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U P W A R D B O U N D

**451 East 400 North
Price, Utah 84501
(435) 613-5319**

Dear Upward Bound Students and Parents,

It is my pleasure to welcome you to Upward Bound and wish you great personal and academic successes over the upcoming years. Attached you'll find the Utah State University Eastern Upward Bound (UB) Student/Parent Handbook. This handbook outlines and specifies the milestones and policies which govern our activities. We are excited to offer you; weekly meetings in each of the target schools, activities during the academic year, a summer academy, and other opportunities as well.

All of our activities are designed to help foster and encourage students to set personal and academic goals that are challenging and reflect integrity. I'm sure you agree that students who write down and expect to achieve their goals do!

Please look over the enclosed booklet and review everything. The UB Coordinators will be going over this book with the students at their afternoon meetings, however it is expected that all students and parents are knowledgeable of all the information contained in this document. If you have any questions or comments, we welcome you to contact us.

Thank you again for your support and enthusiasm for the UB program. We are looking forward to having a great year with you!

Sincerely,

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UPWARD BOUND ADMINISTRATIVE STAFF:

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What is Upward Bound?

Upward Bound is a federally funded program created in 1965 as part of the Economic Opportunity Act. Funding is now provided by the U.S. Department of Education. Upward Bound is an educational program designed to develop the skills and motivation necessary for students' success in education beyond high school. USU Eastern's Upward Bound program began on September 1, 2007 and is comprised of 9th-12th grade students from Carbon, Emery, Grand County, and Lighthouse High Schools and the junior high schools that feed into them. During the academic year, students meet weekly with an Upward Bound Coordinator and tutors, and they participate in one Saturday academy each month. Participants in the summer program receive instruction in mathematics, science, literature and composition, foreign language, computer applications, study skills, and other disciplines for six weeks on the USU Eastern campus in Price, Utah. Students from the schools mentioned above must apply and be accepted.

How Do We Know We Are Successful?

Parents and students often wonder how we measure our success as an educational program. The U.S. Department of Education measures our success on the following objectives:

- That we have at least 60 low-income, first generation students in the program at all times.
- That each year, students are given 700 hours of services that address their particular educational needs.
- That 100% of all students have a parent and/or guardian participate in parent events throughout the year.
- The mean ACT score of senior Upward Bound students exceeds the national mean score by two points.
- At least 95% of all participants advance to the next grade level each year.
- At least 80% of participants remain in the Upward Bound program the following year.
- At least 98% of senior participants graduate from high school.
- At least 85% of seniors that graduate will attend college.
- At least 70% of students who attend college will earn a bachelor's degree within six years.

The Utah State University - College of Eastern Utah Upward Bound program tracks our involvement with students and we monitor students' personal and academic achievements. In fact, we maintain a database with over 65 pieces of information on every student for every year we serve them.

Admission

Students will be admitted to Upward Bound based on the following criteria: grade point average, counselor recommendation, personal recommendations, standardized test results, established need for the program, a written statement from the student regarding his/her reasons for wanting to be in Upward Bound, and a personal interview. These criteria will be coupled with low income, potential first generation student status. Students who meet both, low-income and first-generation criteria will receive first opportunity for admission.

All new Upward Bound students are put on probationary status for the first sixty days during the Academic Year Component and ten days during the Summer Component of the program. During this time the new student is not allowed to be absent or tardy from any Upward Bound event, session, meeting, fieldtrip or activity or cannot fail to complete any assignments, service or grade reports. Some new students may be admitted to the program under special admittance. This means that the new student is required to meet specific academic, program, personal and social goals for a designated period of time before full admittance into the program. Ultimately, it is up to the Coordinator and Director in making final selections and students may be put on a probationary status for longer/shorter time periods.

Academic Year Component

During the school year Upward Bound offers a minimum of two hours of weekly tutoring and supplemental instruction at each participating school to help promote the academic success of Upward Bound Participants. Students are encouraged to attend all cultural activities.

Tutoring

Upward Bound participants have the opportunity to work one-on-one or in a small group with Upward Bound tutors, site coordinators and advisors. Each Tutor Mentor is assigned a small group of students who they will work with on a regular basis. Students will have the opportunity to receive help with homework, testing, papers, foreign language, English as a Second Language, as well as specific areas identified through testing, Education Plans (EPs), grades, and parents.

