

Welcome!

We're excited that you have become a part of the Horizons-Upward Bound family. We understand new students, returning students and parents have questions. We hope this handbook will provide the necessary information to ensure a productive summer.

Cranbrook Horizons-Upward Bound

The HUB program, a successful collaborative effort between the Cranbrook Schools and schools in Metropolitan Detroit, assists youngsters from low-income families to realize the advantages of higher education. The HUB Program is based on the premise that education is the key to social and economic mobility. The strong academic foundation and personal encouragement the students receive from the program greatly increase the chances that they will successfully pursue further studies.



History of the Program

When the Ford foundation provided a seed grant for fifty students, Cranbrook's effort to create an educational program for low-income youngsters from urban public schools began in 1965. The grant expired the following year, but the program successfully applied for a U.S. Department of Education Upward Bound grant. The HUB Advisory Board and staff continue to seek private funding to secure the program's independence and ability to serve a larger number of young people.

Enrollment

Over the past two decades, Horizons-Upward Bound increased its enrollment to one hundred and eighty (180) students and became co-educational. Current students come from feeder schools in Detroit, Berkley, and Pontiac. The entry level is generally at the end of the eighth grade. Candidates are nominated by their schools, tested in reading and mathematics and interviewed by members of the HUB staff. Federal guidelines which include age, income and need for academic support are also used to determine admittance. Those students selected, must make a commitment to stay in the program through the completion of high school and enroll in a college/university of their choice. While in the HUB program, students must maintain a satisfactory grade-point average, attend the Saturday tutorial sessions (Winter Phase) and receive an acceptable summer end report. Retention is reviewed annually.

Program Location

Horizons-Upward Bound is located at the Cranbrook Educational Community, located in Bloomfield Hills, Michigan, a suburb of Detroit. The community includes school facilities for grades K - 12, an art museum and academy; and a science museum with a nature center, observatory, and planetarium. Cranbrook is also close to many cultural and leisure activity complexes/establishments.

Program Time-Line/Schedule

The Horizons-Upward Bound program is a twelve month intensive academic program. During a six-week summer program, "rising" 10th/11th/12th grade students will reside on the Cranbrook campus –"rising" 9th grade students will commute via HUB established transportation. Although the focus is on academic enrichment, all students will participate in cultural enrichment programs, career counseling and co-curricular activities. During the winter phase component, students and staff meet three Saturdays per month at Cranbrook Schools for continued academic enrichment activities. Juniors/Seniors receive assistance in college exploration/research and the application and financial aid process.

Faculty/Staff

Experienced faculty members throughout the year are selected from both Cranbrook Schools and the Detroit metropolitan public schools.



DIRECTIONS TO HORIZONS-UPWARD BOUND

SCHOOLS

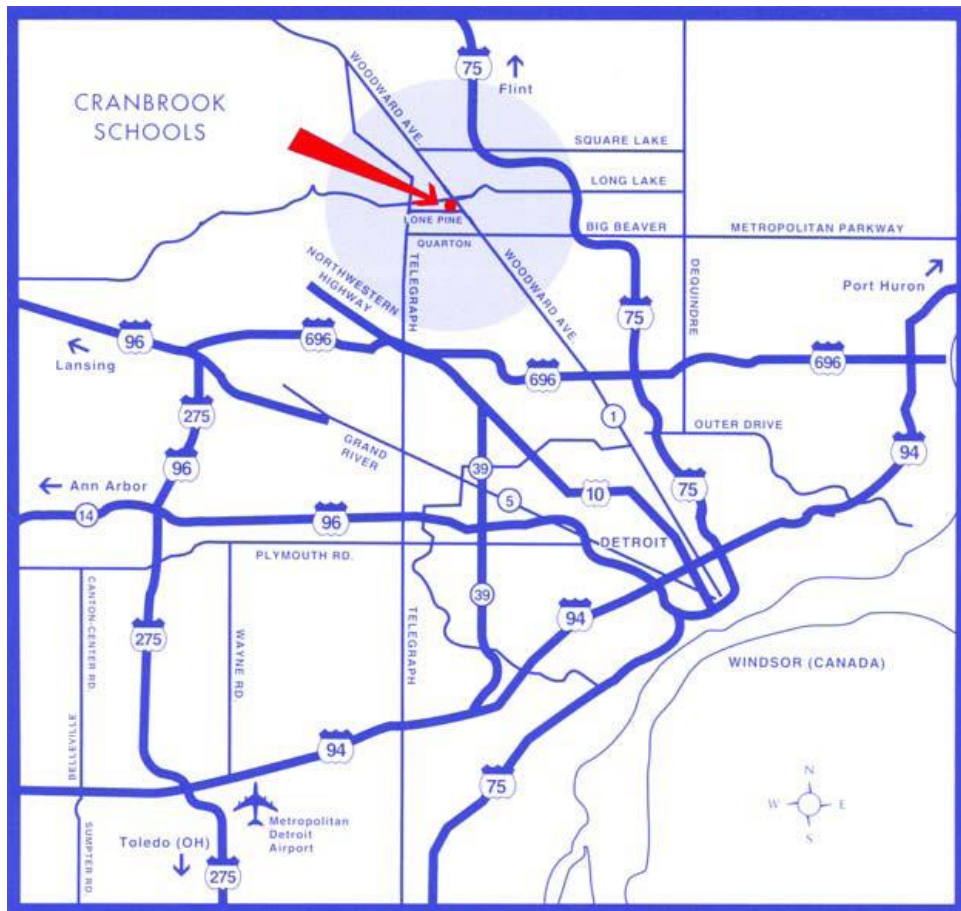
Directions to the Cranbrook Schools Campus

550 Lone Pine Road

From I-696, exit onto northbound Telegraph. Turn right onto Lone Pine Road east. 550 Lone Pine Road will be on your left.

From I-75, exit onto westbound Big Beaver. Turn right onto Woodward Avenue north. Turn left onto Lone Pine Road west. 550 Lone Pine Road will be on your right.

