in the above-described program if approved by the participant’s parent or legal guardian. Please complete this form to save time if you choose to authorize Program staff to offer OTC medication to the participant described above (“Participant”) during the Program. **NOTE: East Tennessee State University will not dispense any OTC medication without the written authorization of a participant’s parent or legal guardian.**

I authorize Program staff to offer the following medications to Participant if the need arises, in the sole judgment of the staff of the Program, as directed on the manufacturer’s container (circle the response below for each OTC medication(s) you authorize):

- YES NO Ointments for minor wound care, first aid as directed (e.g., antiseptic, anti-itch, anti-sting, antibiotic, sunburn)
- YES NO Tylenol/Acetaminophen
- YES NO Midol/Pamprin
- YES NO Ibuprofen
- YES NO Throat lozenges and/or spray for a sore throat
- YES NO Kaopectate or Imodium for diarrhea
- YES NO Milk of Magnesia, Pepto Bismol, or Mylanta for upset stomach or nausea
- YES NO Rolaids or Tums for acid reflux, heartburn, or indigestion
- YES NO Benadryl for swelling, hives, or allergic reaction
- YES NO Actifed or Sudafed for nasal congestion or allergy relief
- YES NO Visine or other eye drops for minor eye irritation
- YES NO Medicated lip ointment for dry, chapped lips, lip blisters, or canker sores
- YES NO Hydrocortisone ointment for mild skin irritations, poison ivy, or insect bites
- YES NO Medicated powder for skin irritation
- YES NO Robitussin or other cough syrup
- YES NO Calamine lotion for bug bites and poison ivy
- YES NO Sunscreen
- YES NO Insect repellent
- YES NO Other (list any other approved OTC medications): _____

Program staff reserves the right to use generic equivalents when available for the name brand OTC medications identified above.

If Participant is allergic to any type of OTC medication, please identify the OTC medication(s): _____

Program staff will contact Participant’s emergency contact if Participant has any condition associated with fever.

I hereby authorize the dispensation of OTC medications to Participant as indicated above. I understand that such dispensation will not be done under the supervision of medical personnel. I understand that the OTC medications indicated above are not necessarily kept on hand and may not be available to be dispensed immediately.

Signature of Participant’s Parent or Legal Guardian: _____

Printed Name of Participant’s Parent or Legal Guardian: _____

Date: _____