Supplemental Instruction/SAT Study Groups

Students are given the opportunity to actively participate during Supplemental Instruction that enhances their knowledge of college and educational issues. Supplemental Instruction sessions occur weekly at each target school during scheduled study time. Volunteer instructors from USU Eastern, the community, or Upward Bound educational staff facilitate Supplemental Instruction sessions. Also, every first and second Saturday of the every month, there are scheduled study groups at area locations. Study groups give students an extra opportunity to work with coordinator.

College Placement Test and Class Rank Preparation

The two most important factors influencing college admission and scholarships are ACT/SAT scores and class rank. Class rank is required to take the PSAT/PLAN test during the sophomore year and the ACT during the junior year of high school. College placement tests are very important in the attainment of admission and college scholarships. UB will provide a variety of workshops, study sessions and resources to help students prepare for these examinations.

Summer Component

For six weeks during the summer, UB offers students a variety of class experiences, teambuilding, goal-setting, community service, college tours, cultural trips, recreational opportunities, college counseling, and career mentoring.

The Summer Component is divided into three phases. Phase I: Teambuilding; Phase II: Academic Growth and Development (five weeks residential at USU Eastern) for up to 1.5 high school credits; Phase III: College and Cultural Tour (road trip).

The focus of the summer component is academic preparation for the fall and building a true knowledge of the college experience. Students have the opportunity to select from a variety of class choices and attend workshops in a variety of areas. **Participation in the Summer Component is MANDATORY for at least one summer for all UB participants.**

Upward Bound reserves the right to waive mandatory participation under special family circumstances. **Parents must contact the UB office no later than April 1st.**

Summer Participation

Participation in the summer program is based on the following criteria:

- The student meets Upward Bound eligibility requirements
- The student met or exceeded academic goals during the school year
- The student maintained minimum or better attendance percentage during the academic year
- The student has actively participated in the academic year component
- The student has not been involved in any incident of major discipline
- The student has admitted all copies of requested materials
- Completion of summer packet materials

Signature Work is expected for ALL summer classes. Students are expected to turn in assigned work in order to maintain his/her status as a participant in the summer program.

Community Service

Upward Bound believes that it is important to prepare students to be positive contributors to society and to their community. This entails giving students an educational, cultural and social foundation that will make them outstanding adults.

Another aspect of this preparation is community service. Service to one's community is critical to both the success of the community and of the individual. Upward Bound students are required to participate in Community Service projects which will be planned and facilitated by the students as individuals or in group with the assistance of program staff. Minimum of five hours per year is required. Students must notify staff of their service project and submit proper documentation after the service has been completed. If a student fails to complete Community Service he/she may be subject to disciplinary action or possible termination from the program.

Community Service can be done at any time throughout the year but it is suggested that participants complete their service hours between September and May.

Some Ideas for Self-Initiated Service

- After-school and childcare programs for kids
- Performing maintenance for a neighbor
- Park clean-ups
- Volunteering at an animal shelter
- Spending time at a facility for the elderly
- Volunteering in a hospital, hospice, or Care Center
- Working in a community garden
- Speaking to a group of younger adolescents about UB, high school success, college, etc.

Upward Bound students will also take part in a variety of group service projects throughout the academic year and during the summer component. These events will be scheduled by staff and students and will entail a variety of service opportunities. UB staff have contacts at a variety of agencies in Carbon, Emery and Grand Counties. Contact the Upward Bound office for a list of these possible sites.

What is Expected of Students?

Upward Bound strives to empower students academically so that they will realize their ambitions of post-secondary education. It is also expected that students conduct themselves accordingly.

When students are accepted into Upward Bound, they sign a commitment agreement. Parents should be aware that students are expected to uphold this commitment at all times. The agreement is quoted below:

In order to participate in the Upward Bound Program, the student agrees to the following:

1. I understand that the UB Program is intended to help me achieve academically in high school and prepare for college.
2. I will attend all high school classes regularly and work to improve my intellectual knowledge, academic skills, and my high school grades.
3. I will enroll in a college preparatory program in accordance with entrance requirements for the Utah University System.
4. I will maintain a GPA of 2.5 or better (new students have three terms after acceptance to achieve this goal).
5. I will attend weekly meetings and activities with UB staff and will make a full effort to attend the activities and summer academy.

6. I will display behavior and attitudes that are respectful, appropriate, and bring credit to myself, my parents, my school, USU Eastern and the Upward Bound program.