Directions



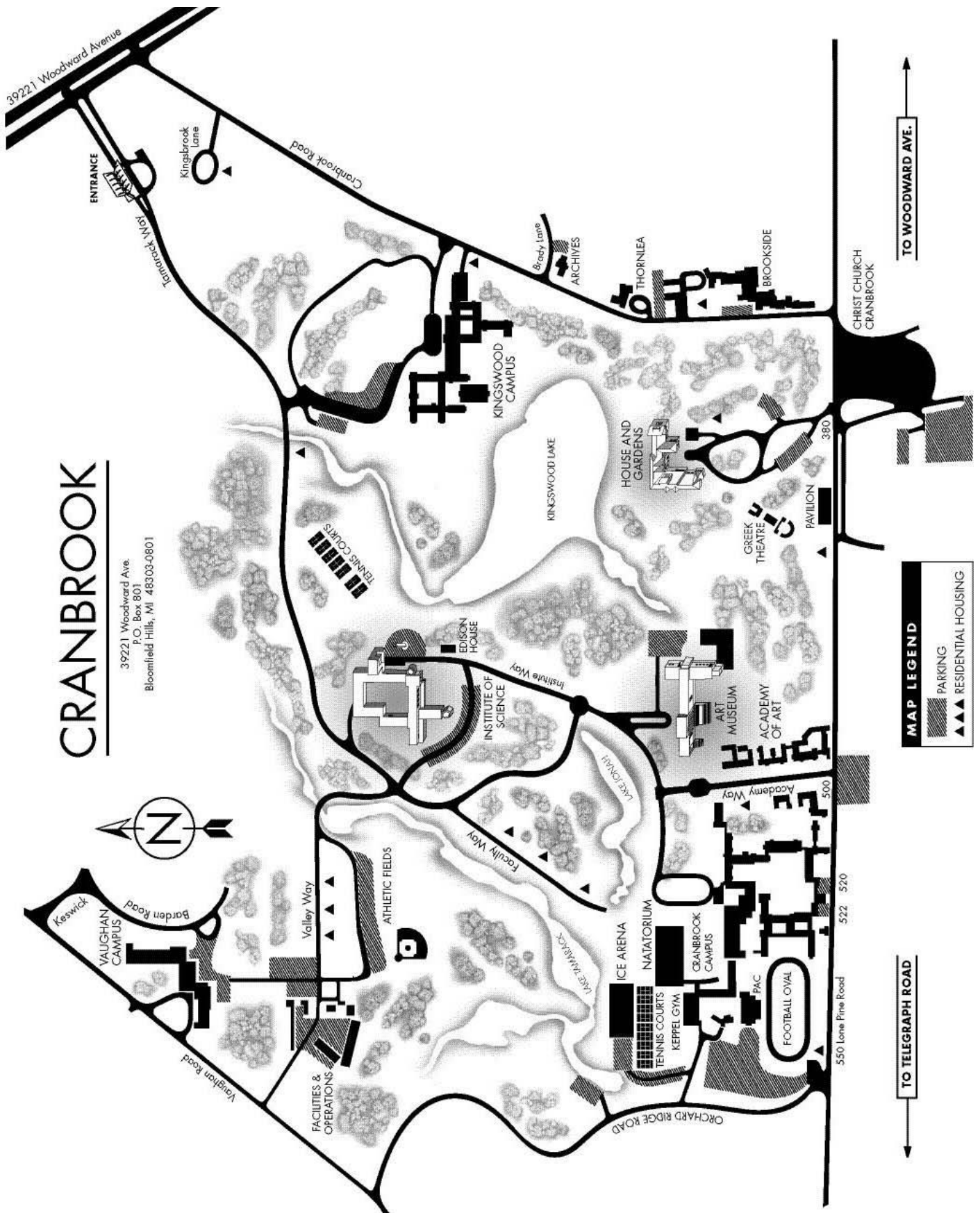
to

Cranbrook

Enter the 550 Lone Pine Road lot via the automatic gate. The gate will lift as you approach. Parking for visitors is available at the far end of the lot.

Directions to Horizons-Upward Bound

Follow the sidewalk bordering the Thompson Oval (football field) to the main staircase leading to Hoey Hall (located at the end of the field). Proceed up the stairs. Enter the building on the second level via the first door on the right. Follow the corridor on the right. The Horizons-Upward Bound office is the second to last office on the right at the end of the corridor.



June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8 Student Orientation 2-4 PM	9	10	11	12	13	14
15	16	17	18 RAs move in (dorms) 7 PM- RA Meeting	19 9:00 AM Combined Orientation with SSP (PAC) Staff Orientation (Gordon 45 & 46)	20 Staff Orientation (Gordon 45 & 46)	21 -HUB OPENING DAY- Check In- Noon to 2 PM (Common & Dorms) Assembly at 2:30 PM Dorm Assembly- 7:00 PM
22 Ufer Games 9:30 AM- 3:15 PM Structured Activity 3:30-5 PM (GS) Ice Cream Social 6:30-7:30 PM	23 Classes Begin 9 th Grade Registration at 8 AM (Mod. Schedule)	24	25 Advisory	26	27 <div style="border: 1px solid black; background-color: #c6e0b4; padding: 5px; text-align: center;">HUB Wilderness</div>	28 5K Walk/Run- 9-11 AM (Kingswood)
29 Warren Farrell's Boy Crisis Workshop (1-5 PM)	30 MSU Orientation (Senior Study Hall)					

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Advisory	3 Students leave at the end of academic day	4 <i>Independence Day</i>	5 Students OFF Campus
6 Students Return at 6 PM	7	8 Tigers Game 7:00 PM	9 Advisory	10	11 HUB Wilderness	12 Mid-Summer Night's Dream at 8:30 PM (New Center Park)
13 Holocaust Memorial Center (1-3 PM)	14 College Success Seminar (9 AM-3 PM; Page Hall)	15	16 CSS (9 AM-3 PM; Page Hall) Advisory	17	18 CSS (9 AM-3 PM; Page Hall) Students leave at end of academic day	19 HUB Wilderness Students OFF Campus
20 Students Return at 6:00 PM	21 OU Visit (9 th Grade) CSS (9 AM-3 PM; Page Hall)	22	23 EMU/UM Visit (12 th grade) CSS (9 AM-3 PM; Page Hall) Advisory	24	25 College Shirt Day CSS (9 AM-3 PM; Page Hall) Senior Sit Down Dinner	26 College Gathering (Dining Hall) 11 AM- 3 PM
27 Homestead (5-7) Talent Show 7 PM- 9PM (PAC)	28 MSU Residential Program (12 th Grade)	29	30 Advisory	31		

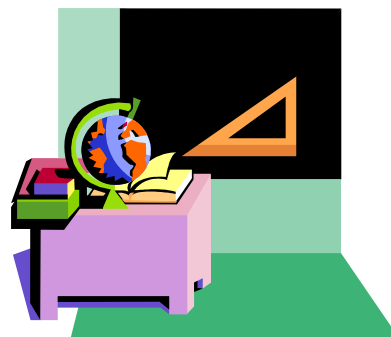
August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Summer Party! (pool 5-6 & natatorium field 5-8) <i>PICNIC</i> Alumni game (8:30-10 PM)	2- THEME DAY Display View/Picnic (GS) Awards- PAC Faculty Meeting- GS
3	4	5	6	7	8	9
	HUB College Tour 2013					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

The First Day

The first day of the summer phase is important. After registering, students are expected to review all information received during the registration process.

Please be apprised, ninth grade students will report on **Monday, June 23, 2014** at 8:00 a.m. Students will report to the auditorium for registration purposes. Information regarding registration is included in the handbook.



