

# ***Upward Bound***



## **Student Handbook Academic Year 2017-2018**

**NAME:**

**HIGH SCHOOL:**

Southwestern Community College 447 College Drive Sylva, NC 28779  
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# UPWARD BOUND STUDENT PROFILE



DESIRE AND POTENTIAL TO GO TO COLLEGE

FIRST IN YOUR FAMILY TO ATTEND COLLEGE AND/OR  
OTHER SPECIAL CIRCUMSTANCES

POTENTIAL TO HAVE AVERAGE TO HIGH TEST SCORES

A, B and C GRADES

DRIVE AND DETERMINATION TO BE SUCCESSFUL

GOAL ORIENTED

READY TO CONSIDER NEW TYPES OF STUDY HABITS

INTEREST IN EXPLORING NEW HOBBIES

WILLINGNESS TO MEET NEW PEOPLE

OPEN MINDED AND ALERT TO NEW DISCOVERIES

HIGH STANDARDS FOR CITIZENSHIP

INTEREST IN CONTRIBUTING TO THE COMMUNITY

# Upward Bound Information

## Program Information:

Upward Bound is an academic and college preparatory program funded by the US Department of Education. The purpose of Upward Bound is to generate the skills and motivation necessary for students to successfully complete a program of secondary education and to enter and succeed in a program of post-secondary education.

There are over 900 Upward Bound programs across the country. The Upward Bound program at Southwestern Community College serves 50 students from four target high schools: Cherokee, Franklin, Smoky Mountain, and Swain.

During the academic school year, Upward Bound emphasizes academic support, enrichment, leadership and goal setting. We provide a range of services, which include: weekly tutoring; academic advising; service learning opportunities; cultural, social, and self-enrichment activities; visits to college campuses; and college entrance exam advising.

The Upward Bound summer program is designed to meet the needs of rising 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> and 12<sup>th</sup> graders on the SCC Jackson Campus. Students take classes in the core academic curriculum (English, math, science, and foreign language) as well as other areas of study. Summer activities include attending college preparatory classes, visiting numerous colleges around the state, and participating in life and career development programs.

## Program Goals:

As an Upward Bound member, you should keep in mind the goals of the program:

1. To instill in the Upward Bound students a positive attitude toward learning and post-secondary education;
2. To increase the students' ability to relate to their peer group by development of a sense of personal worth;
3. To expose the students to new academic, social and cultural learning experiences;
4. To provide, when necessary, academic assistance to each individual student; and
5. To help the students increase their understanding of and ability to cope with their environment.

# UPWARD BOUND BILL OF RIGHTS

This document was created by the students of the Southwestern Community College Upward Bound Program (updated summer 2007).

As Upward Bound students, we have the right to ...

- No negative statements or actions.
- No discrimination.
- No stereotyping!!!
- If you say something negative about someone, you have to say three positive things in return (Can't be physical or academic attributes).
- "Be all you can be in UB." When in public, you represent UB!
- Contribute our opinions when appropriate and in a respectful manner.
- Discuss situations fervently – in a calm and reasonable manner.
- Choose our activities.
- Understand what's happening – pay attention and listen when being spoken to.
- Be honest to others and ourselves.
- Speak our minds – when appropriate and with respect.
- Assemble "funly" & nonviolently
- Be respected. Show respect to others.
- No disrespect to students from other schools or Class ranks.
- Change this document when appropriate and only by vote!
- **Follow the UB Dress Code:**
  - Cover the 5 C's completely (cracks, crevices, cleavage, cheeks, clear clothing)
  - Skirts/shorts must reach mid thigh \*
    - \*If you wear a mid thigh skirt, wear leg covering under it
  - Shirts – 2 finger width on sleeve – NO cleavage – Bellies and Backs must be covered
  - Remember to wear/bring appropriate footwear
  - Please wear belts – no underwear visible

# Class expectations for Upward Bound ...



## FRESHMAN

1. Freshmen are expected to attend at least 80% of the weekly school meetings and make full use of the tutoring program if needed. Homework from classes, school related reading material, school projects, career and college research are all acceptable uses of after school tutoring times.
2. As with all UB students, freshman are required to maintain at least a "C" average in all courses taken during the school year, with a minimum 2.5 GPA.
3. Course selection should be geared toward fulfilling the Minimum Admission Requirement Standards (MARS). Consult your Guidance Counselor or your UB academic adviser for appropriate class selection.