In addition to upholding the commitment, all students are expected to follow the code of conduct outlined below:

1. Use of Alcohol/Drugs: Any student in possession of drugs (alcohol, marijuana and other illicit drugs), or suspected beyond a reasonable doubt, will, on the first offense, be sent home and parents/guardians and authorities will be called immediately. On the second offense, parents/guardians and authorities will be notified and the student will be immediately dismissed from the program.
2. Use of Tobacco: Any student caught chewing or smoking will have their parents/guardians notified and may be dismissed from the program.
3. Fighting: Any student can be dismissed from the program if he/she repeatedly engages in verbal and physical fighting. This also includes students who instigate fighting among their peers.
4. Weapons: Students caught or suspected beyond a reasonable doubt of possessing weapons will be immediately dismissed from the program.
5. Theft and Vandalism: Students caught or suspected beyond a reasonable doubt of stealing other people's property, will be dismissed from the program. Any acts of destruction of public or private property, no matter how small, are taken very seriously. Students committing such acts will be expected to clean up the mess, replace anything destroyed and risk dismissal from the program.
6. Sexual Misconduct: Absolutely no sexual misconduct, harassment or public displays of affection will be tolerated. These activities are grounds for immediate dismissal from the program. Any violations will be immediately reported to parents/guardians and the authorities.
7. Respect for Others: Students will be reprimanded if he/she repeatedly behaves in a manner that is immature, irresponsible or unsafe. Acts of disrespect also include profanity, inappropriate dress, gang paraphernalia, harassment or intimidation and will on the first offense be sent home and parents/guardians and authorities will be called immediately. On the second offense, parents/guardians and authorities will be notified and the student will be immediately dismissed from the program.

General Guidelines

1. Students are not to behave in an inappropriate or disruptive manner
2. Upward Bound is a college preparatory program; all assigned work must be completed
3. Students are not allowed to leave ANY Upward Bound activity without permission
4. Students must be on time
5. There should be no use of profanity
6. Use of cell phones is prohibited during activities, tutoring or study sessions

7. Students must positively represent UB in their home, school and community - conduct detrimental to the positive image of UB within the community will not be tolerated
8. Any behavior deemed harassing or intimidating will not be tolerated

Field Trip Guidelines

Guidelines on Field Trips include all of the general guidelines plus the following:

1. Remain mutual and neutral friends at all times. If there is someone of special interest, get his/her phone numbers and call him or her outside of the program.

Hotel/Residence Hall Guidelines

1. No member of the opposite sex in your room.
2. Staff must know your whereabouts at all times. No room changes.
3. Keep areas clean and vandalism free.
4. Respect scheduled lights out time.
5. Represent your community, family, school, program and yourself.
6. Sleepwear may not be worn in the common areas.

Actions That Will Result in Immediate Termination from Upward Bound:

1. Use or possession of alcohol or drugs
2. Stealing from the program, staff, trip sites, or participants
3. Physical abuse of other students or staff
4. Verbal abuse
5. Possession of hazardous items (guns, knives, fireworks, blades, etc.)
6. Sexual or racial harassment, as defined by law

Acceptable Attire

Each participant will be given one Upward Bound T-shirt. This is to be worn whenever possible when students are participating in program activities and are required for all Saturday Activities, conferences, outside fieldtrips, activities, and special events. Program participants will be issued a Program ID Card and Lanyard for summer. All participants are required to wear their ID when participating in the summer program.

Short shorts, low cut blouses, clothing hanging off the body, clothing depicting questionable messages, pants hanging low enough to show any portion of the participants underwear and other revealing attire are not considered appropriate for program participation and are grounds

for disciplinary action. It is up to the discretion of Upward Bound staff to determine what attire is acceptable.

Academic Grade Point Average (GPA) Policy and School Behavior

A student's GPA and class rank largely determines admission to the student's college of choice. The better a student's class rank the better chance the student has to gain admission to, and pay for their college of choice. For this purpose, Upward Bound has determined the following minimum GPA's by grade.

Minimum GPA's

9th Grade 2.00	11th Grade 2.50
10th Grade 2.30	12th Grade 2.60

Students are to practice high standards and not violate school rules or being suspended or put on detention from school. Student may be suspended from the Upward Bound program without stipend or face other program consequences for school detentions, suspension or other school rule violations.