On Saturday, June 21, 2014, 10th/11th/12th/ grade students should arrive on campus between 12 p.m. and 2 p.m. **Lunch will not be served on the first day. The first meal for students will be dinner.** Please enter the campus from the 550 Lone Pine Road Parking Area. Upon arrival, students should report to the **Student Common** for registration; dorm keys will be distributed in the dormitory. Subsequently, the student will have time to unpack, settle in dorm rooms and begin reviewing materials received during registration. If there are questions, there should be no hesitancy in asking Resident Advisors or other staff. We are here to ensure a productive summer session. If time permits, students can explore the immediate campus area with parents.

In an effort for HUB staff to better serve our students, we requested that parents complete all forms and mail them to our office prior to the student's arrival. Please be reminded, students will not be able to continue their matriculation in the program until the forms are received. **We have a responsibility to serve and protect our students; therefore, all forms should really be completed and received prior to registration.**

An All-Student Assembly is scheduled at 2:30 P.M. in the Cranbrook Assembly Hall (Hoey Hall.) At that time, staff will be introduced, the schedule will be reviewed and students will be reminded about expectations. After the assembly, students will meet with their Residential Advisors; and, then, report to their dormitory rooms to prepare for dinner.

Dinner will be served between **5:30 and 6:30 PM**. After dinner (7:00 p.m.), there will be dormitory meetings and planned activities for all students. Get a good night's sleep and be ready for brunch and activities.



SPECIAL NOTE TO PARENTS: We consider HUB a family so your student's safety and well-being are very important to us. Our staff is very experienced and sensitive to the needs of our students. We hope you will work with us to make this a productive and enjoyable experience.

Opening Day Schedule – 10th/11th/12th Grade Students –
JUNE 21, 2014



Students in Horizons-Upward Bound will check in at Cranbrook. As students arrive, they will be directed from the Cranbrook parking area to the Student Common for registration. During registration, they will submit report cards and have ID pictures taken. **Students who have not submitted requested forms will not be allowed to register until all forms are completed.** The students will, then, be directed to the dormitory by HUB staff. At that time, they will be assigned a room, unpack, settle in their rooms, thoroughly read information received during registration and prepare to report to the Assembly Hall.

12:00 PM – 2:00 PM	Students arrive, register in the Student Common and then report to the dormitory to receive room assignments. Student movement will be confined to dorms and academic building.
2:30 PM – 3:45 PM	General Assembly in the Cranbrook Assembly Hall
3:50 PM - 4:50 PM	“Meet and Greet” with Residential Advisors (location to be determined)
5:00 PM – 5:25 PM	Report to Dorms/Unpack/prepare for Dinner
5:30 PM – 6:30 PM dormitory)	Dinner/Relaxation (students cannot return to the
6:35 PM – 7:35 PM	General Residence Hall Meeting - Cranbrook Assembly Hall
8:00 PM – 9:00 PM	All students in dorms for check-in; dorm floor meetings
10:00 PM	Students in their own rooms
10:30 PM	Lights out

“RISING” NINTH GRADE STUDENTS

On Monday, June 23, 2014, “Rising” 9th grade students will arrive on campus at 8 a.m. and be escorted to the Dining Hall for a Continental Breakfast. After breakfast, students will be escorted to the Assembly Hall for registration purposes. Students will register, be given an overview of the summer program, meet members of the staff, receive a student handbook and a class schedule. **Please be apprised, no student can remain in the program without the appropriate forms.** If students have not submitted requested forms, they cannot return to the program until all required forms have been submitted and are on file.

After students have completed the orientation/registration process, they will tour the campus area and report to the cafeteria for lunch. After lunch, students will report to their first hour class. In an effort to ensure proper classroom location, students will attend an abbreviated schedule of all classes.

FIRST DAY REGISTRATION/ORIENTATION SCHEDULE

8 A.M. – 8:30 A.M.	CAMPUS ARRIVAL/CONTINENTAL BREAKFAST
8:45 A.M.	REGISTRATION
9:45 A.M.	ORIENTATION/INTRODUCTION OF STAFF
10:45 A.M.	TOUR OF CAMPUS
11:30 A.M.	LUNCH
12:30 P.M.	ATTEND CLASSES (ABREVIATED SCHEDULE)
4:35 P.M.	BOARD BUS

FIRST DAY CLASS SCHEDULE

11:30 – 11:50	1 ST HOUR
11:55 – 12:15	2 ND HOUR
12:20 – 1:15	LUNCH
1:20 – 1:40	3 RD HOUR
1:45 – 2:05	4 TH HOUR
2:10 – 2:30	5 TH HOUR
2:35 – 2:55	6 TH HOUR
3:00 – 3:20	7 TH HOUR
3:25 – 3:50	8 TH HOUR
3:55 – 4:10	STUDENT COMMON/DEPARTURE

Students will participate in a brief debriefing period in the Student Common and then board buses and depart at 4:15 p.m.

HUB DAILY SCHEDULE

10th, 11th, 12th GRADE

6:00 AM	Rise and shine
6:25 AM	Students can exit dorms**
6:30 AM	Breakfast
6:45 AM	All students out of dorms
7:25 AM	Proceed to first hour class

1 st Period	07:30 – 08:25 AM
2 nd Period	08:30 – 09:25 AM
3 rd Period	09:30 – 10:25 AM
4 th Period	10:30 – 11:25 AM
5 th Period	11:30 – 12:25 PM
6 th Period	12:30 – 01:25 PM
7 th Period	01:30 – 02:25 PM
8 th Period	02:30 – 03:25 PM
Assembly	03:30 – 03:50 PM

Lunch Periods
5th & 6th Hours

AFTER CLASS ACTIVITIES

4:00 – 5:30 PM	Elected Activities/Optional Study Hall
5:30 – 6:15 PM	Dinner/Students remain in the Quad
6:15 – 6:45 PM	Adjustment time in dorms
6:45 – 7:45 PM	Physical Fitness Activity
8:00 – 10:00 PM	Study Hall (Mandatory 8-9 PM, Quiet Hours 9-10 PM)**
10:05 PM	Students in their own rooms
10:15 PM	LIGHTS OUT!

*Quiet hours consists of relaxing activities (i.e. reading in Dorms; Dorm Meetings, etc.) Volume in the halls should be kept to a minimum.

**Students must sign-out or sign-in on their dorm floor

9th GRADE STUDENTS

1 st Period	8:00 – 8:25 AM	
2 nd Period	8:30 – 9:25 AM	
3 rd Period	9:30 – 10:25 AM	
4 th Period	10:30 – 11:25 AM	Lunch Periods
5 th Period	11:30 AM – 12:25 PM	5 th & 6 th Hours
6 th Period	12:30 – 1:25 PM	
7 th Period	1:30 – 2:25 PM	
8 th Period	2:30 – 3:25 PM	
Activity Period	3:30 – 4:30 PM	
Departure	4:35 PM - Depart for home-bound bus at Friendship Circle	

Parents...Dos & Don'ts

DO COMPLETE AND RETURN ALL FORMS SENT TO YOU.