## SOPHOMORE

1. Sophomores are expected to attend at least 80% of the weekly school meetings and make full use of the tutoring program if needed. Homework from classes, school related reading material, school projects, career and college research are all acceptable uses of after school tutoring times.
2. As with all UB students, sophomores are required to maintain at least a "C" average in all courses taken during the school year, with a minimum 2.5 GPA.
3. Sophomores are required to take the PSAT/Pre-ACT.
4. Sophomores are expected to participate fully in all UB activities. Attendance, participation and enthusiasm will serve as role models for others.
5. Course selection should be geared toward fulfilling the Minimum Admission Requirement Standards (MARS). Consult your Guidance Counselor or your UB academic advisor for appropriate class selection.
6. Attend the Junior Journey component of the Summer Institute as a rising junior.

## JUNIORS

1. Juniors are expected to attend at least 80% of the weekly school meetings and make full use of the tutoring program if needed. Homework from class, school related reading material, school projects, career and college research are all acceptable uses of after school tutoring times.
2. Juniors must take the SAT and/or ACT before the end of the school year, preferably in the spring semester.
3. As with all UB students, juniors are required to maintain at least a "C" average in all courses taken during the school year, with a minimum 2.5 GPA.
4. All Juniors are expected to participate fully in all UB activities. Attendance, participation and enthusiasm will serve as role models for others.
5. Course selection should be geared toward fulfilling the Minimum Admission Requirement Standards (MARS). Consult your Guidance Counselor or your UB academic advisor for appropriate class selection.
6. Attend the TRAXX component of the Summer Institute. To join the rising-seniors on the TRAXX program, you must meet the following requirements:
  - Maintain 80% Attendance to UB Spring semester
  - Maintain a GPA of 2.5 or higher for the Spring semester
  - Maintain your college calendar, including taking the SAT/ACT Spring semester
  - Be able to show UB staff that you meet all requirements for timely graduation
  - Meet all program requirements in regards to expected behavior/conduct

## SENIORS

1. Seniors are expected to attend at least 80% of the weekly school meetings and make full use of the tutoring program if needed. Homework from class, paperwork for college admission and scholarship applications or school related readings are all acceptable uses of after school tutoring times.
2. At least 3 college applications must be completed and submitted before Christmas break.
3. Seniors must take the SAT/ACT before Christmas break of their Senior year, even though they may have completed the test during their Junior year.
4. The Federal Financial Aid Form (or FAFSA) must be submitted by March 15th, or earlier, as college requires.
5. As with all UB students, seniors are required to maintain at least a "C" average in all courses taken during the school year, with a minimum 2.5 GPA.
6. Seniors are expected to participate fully in all UB activities even to the extent of displaying leadership for the underclassmen in the program. Attendance, participation and enthusiasm will serve as role models for others.
7. All MARS requirements must be met by the conclusion of the senior year.
8. UB Seniors are expected to enroll in a post secondary program after high school graduation.

# UB POLICIES AND PROCEDURES

## ATTENDANCE

### Attendance Policy

Upward Bound strives to provide services to high school students to help them achieve their academic, personal, and professional goals. The success of Upward Bound depends upon participation by the students. In order to maximize the impact of the program, the following attendance policy will be enacted.

### Percent Attendance

Percent attendance is based on the number of hours of tutoring and all group meetings attended. A student's percent attendance will be determined according to the following calculation: (number of hours of tutoring sessions attended + number of hours of all group meetings attended)/(number of hours of tutoring sessions offered + number of hours of all group meetings offered – number of hours of excused absences)

All Upward Bound students are expected to maintain a percent attendance of 80% during the school year and also during the UB Summer Institute.

### Provisional Students

Students are required to maintain a cumulative percent attendance of 80% during the initial two-month provisional period in order to enter the program as an official Upward Bound student. Provisional students who do not meet this attendance requirement will be kept on provisional status or will not be accepted into the program.

### Excused Absences

Students are encouraged to participate in activities in addition to Upward Bound. Percent attendance will not be adversely affected by excused absences, which will be granted to students involved in organized school or community activities such as sports, band, quiz bowl, and service learning programs. Students seeking an excused absence must contact an Upward Bound staff member to discuss the date and conflict in question. Decision to grant (or not to grant) an excused absence is at the discretion of the UB staff. In the case of regularly scheduled events such as practice for a sport, students must provide all of the dates of Upward Bound activities from which they seek to be excused. They must also provide a signed note from the supervisor (coach, band director, etc.) of the conflicting event or have "coaches packet" completed.