Attendance

Upward Bound students are required to maintain a 70% overall attendance rate each month to stay in the program. Attendance is calculated based on the number of tutorial sessions and Saturday activities or cultural events scheduled for that month. However, some events will be mandatory for continuation in the program.

Excused Absence

If a student is unable to attend tutoring, study or supplemental instruction the following steps should be taken:

1. A parent must contact the USU Eastern UB Program Office (435) 613-5436 or as soon as possible.
2. Upon return to the program a student must bring a written note from a parent/guardian excusing the student for the day(s) missed, which will be placed in the student's file.
3. A student may miss tutoring/study sessions for extracurricular games, meets, practices, performances and/or meetings only if the student signs and maintains the terms of the contract, has a copy of their practice, game, or meeting a schedule on file with the tutor, advisor or Coordinator and a note from a parent/guardian permitting the student to miss.

Tardiness

Students should arrive at program sessions on time and ready to work. Please follow the same procedures discussed in the excused absence section above when reporting tardiness.

Tardiness is addressed in the following manner:

- Three tardies equal one unexcused absence.
- Three unexcused absences, due to tardiness, will result in probation.
- Once a student exceeds three absences due to tardiness, disciplinary action will follow.

Consequences for Unexcused Absences

1st Violation - Documented Verbal warning

2nd Violation - Written warning sent to parent

3rd Violation - Written warning (sent to parent), parent phone contact

4th Violation - Written warning (sent to parent), parents contacted for parent meeting with Director, Manager, or Coordinator

5th Violation - Suspension from UB Program pending MANDATORY parent initiated meeting with Director and Coordinator, Student put on contract

Program Activity Cancellations

If tutoring/study session is cancelled for a day, your high school will be contacted by 1:00pm. An announcement will be made via the public address system informing Upward Bound Participants that UB is cancelled. If no **specific UB** announcement is made, assume that the program will take place. Saturday events will be cancelled via phone call to each participant's home. If you do not hear from the program before one-hour prior to a session starting, assume that the program will be operational.

Upward Bound Termination Exit Policy

If a participant is asked to leave UB, his or her Parent(s) will initially be notified. The student may be given the opportunity for remediation through a parent initiated meeting and student contract. Written documentation concerning reason(s) for termination will be completed by staff and given to all involved parties. Students will receive information regarding possible re-entry into program.

Grievance Procedure

Participants shall have the opportunity to state grievances if they believe that actions taken will affect their status in the program or are not in compliance with the policies of this contract. The procedure is as follows:

- Submit your grievance in writing to the staff member involved who will attempt to solve the problem.
- If not settled as above, the written grievance will be referred to the Program Coordinator.
- If resolution is still not reached, the matter will be referred to the UB Program Director.

What is Expected of Parents?

As part of the Upward Bound application process, parents sign a commitment contract where they have agreed to:

1. Grant permission for the student to participate in the UB program.
2. Fully support and facilitate the student's involvement in the UB program.
3. Attend activities that involve parents during the year.

Fully supporting your child's involvement may include; providing sack lunches for activities when lunch is not provided, assisting with car pool and fundraising efforts, sharing ideas and feedback to Upward Bound staff, and attending parent events as scheduled. Of course, we are open to your ideas for other ways to get parents involved.

Participation in Physical Activities

Upward Bound Students will participate in physical activities during the Academic Component and Summer Component of the program. As such the Parent/Guardian understands and permits their student to participate in these physical activities and assumes the risk that is involved in the activities.

Because physical exercise can be strenuous and subject to risk of serious injury, we urge you to obtain a physical examination from a doctor before using any exercise equipment or participating in any exercise activity. You agree that by participating in physical exercise or training activities, you do so entirely at your own risk. You agree that you are voluntarily participating in these activities and use of the USU Eastern facilities and premises and assume all risks of injury, illness, or death. We are also not responsible for any loss of your personal property.

You acknowledge that you have carefully read this "waiver and release" and fully understand that it is a release of liability. You expressly agree to release and discharge the Upward Bound Staff or USU Eastern from any and all claims or causes of action and you agree to voluntarily give up or waive any right that you may otherwise have to bring a legal action against the Upward Bound Staff or USU Eastern for personal injury or property damage.

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence.

If any portion of this release from liability shall be deemed by a Court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect and the offending provision or provisions severed here from.

By signing this release, I acknowledge that I understand its content and that this release cannot be modified orally.

Signature of Student

Signature of Parent/Guardian

Date

___/___/___