DON'T SEND YOUR STUDENT TO CRANBROOK WITH INCOMPLETE FORMS.

DO EXPECT YOUR STUDENT TO FULFILL ALL ACADEMIC REQUIREMENTS REGARDLESS OF EXTENUATING CIRCUMSTANCES.

DON'T SEND YOUR STUDENT TO CRANBROOK WITH FOOD.

DO SEND YOUR STUDENT MAIL AND ENCOURAGE HIM/HER TO CALL YOU DURING THE NON-ACADEMIC DAY.

DON'T PLAN TO VISIT YOUR STUDENT DURING THE WEEK. OUR STUDENTS HAVE A FULL SCHEDULE INCLUDING EVENING STUDY HALL. PLEASE WAIT TO SEE YOUR YOUNGSTER ON THEIR WEEKENDS AT HOME.

DO PLAN TO PICK UP YOUR STUDENT AT THE DESIGNATED BUS STOP EACH FRIDAY THE STUDENT GOES HOME FOR THE WEEKEND.

BECAUSE OF A "TIGHT" SCHEDULE AND PROGRAM EXPENSES, IT IS IMPERATIVE THAT STUDENTS USE THE TRANSPORTATION PROVIDED BY THE CRANBROOK HORIZONS-UPWARD BOUND PROGRAM. ANY DEVIATION FROM THIS SCHEDULE WILL NEED TO BE APPROVED. WE THANK PARENTS IN ADVANCE FOR YOUR UNDERSTANDING AND COMPLICITY TO THIS POLICY.

Note: Parents who must provide transportation - because of an emergency - should arrive at Cranbrook no later than 3:45 PM on Friday (otherwise, your child will be put on the bus). Students must return to Cranbrook by 6:00 PM on Sunday.



HORIZONS-UPWARD BOUND HONOR CODE

INTRODUCTION: Whenever students are in or out of the classroom, each HUB student is expected to create a community of trust by adhering to the high standards reflected in this HUB Code of Honor. Inherent in these standards/expectations are principles that the HUB community values most. The protection of these values depends on respect, integrity, courtesy, individual participation in constructive behavior modification and thoughtful and sensitive awareness of others. Members of the HUB community come from diverse cultural, religious, economic, and ethnic backgrounds. It is the responsibility of all to honor the individual differences of others in order to secure one's own place in a better world.

HUB HONOR CODE

RESPECT: Each member of the HUB community will be respectful of all HUB members. Respect begins with love of self and grows to include appreciation for the opinions and ideas of others, as well as a strong sense of respect for the property of others.

INTEGRITY: Each member of the HUB community will accept the responsibility of honesty as he represents himself through his own work and actions. HUB students believe that false representation of oneself represents a lack of integrity, self-confidence, and dedication to the goals of Horizons-Upward Bound.

ACADEMIC ETIQUETTE: Each member of the HUB community will strive to maintain the etiquette of academia. It is HUB's goal to obtain higher education and as such, each member understands the expectations and requirements of an academic environment.

DIVERSITY: Each member of the HUB community will strive to foster harmonious relationships through empathy and mindfulness of others, as they regard the differences of others as an enhancement to the HUB community that must be cultivated and ultimately celebrated.

UNITY: Each member of the community will express a personal commitment to the welfare of HUB through a spirit of cooperation, concern for others, and responsibility for the reputation of HUB. Each member further believes in the spirit of cooperation for the improvement of the entire HUB community and will utilize all knowledge, talent, and skill that will enhance growth toward becoming a productive citizen.

CRANBROOK HORIZONS-UPWARD BOUND PLEDGE

AS A CRANBROOK HORIZONS-UPWARD BOUND STUDENT,

I PLEDGE TO MAINTAIN A HIGH LEVEL OF RESPECT AND INTEGRITY; AND COMMIT MYSELF TO UPHOLD THE HUB HONOR CODE.

I WILL ALWAYS ACCEPT RESPONSIBILITY FOR MY OWN ACTIONS.

I WILL PURSUE AND ACQUIRE A HIGHER EDUCATION.

I AM READY, I AM PREPARED, I AM FOCUSED!!!! I AM HORIZONS-UPWARD BOUND!!!!

HUB COMMUNITY STANDARDS AND EXPECTATIONS

The HUB Code of Honor is to provide the HUB students with a set of common standards which defines expectations, set limits for social behavior, and fosters a sense of responsibility for each member of the Community and for the Horizons-Upward Bound Program.

BEHAVIOR VIOLATIONS

- 1. Students are held accountable for their participation in actions that violate the values and standards of the HUB community. Any disruptive, disrespectful and demeaning behavior in the classroom or in any area of the school life will be addressed.**
- 2. The student will meet with the Academic Dean of Students. Parents will be contacted; and the student in violation of the Code of Honor will face consequences for his/her decision-making process.**
- 3. Any continued pattern of behavior occurring after such meeting and /or warning will cause the student to be subject to further disciplinary action.**

TYPES OF VIOLATIONS:

1. Use of inappropriate, demeaning, vulgar, profane or obscene language, writing, or gestures that imply disrespect; also inappropriately intimate gestures or behaviors, including acts of sexual intimacy between students
2. Vandalism or abuse of school or personal property
3. Mendaciousness (lying) in any part of the disciplinary process may result in dismissal.
2. Cheating, including plagiarism. (see Academic Etiquette)
3. Stealing (or possessing items known to belong to others; also includes unauthorized use of student I.D., telephones CD's, IPODS, or computers.
4. Any violation of Cranbrook Schools Technology Use Policy.
5. Verbal or Physical abuse, threatening language or behavior, dangerous physical contact.
6. Misuse of phones, photo phones, disposable or digital cameras and video cameras.
7. Possession or use of any school key or entry device not assigned to the student.
8. Tampering with fire extinguishers, smoke alarms or emergency light equipment.
9. Not complying with procedures required during evacuation drills or other safety related measures.

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10. Accessing construction sites closed to the public or entering prohibited campus areas.
 11. Possessions of weapons, e.g., firearms, facsimile guns; air guns, including BB guns, paint pellet or spring-loaded, compressed air pellet guns or any kind; knives that have blades three inches or longer.
 - 12. Engaging in the use of fireworks of any kind is prohibited, such as, firecrackers, sparklers, torpedoes, etc.**
 13. Any violation of a State or Federal law while under the jurisdiction of the program. Since many of HUB's activities are held on public sites, the director or his designee reserves the right, in extenuating circumstances to hold students accountable for public behavior.
 14. Participating in fisticuffs (fighting) and/or horse playing.

RESIDENTIAL:

1. Leaving the residence hall after curfew.
2. Being in the residence hall room of a student of the opposite sex.
3. Possession or use of candles, incense or other combustibles in the residence hall.
4. Participating in any activity that may endanger the lives of other residence.
5. Possessing food items in the dormitory room.