# ACADEMICS

## Academic Average Requirements

To be in good academic standing in the Upward Bound program a student is required to maintain at least a “C” grade average or a 2.5 grade point average in each course that is being taken during each grading period. If the “C”/2.5 grade average is not achieved in each class, the academic probation policy will be applied.

## Academic Probation Policy

Upward Bound is an academic support program. Therefore, academic success is one of our highest priorities. Students who are not achieving acceptable academic success will be subject to the following probation policy.

### GPA below 2.5:

Student will be placed on Academic Probation, which entails the following:

- At the start of the probation period, students will be given a grading period, during which time they must demonstrate progress toward raising their GPA to an acceptable level.
- To demonstrate this progress, students must have Upward Bound progress reports completed by their teachers each week and present those progress reports to their academic advisor at tutoring sessions.
- Students receiving 100% positive progress reports during the grace period will be allowed to continue attending cultural enrichment events and other Upward Bound activities (such as senior special trip, butterfly/wolf trip, or college tours).
- Students receiving less than 100% positive progress reports, or who miss more than one tutoring session during the grace period, **WILL NOT BE ALLOWED TO ATTEND CULTURAL ENRICHMENT EVENTS OR OTHER UPWARD BOUND ACTIVITIES.**
- Evaluation of progress reports as positive is at the discretion of Upward Bound staff and will take into account that student's situation.
- Students will receive a reduced stipend (up to 50% of normal) while on academic probation.
- Students will remain on academic probation until they achieve a 2.5 GPA (or better) on a report card (for each grading period and end-of-semester grade).
- Students whose GPA remains below a 2.5 for consecutive grading periods face possible dismissal from Upward Bound.



For students on academic probation, academic advisors will contact and/visit teachers/classes in which the student is earning a D or an F. During that meeting, the academic advisor will provide contact information as well as ascertain the following:

- What the student is doing, if anything, that does not meet expectations.
- What classroom resources, if any, could be provided to the student to help him improve his grade.
- How Upward Bound can help the student improve his grade.
- The teacher's willingness to fill out weekly progress reports.
- How Upward Bound can support the teacher in service to the student.

## BEHAVIOR

### Behavior Requirements

To be in good behavior standing in the Upward Bound program a student is required to maintain good behavior in his high school and program activities (including the summer program). Behavior is evaluated through teacher/school personnel comments, and the cause, severity and frequency of school suspensions during the school year. Teacher comments, class dismissals and campus behavior during the summer program will also be evaluated. If school officials and/or Upward Bound program personnel deem a student's behavior inappropriate, disciplinary action will be taken.

### Consequences

As a fair and just means of discipline, Upward Bound staff subscribe to natural and logical consequences. This means consequences will be as directly related to the offending action as possible. Consequences may include, but will not be limited to:

#### Initial Discussion:

When an Upward Bound (UB) student violates a program rule or regulation, there will be an initial discussion between the student and a member of the UB program staff. This initial discussion will determine if the violation of the rule or regulation is serious and/or frequent enough to be referred to the program director for further disciplinary action. If the violation is not referred to the director, the UB staff member will determine the disciplinary action to be taken within the UB program disciplinary guidelines.

#### Minor Disciplinary Action:

Students may receive clean-up duty, loss of free time, deductions in or loss of stipends, activity restriction or other consequences as minor action for an offense.

Warning:

A UB student may be placed on warning for the first serious violation of a program rule or regulation by the program director. When a UB student has been placed on warning, the student's parents will be contact by phone or mail and notified of this from the program director. Also, recommendations may be made by the director for specific actions to be taken by the student in reference to the violation (i.e. tutoring will be recommended for students placed on academic warning).

Probation/Behavior Contract:

A UB student may be placed on probation for the second serious violation of a program rule or regulation by the program director. When a student is placed on probation, the student's parents will be contacted and a meeting will take place for the student to be placed on a behavior contract. The behavior contract will identify concerns as well as specific requirements for the students as well as UB staff. Timelines will be set for periodic review and feedback.

Dismissal:

A UB student may be dismissed from the program for at least two serious violations of program rules and regulations. When a student is dismissed from the program, the student's parents will be sent written notification of this from the program director.