POSSESSION OF SUBSTANCES:

1. Use or possession of alcohol or any controlled substance or dangerous drug as defined by State and Federal Law, including but not limited to marijuana, any narcotic drug or hallucinogen, inhalant, any stimulant or depressant, steroids or look-alike drugs/beverage.
2. Improper use of over-the-counter medications or improper use of any form of inhalant.
3. Possession of paraphernalia for use of drugs or alcohol.
6. Facilitating the use of drugs or alcohol, or otherwise participating (even if not using, i.e., being in the presence of drugs or alcohol). PARENTS WILL BE NOTIFIED IMMEDIATELY.
7. Use of any tobacco product on the school grounds or while on school-sponsored trips. Possession of tobacco products will also result in a discipline response.

2014 SUMMER THEME

“IF I CAN READ, I CAN SUCCEED”

TEACHERS: Whenever possible, the HUB staff is encouraged to incorporate the theme into the daily planning/activities, i.e. group/class projects, Internet activities, etc.

REQUIREMENTS: Individual theme papers/projects will be submitted by every student.

PRESENTATION: Individual theme papers will be evaluated and presented and selected projects will be displayed on Theme Day

What exactly is “HUB” Anyway?



Horizons-Upward Bound is a college preparatory program which serves bright, low-income, potential first-generation college students from Detroit, Pontiac and Berkley. The focus of HUB is to give students an opportunity to prepare themselves for post-secondary level education. The residential component takes place at the Cranbrook Educational Community, which is located in Bloomfield Hills, Michigan, a suburb of Detroit. Its campus consists of 315 acres of woodlands, hills, a river, and a lake. The community includes school facilities for grades K - 12, an art museum and academy, and a science museum with a nature center, observatory,

and planetarium. Cranbrook is also close to many cultural events and leisure activities. All services and activities are free.

The HUB program consists of two components: summer phase and winter phase. The winter phase component is scheduled during the academic year and meets on 24 selected Saturdays between September and May from 8:45 AM to 1:15 PM at Cranbrook Schools. These sessions focus on academic classes, tutoring, counseling and college planning. **Students are required to attend 75% of the winter phase sessions in order to be invited back for subsequent summer phases. A written note is required from a parent for all absences within a week from the date missed.**

The summer component of the program is an intensive six-week residential program. During this phase, 10th, 11th and 12th grade students live on the campus of Cranbrook Schools and take challenging academic classes and special interest courses. Cultural and recreational activities are included. 9th grade students will commute during their first year in the program; also participating in a challenging academic curriculum and recreational activities.

HUB STAFF & ADMINISTRATION

The HUB program employs full and part-time staff. This staff includes the director, program coordinator, assistant director of advancement, academic deans of students, counselors,

teachers, head of residence, assistant head of residence, resident assistants and support staff.

ORIENTATION

Prior to the summer component, new students and their parents participate in an orientation program. At this time, students and parents learn about the goals and objectives, expectations and procedures. The orientation gives the parents and students an opportunity to ask questions and meet the staff. A tour of the campus area is provided.



PARENTAL INVOLVEMENT

We ask that parents maintain involvement in all phases of the program.

STUDENT EVENTS

Activities are a vital part of the program. Students are encouraged to participate in all events. Special events include the Talent/Fashion Show, physical fitness, cultural events and recreational activities. Our most important special event is **Theme Day**, held the final Saturday of the summer program. On this day, academic excellence awards are presented along with other special awards.

STUDENT AWARDS

Each student in the HUB program is eligible to win any of the following awards:

Honors List Award - Honors List awards are presented at the Honors Assembly in May awarded to students who receive a 3.0 or better grade point average for the first semester.

Writer of the Week - A pin awarded every two weeks during the summer to a student who performs at a high level in his or her section of writing class.

Archimedes Award - A pin awarded every two weeks during the summer to the student who performs at a high level in his or her section of math class.

Frederick Douglass Award - A pin awarded every two weeks during the summer to the student who excels in an elective class.

G.W. Carver Award - A pin awarded every two weeks during the summer to the student who performs at a high level in his or her section of science class.

Resident of the Week Award - A pin awarded every two weeks during the summer to students who show exemplary behavior in the dormitory.

Fran Weaver Award - Certificate and book presented to outstanding students in English classes.

Book Award - A book and certificate awarded to students in each section of every academic subject who have achieved at the highest performance level. These awards are presented on Theme Day.

George L. Bibbs Award - Presented to the outstanding rookie young man and young woman. Both students' names are permanently placed on a plaque in the HUB office.

Margaret Ayers Host Award - Presented at HUB graduation to an outstanding senior young woman who will attend the University of Michigan. The recipient will receive a certificate and a monetary award.

College Links Award - A monetary award given to a student who will attend a state university.

Horizons-Upward Bound Award of Excellence - Presented at HUB graduation in May to as many as six outstanding seniors. The recipient will receive a certificate and a monetary award.

Cranbrook Kingswood Scholarship Awards - A few HUB students are given the opportunity to attend school here at Cranbrook Kingswood. They are selected by the Scholarship Committee. These students must have an excellent grade point average, outstanding HUB summers and demonstrate a high probability of success.

Ben Snyder Scholar - One outstanding HUB scholar is presented this award. His or her name is placed on a permanent plaque in the HUB office.

The Bauder Scholar - HUB Scholar supported by Don & Lillian Bauder.

Martin Luther King Jr. Humanitarian Award - Presented on Theme Day to a young man and a young woman who exemplify leadership and willingly assist others. Recipients are nominated by their peers.

Senior of the Summer Award - Presented on Theme Day to the young man and young woman who best exemplifies the qualities of leadership, sensitivity, and cooperation. Each student will receive a monetary award.

There are also various dormitory and athletic awards presented to students on Awards Day, the day before Theme Day.

SPECIAL SENIOR CLASSES

Senior students in HUB have the opportunity to take classes in Financial Literacy and College Preparedness.

Both these subject areas will benefit future college students by giving them a head start in preparing their personal essays and college applications as well as learning to manage their finances while in college.

RED KEY

Red Key consists of a group of senior HUB students who are selected on the basis of their knowledge and understanding of the program. They are responsible for greeting groups of visitors and friends of the program, act as tour guides and generally represent HUB to visitors and guests. Students who are selected should have outstanding academic records, be outgoing, friendly and dedicated to the objectives of the program.

COUNSELING

Students will receive academic, career, financial aid and personal counseling. All seniors will work closely with the counseling staff when beginning the college application process. Students will be advised of National Test Dates and waivers of fees.

TUTORING

Tutoring is an essential element of the HUB program. During the Winter Phase, students will receive tutoring on Saturdays at Cranbrook in a **focused grade level study** hall. Each student must take the initiative to receive the help that he/she needs. It is expected that students maintain at least a "C" average in every class.



During the Summer Phase, a Grade Level Study Hall is scheduled during the academic day/and a study hall is scheduled - prior to "lights out."

WILDERNESS PROGRAM

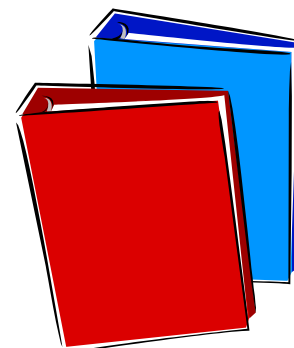
Students entering the 10th, 11th and 12th grades will have a chance to participate in a weekend wilderness experience with trained individuals from Pure Life Adventures. The students will learn an appreciation for the natural world, self-reliance, teamwork and adaptability.

STIPENDS

All students are entitled to a stipend of \$40.00 distributed three times a year (twice during the winter phase and once during the summer). This stipend is awarded based on attendance and submission of requested data (i.e. report cards/standardized test scores, etc.) in the winter phase and completion of the summer phase.

THEFT & LOST ITEMS

It is the students' responsibility to provide security for their belongings whether they are in their rooms or in their possession. **Rooms should be locked when you are away. Do not allow other students in your room when you are not there. Keep your room key with you at all times. Because there is little need for money**



on campus, we recommend you not have a lot of cash while on campus.

KEYS

Each student will be issued a room key. It is important that students lock their rooms while they are away during the day and during the evening. **Students will be charged \$15.00 for lost keys**

LIBRARY USAGE

The HUB program has on its staff a full-time librarian. HUB students have access to the library during the academic day - they may check out books and materials. Lost or damaged items are the responsibility of the student. At the termination of the summer session, all library materials are to be returned; if not, the student must reimburse the program.

TRANSPORTATION & BUS SCHEDULE

During the summer phase, students will be transported by bus to various activities. Student conduct on the bus must be courteous and mature. At the end of the academic day on Wednesday, July 3rd (4th of July) and Friday, July 18th (the weekend when students will return home), all students will be transported to bus stops near their homes by Cranbrook and Safeway buses. Students will be picked up at those same stops on Sunday afternoon to be returned to campus for study hall. **Please note that students who reside outside of our target area will not have bus service.**



During the winter phase, bus transportation is provided to all students to and from Cranbrook Schools. Bus stops are located at various schools within the cities of Detroit, Pontiac, Berkley and Highland Park. Students are expected to go to the bus stop nearest their homes. A schedule is provided and sent to the parents prior to the start-up of the winter phase.

SAFETY STRATEGIES

1. IMMEDIATELY BECOME FAMILIAR WITH FIRE EXITS
2. IN CASE OF A FIRE, NOTIFY A RESIDENT ADVISOR OR AN ADULT IN THE BUILDING
3. PERIODIC FIRE DRILLS MAY BE HELD IN ORDER TO ENSURE THAT THERE IS A SYSTEM OF EVACUATION OF BUILDINGS WITHOUT PANIC AND AS A MEANS OF ACCOUNTING FOR ALL PERSONS.
4. **NEVER TAMPER WITH THE FIRE EXTINGUISHERS!**
5. PLEASE READ THE TORNADO INFORMATION PAGE CAREFULLY

BURNING CANDLES AND INCENSE ARE FIRE HAZARDS AND ARE PROHIBITED IN THE DORMS.

TORNADO INFORMATION

1. In the event of a Tornado Warning, all activities should immediately cease.
2. All administrators and faculty members are fully responsible (morally and legally) to see that all of our students and visitors are directed, in an orderly manner, to a safe shelter.
3. Ideally, everyone should have reached a safe shelter by the time the siren shuts down (3 minutes).
4. Shelter should be sought as indicated below, remembering that, in general, lower levels of buildings (southeast or northwest corners) and away from windows are the safest.
5. When the all-clear signal has been given by the National Weather Service, campus administrators and/or campus fire marshals will notify faculty by the most appropriate means.
6. If students are in the classrooms, they are to follow the instructions of their teachers.
7. If students are in the residence halls, they are to follow the instructions of their Resident Advisor.

TORNADO ALERT PROCEDURES

Safe shelter areas are as follows:

FROM:	TO:
Room 5, Conference Room, Offices	Room 5
Rooms 6 –9	Lower Corridor outside Rooms 5 & 6
Room 10	Corridor outside Room 10
Rooms 107 – 109, 202, 203, Commons	Stairway next to Room 109 to basement; Stay in corridor outside processing room
Rooms 111 – 114, 207, Assembly Hall corridor	Down tower stairs to basement; stay in
Rooms 115 – 120 lobby	Corridor outside rooms away from doors and
Rooms 200, 201, Library	Down library stairs to basement; stay in corridor
Gordon Science Building	Interior classrooms, computer rooms

Music Building

Room 56 (Gordon Science Building)

Gym

Tunnel between Gym & PAC

PAC

Tunnel between Gym & PAC

Dorms

Basement corridors

MEDICAL PROCEDURES

The Horizons-Upward Bound program and Cranbrook Schools will not be liable for any medical, dental or optical expense for participants.

PRESCRIPTION DRUGS AND MEDICATIONS - The use of prescribed drugs or required medication must be reported on the registration form. The following information should be included in writing on the Medical form signed by parents:



Name of medication
Name and telephone number of doctor who prescribed the medication
Purpose of the medication

INSURANCE COVERAGE - All students are covered by accident insurance only for the duration of the program. The program insurance does not apply to non-accident or illness (existing or occurring), or any concern, which may occur after the termination of the summer phase.

DORMITORY LIVING

Resident Advisors will inventory rooms with the students when the students arrive. Any damage done to the room in the course of the program will be the responsibility of the student.

Furnishings

Each room is furnished a bed, chair, a desk and a dresser. Students must supply bed linens, pillows, blankets, window coverings and towels. Because the sizes of windows vary, we cannot specify an exact window measurement. Therefore, it is recommended that you supply versatile, inexpensive curtains and screening.



Cellular Phones

Since telephones **are not** available in the dorms, **cellular phones are allowed and encouraged**. However, all cellular phones should not be visible and must be turned off during the academic day and during study halls. Horizons-Upward Bound will not be responsible for lost, stolen, or misused cellular phones. If you provide your child with a cellular phone for use while at Cranbrook, please remind him/her to use it responsibly. Cellular phones used at inappropriate times will be confiscated. **Cellular phones can be used during Breakfast, Lunch and**

Dinner (all meal times) and during evening quiet hours only.

Appliances

Cooking appliances, televisions, VCR's, coffee pots, hot pots, refrigerators, irons and sun lamps **are not** permitted in rooms. Any prohibited appliances found in a room will be confiscated. Hair dryers, curling irons, fans, portable tape recorders and CD players, and clock radios are permitted. **Stereos and large boom boxes should remain at home, although small boom boxes may be allowed** (at the discretion of the Resident Advisor). If you play your boom box too loudly and/or at inappropriate times, it will be confiscated.

Computers/ Laptops/I pads/other personal items (i.e. instruments)

Students may bring laptop computers and printers and/or I pads. However, it is advised that desktop models remain at home. **Students should secure laptop computers when they are not in use. Horizons-Upward Bound will not be responsible for any lost, stolen, or damaged belongings.** Although Internet connections are not available in the dorms, **computer labs with Internet access are available to students during the evenings.**



Decorations

Nails or screws may not be used to hang decorations. Masking tape may be used to attach decorations to the walls. Nothing is to be placed on radiators or lamps; decorations may not be hung from the ceiling. Materials may not be pasted on the doors.

Keys

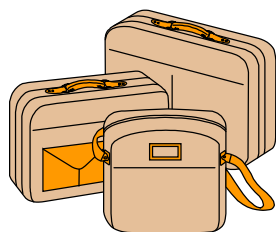
All students receive keys to their rooms at the beginning of the program. Students must keep their keys with them at all times. It is a student's responsibility to keep his/her valuable possessions secure. If a student misplaces or loses a key, it must be reported to their Resident Advisor immediately. Students will be responsible for a lost or misplaced key. **The cost to replace a lost key is \$15.00.** For added security, it is to the benefit of the student to keep his or her dorm room locked when he or she is away. We advise all students not to have visitors in their unattended rooms.



Food

Students may not have food in their rooms. Breakfast, lunch and dinner are provided in the dining hall; and students are expected to make healthy choices at all of these meals. Appropriate attire and decorum are expected in the dining hall at all times. Food, china and eating utensils may not be taken from the dining hall. Healthy snacks will available in the evening.

Personal Articles You will Need



Toiletries (toothbrush, toothpaste, shampoo, deodorant, etc.)
Insect repellent
Clothes hangers
Bathing suit
Sanitary products (napkins, tampons, etc.)
Postage stamps

Laundry

There are limited laundry facilities available on campus, so we suggest that items be laundered at home over the weekends or exchanged by parents for fresh ones. Students are encouraged to stay with their clothing during the entire cleaning and drying process to avoid lost items. Laundry may be done at anytime during the day on weekends and during free time on weekdays. **Please do not bring bleach or products containing bleach into the dorm rooms.**

Cranbrook Faculty

There are Cranbrook faculty and their families living in the dorms. All students must be aware that the dormitory facilities are shared during the summer with Cranbrook faculty/ families. Therefore, students are expected to govern themselves accordingly.

Money



Students should never have large sums of money in their possession.

Dress Code

Students will be dressed in school uniform two days a week. If the home school has a uniform dress policy, students must wear the uniform of their school; otherwise, the uniform will consist of khaki, black or navy blue pants and any solid color polo style shirt. Ladies – slacks or skirts must be khaki, black or navy blue in color – skirts must be no shorter than 2 inches above the knee. Gentlemen – all pants must be belted at the waist (no sagging pants will be allowed.) Bermuda shorts (2" or 3" above the knee) in school uniform colors are acceptable. Highlighted below is the dress code schedule.

Monday/Tuesday – School Uniforms

Wednesday – Trio T-Shirt w/ uniform pants

Thursday – HUB Colors -T-Shirt w/ uniform pants

Friday – Casual Dress Day (following the dress code specifications)*

****Friday Dress Code: *Shorts, T-shirts and casual clothing such as jeans are acceptable. Young ladies should not wear midriffs. *Shorts must come at least to mid-thigh - skirts and dresses must come at least 2" inches above the knee (uniform shorts will be ideal.) Young men must wear belts with their pants. Sagging pants are not appropriate. Hats are not to be worn inside the building. Students are prohibited from wearing explicit and revealing clothing and clothing with vulgar messages written on them. Students are not to wear night clothes, pajamas, robes and head scarves outside of the dormitories (unless there is a fire drill or emergency). If you are inappropriately dressed, a staff member will ask you to change. Refusal to comply with the request of the staff member in this regard is a violation of the code of behavior and you will be disciplined accordingly***

Dress Code Violations

1st Offense:	Warning/Student is told to change or make adjustments
2nd Offense:	Parent or guardian notified/Student is told to change
3rd Offense:	Sent home

We also ask that students leave valuable jewelry at home. Unfortunately, if items of value are stolen or misplaced we cannot be responsible for replacing them.



WEEKENDS AT HOME

All students will be bussed home for the 4th of July holiday (July 3rd) and one weekend (July 18th) except for Theme Day, at which time students will be going home with their parents or guardians. **Parents are discouraged from picking up or dropping off students at Cranbrook on the weekends.** However, if parents must provide transportation, we ask that you wait for your child and drop

off your child behind the Cranbrook dorms. **Parents must arrive by 3:30 PM on Fridays to pick up students, if not students will be placed on the bus. All students must return to campus by 6:00 PM on Sundays.**

MAIL

Your child will be happy to hear from parents and friends. Address mail to:

(Name of Student)
Horizons-Upward Bound
Cranbrook Schools
Box 801
Bloomfield Hills, MI 48303-0801

This is a large campus with many summer programs in operation. Mail can be lost if not correctly addressed. Again, please do not send cash in the mail.



TELEPHONE CALLS

Students are not available by telephone during our regular academic day. Calls from parents of an **emergency nature only** may be made to **(248) 645-3679 (or 3593)** during the day while classes are in session.

Parents may call students in the evening in their dorms; however, phone calls are restricted during study hall. If your child has a cellular phone, it must be turned off during study hall. **Students may use phones during breakfast, lunch and dinner; and from 9-10 pm only.** Any violation will result in immediate consequences. **Calls of an urgent nature during the evenings may be made to the Dorm Office** (Dorm telephone listings will be distributed on Opening Day.)



Students may bring cellular phones, but HUB will not be responsible for lost, theft, or misuse.

DINING HALL POLICY

We are not in a position to have family or friends join students for meals. Please do not ask us to make exceptions. The cost of our food service prohibits guests; and we expect your cooperation in this regard. We look forward to having families of our students for lunch at the *College Gathering* and on *Theme Day*.

TALENT/FASHION SHOW

In addition to the fine academic performance displayed by the HUB students during the summer program, the annual talent show allows our students to showcase their talents in the area of performing arts. The following guidelines have been established to ensure a successful event:



Students participating must not receive **any student referrals**.

Participants must attend all scheduled rehearsals.

Participants must provide all necessary materials needed for their act.

Talent show preparations and activities will not be conducted during or interfere with the academic day.

Talent show regulations and procedures will be established and adhered to.

No trips off campus for hair styling, costumes, Fashion Show attire, etc.

Participants will not perform acts or model clothing deemed inappropriate by the Talent/Fashion Show Coordinators.