## Miscellaneous

### Cell phone usage (policy update by student council for summer 2009)

Cell phones are permitted and may be used at any time **EXCEPT** during classes, tutoring sessions or group meetings.

1. Students will be given the option of leaving cell phones in container **BEFORE** a group/class begins (to prevent distractions) and may retrieve them when the group/class is dismissed.
2. If a student has cell phone **VISIBLE** (whether or not the student is "using" it) during a UB group/class, student will be asked to give cell phone to staff/teacher. The cell phone will be returned at the **end of the day**.
3. If student refuses to give staff/teacher cell phone, student will be asked to report to the UB director. Staff/teacher will complete a behavior report and policies will be followed including student's behavior will be reported parent/guardian. The cell phone will be returned at the **end of the day**.

Use of SCC facilities

Positive, mature behavior is a must at all times when using SCC resources. Any student who is disruptive or destructive at any of the facilities will be held accountable to the full extent of the behavioral codes.

### Unlawful Activity

Any and all actions that are illegal (stealing, possession of illegal substances, vandalism, etc.) will be handled by the proper authority to the extent of the law. The student's parents/legal guardian will be notified.

### Dress Code

Students who are attending an Upward Bound sponsored event are expected to follow the UB dress code developed by the student council:

- Cover the 5 C's completely (Cracks, crevices, cleavage, cheeks, clear clothing)
- Skirts/shorts must reach mid thigh \*  
\*If you wear a mid thigh skirt, wear leg covering under it
- Shirts – 2 finger width on sleeve – NO cleavage – Bellies and Backs must be covered
- Remember to wear/bring appropriate footwear
- Please wear belts – no underwear visible

It is understood that clothing that promotes violence or drug and alcohol use, that is sexually suggestive, or is degrading/offensive is not an appropriate choice; students who make these choices will be asked to change.

### Stipends

Students involved in the academic year programming may receive up to \$7/week for the first year, \$8/week for the second year, \$9/week for the third year, and \$10/week for the fourth year. Students involved in the summer program may receive up to \$12/week for the first summer, \$13/week for the second summer, \$14/week for the third summer and \$15/week for the fourth/fifth summers. To receive full stipends, students must participate in ALL activities offered that week. Additionally, students are expected to behave appropriately throughout the week and show active interest and investment in activities to receive full stipends.

### Communications

Upward Bound letters, newsletters, calendars, etc. will be mailed to your home. It is the student's responsibility to share these with parents and to keep them informed about upcoming events. Please let parents know when you are with Upward Bound and the expected time you will return. When you receive a letter asking for you to return information a stamped envelope or postcard will normally be enclosed. You are expected to return all requested communications promptly.

It is also your responsibility to insure that Upward Bound is notified of any address, telephone or medical changes. You are expected to notify us regarding any changes that occur as it affects your attendance at an Upward Bound function. You may call using the toll free number or email us.

# Tutoring Session Guidelines

Upward Bound tutoring sessions are an active study hall. Students are expected to be prepared to work on an academic project. The UB staff and the student will take a moment to establish goals for this group session. Tutors will be prepared to facilitate learning exercises in the event that no coursework needs immediate attention. This time is to be spent in challenging, problem-solving activities.

1. Students need to report to the designated area as soon as possible after school.
2. Students must bring **pencils, pen, a notebook and other resources as required by the work to be completed.** (Tools and supplies can be provided if staff is given notice)
3. Students must be able to present assignments completed and those in progress as well as any communication between teacher/student/tutor. If not, they will be issued planners in which they will document all assignments.
4. Students are **required** to attend 80% of the tutoring sessions over the span of a semester to remain in good standing. Students who have ongoing commitments can make long-term arrangements (completing a "Coaches packet") to accommodate their absences. Students who have an unplanned event are asked to contact our office using the toll free number or call our cell phones as needed.
5. Students are required to contribute to a portfolio that will be stored and maintained in the Upward Bound office. This will include works in progress or completed projects, notes regarding community service and cultural enrichment activity, and general resume items.
6. Students are not to use any tobacco products, alcohol or illegal drugs during study group or any other Upward Bound sponsored event.
7. Students are expected to use this study group time to accomplish academic work. Please limit discussions unrelated to academia to the times that are designated for socializing (before tutoring group, break time or after group as you are waiting for your ride).
8. The physical and emotional safety of Upward Bound participants is a priority. Students and staff are encouraged to refrain from talking about anyone not present; there is a zero tolerance for "put-downs" - derogatory remarks about yourself or other people.
9. At the end of the tutoring session, students will sign the attendance and stipend sheet to receive stipend and document which subject area they worked on.