Audience members will be respectful to participants, guests, and peers.

The consequence for not following these guidelines can be dismissal from the program.

VISITS TO CAMPUS FROM PARENTS & FRIENDS

In order to limit disruptions to our academic day, no visitors are allowed on campus.

Family or friends of students are not permitted to visit or for an overnight stay at any time!

YOU MISS YOUR CHILD...YOUR CHILD MISSES YOU

A Note to Parents: We know that this may be the first time your child and you have been separated for a long period of time. While we know that it may be difficult, we want you to know that it is of utmost importance for us to maintain the integrity of our study rules. In order to be as flexible as we can while still maintaining the integrity of our study hall, we are asking parents to observe the following rules:

-
1. When students return to Cranbrook after a weekend visit, please supply your student with **personal necessities – no food items**.
 2. Students will be remaining on campus for three weekends.
 3. The HUB Program cannot accommodate meals for family members, friends or visitors of any of our HUB students. ***Please do not plan to eat meals with your child.*** Family members of students are encouraged to share lunch with us during the College Gathering (July 27th) and on Theme Day (August 3rd). Lunch will be served to all guests only on those days.

PLEASE DO NOT CALL BETWEEN THE HOURS OF 8:30 & 9:30 PM. This is study hall time. Students cannot answer the phones during this time because they are in the room studying. If there is an emergency, please call the Dorm Office, and a message will be given to the student.

HORIZONS-UPWARD BOUND STAFF

Last Name	First Name	Position
Alexander	Steven	Resident Advisor
Allah	Lauren	Resident Advisor
Amoudlian	Audrey	Math Instructor
Arthur	Randy	Resident Advisor
Beyma	Dean	Writing Workshops
Blas	Maribel	Librarian
Breen	Sam	Communication Skills
Britton	Alberta	Technology Coord.
Buckley	Josephine	ACT Instructor/Activities
Byrd	Kevin	Science Department Chair
Clark	Betsy	English
Constant	Tim	Academic Dean
Constant	Tim	Communication Department Head
Crowl	Miranda	English Instructor
DeBose	Debra	Assistant Director Of Advancement
Devine-Rinehart	Tamara	Reading Instructor
Dixon	Olivia	Program Administrator
Eaton	Malcolm	Math Instructor
Gatlin	Brenda	Academic Dean
Gatlin	Brenda	Student Services Department Head
Gilmer	T.Carter	College Workshop Coordinator
Hackworth	Tiffany	Math Instructor
Hall	Katherine	Reading Instructor
Hill	Maurice	Head of Residence
Lorey	Eric	Ethics
Luna	Celia	Academic Tutor
Macey	Jo Jo	Art Instructor
McCullough	Lauren	ACT prep/Dance
Miller	Greg	Science Instructor
Mogill	David	Math Instructor
Munoz	Richard	Languages
Park	Kristie	Resident Advisor
Payton	Lauren	Resident Advisor
Powell	Gordon	Math Dept. Head
Pullen	Laurie	English Instructor
Robertson	Nathaniel	Resident Advisor
Sang	Matthew	Resident Advisor
Seaton	Bernice	Reading Specialist
Shaw	Blake	Science Instructor
Shaw	Paulina	Spanish Instructor
Shaw	Blake	Science Instructor/Water Safety
Sow	Fatima	Resident Advisor
Tarchinski	Robert	Office Assistant
Tate	Charisse	Administrative Assistant

Taylor	Darryl	Director
Twedt	John	Science
Vandersol	Molly	Resident Advisor
Williams	Anthony	Resident Advisor
Willis	Lamar	Music/Talent Show
Young	Carla	English Department Head
Zolianbawi	Molly	College Counseling/Asst. Head of Residence

CRANBROOK SCHOOLS HORIZONS-UPWARD BOUND BUS SCHEDULES

Please Read Carefully!

Leave Cranbrook Thursday, July 3
Return to Cranbrook Sunday, July 6 at 6 PM
Leave Cranbrook Friday, July 18
Return to Cranbrook Sunday, July 20

Pontiac Bus Stops (Cranbrook Schools Transportation)

Arriving at the bus stop on Friday

St. Joseph Hospital	4:20 PM
Pontiac High School	4:40 PM

Choose the high school closest to your home and be at the bus stop at least 10 minutes earlier than the time on the schedule.

Bus #1

Bus Stop	Arrive (Fri)	Depart (Sun)	Address
Woodward and 11 mile	4:10 PM	5:50 PM	
Detroit Int. Academy	4:35 PM	5:25 PM	9026 Woodward
Detroit School for the Arts	4:55 PM	5:05 PM	2501 Second

BUS #2

Bus Stop	Arrive (Fri)	Depart (Sun)	Address
Pershing	4:25 PM	5:20 PM	18875 Ryan
Southeastern HS	4:35 PM	5:10 PM	3030 Fairview
M.L. King HS	4:50 PM	4:55 PM	3200 Lafayette

BUS #3

Bus Stop	Arrive (Fri)	Depart (Sun)	Address
Henry Ford HS	4:25 PM	5:20 PM	20000 Evergreen
Renaissance HS	4:35 PM	5:05 PM	6565 W. Outer Drive
Western International	4:50 PM	4:45 PM	1500 Scotten

9th Grade Daily Bus Schedule for Detroit Students 2014

IMPORTANT NOTE TO PARENTS: Parents must provide transportation to and from Cranbrook on Opening Day and Theme Day only. Buses will arrive at Cranbrook by 8:00 AM. All buses will leave Cranbrook Schools at 4:30 PM daily. ***If none of the following stops are within your neighborhood, you will need to provide transportation to and from Cranbrook.***

June 23, 24, 25, 26, 27, 30
July 1, 2, 3
July 8, 9, 10, 11
July 14, 15, 16, 17, 18
July 21, 22, 23, 24, 25
July 28, 29, 30 & July 31 & August 1, 2

Choose the high school closest to your home and be at the bus stop at least 10 minutes earlier than the time on the schedule.

BUS 1	ADDRESS	Morning DEPART FOR CRANBROOK	Afternoon ARRIVE AT BUS STOP
Western International	1500 Scotten	7:00 AM	5:45 PM
Detroit School for the Arts	2501 Second	7:15 AM	5:25 PM
Detroit International Acad	9026 Woodward	7:30 AM	5:05 PM
Arrive at Cranbrook at 8:00 AM		Depart from Cranbrook at 4:30 PM	
BUS 2	ADDRESS	Morning DEPART FOR CRANBROOK	Afternoon ARRIVE AT BUS STOP
Martin Luther King, H.S.	3200 E. Lafayette	7:00 AM	5:35 PM
Southeastern H.S.	3030 Fairview	7:20 AM	5:10 PM
Pershing High School	18875 Ryan	7:30 AM	5:00 PM
Arrive at Cranbrook at 8:00 AM		Depart from Cranbrook at 4:30 PM	