# Portfolio Ideas



Community Service Projects  
Job Recommendations and Promotions  
Leadership Involvement and Committee Membership  
Membership in Clubs, Teams, Organizations  
Essays from School  
Narratives about an Upward Bound Event  
Participation and Victories in Competition  
Newspaper Clippings  
Travel Experiences  
Letters from Teachers or Mentors  
Results from Testing  
Samples of Art Work and Projects  
Junior Journey Portfolio Entries

**rites of passage leadership program:** Students will begin as Upward Bound members and may pass into various stages throughout their high school career, as earned by the following criteria:

**Butterfly - Individuals entering a stage of transformation and change**

- Students must be Freshman, Sophomores, Juniors or Seniors.
- Students must have completed one summer session with Upward Bound.
- Students must complete a minimum of 8 hours of Community Service.
- Students must exhibit positive behavior during group and tutoring meetings and have minimal or no violations at school for the current semester.
- Students must maintain a minimum of a B- average.
- Students must attend 80% of the program activities.

**Wolf - Those who are gentle teachers and gracious learners**

- Students must be Sophomores, Juniors or Seniors.
- Students must have completed at least 2 summer sessions with Upward Bound.
- Students must complete a minimum of 25 hours of Community Service.
- Students must exhibit excellent behavior, including supporting and encouraging other UB students and have minimal or no violations at school for the current semester.
- Students must maintain a minimum of a B- average.
- Students must attend 80% of the program activities.
- Students must have written a minimum of 1 article for the UB newsletter.
- Students must have taken the PSAT/Pre-ACT.
- Students must have a minimum of one job shadowing experience.

**Mountain Lion - Those who have proven themselves as positive leaders**

- Students must be Juniors or Seniors.
- Students must have completed at least two summer sessions with Upward Bound.
- Students must complete a minimum of 50 hours of Community Service.
- Students must have continually shown leadership ability within the UB group and have minimal or no violations at school for the current semester.
- Students must maintain a minimum of a B- average.
- Students must attend 80% of the program activities.
- Students must have written a minimum of 2 articles for the UB newsletter.
- Students must have taken the SAT/ACT before Christmas Break.
- Students must have a minimum of three job shadowing experiences.
- Students must have given at least one presentation to the UB group on any topic approved by staff or have lead an activity at UB
- Students must complete at least three college applications before Spring Break of their Senior Year.

# Upward Bound Student Contract

I, \_\_\_\_\_ agree to meet the following requirements as long as I remain in the Southwestern Community College Upward Bound Program.

- 1 - Commit to serving as a participant in the program through graduation of high school.
- 2 - Attend a 2 or 4 year college program after graduation from high school 3 - Agree to allow high schools and colleges to release information and educational records to the Upward Bound program for the purpose of developing my educational program and for tracking my educational progress through postsecondary graduation.
- 4 - Attend 80% of all regularly scheduled Upward Bound meetings during the academic year and summer institute.
- 5 - Participate in the TRAXX program the summer before senior year and throughout senior year.
- 6 - Attend school regularly, participate fully in all classes and practice exemplary behavior both in and out of class.
- 7 - Report my grades to Upward Bound after each grading period, while maintaining a minimum of 2.5 GPA.
- 8 - Contact the Upward Bound office as soon as possible if I am unable to attend any required program functions.
- 9 - Enroll in and complete courses that meet the North Carolina University Minimum Admissions Requirements and the Upward Bound requirements.
- 10 - Take the PSAT/Pre-ACT sophomore year and the SAT and/or ACT junior and senior year.
- 11 - Abide by all transportation rules to insure safe travel.
- 12 - Abide by all Upward Bound policies and procedures as outlined in the student handbook.

I understand that I can be dropped from the program for not meeting any of these requirements. I am eligible to receive full stipend benefits from the Upward Bound Program if I fully participate in all academic, tutoring, and advising services that are required of me as a participant in the Upward Bound Program.

Parent Signature and Date:

\_\_\_\_\_  
Student Signature and Date:

\_\_\_\_\_  
Director Signature and Date: