

**UPWARD BOUND**  
**2015-2016**  
**ACADEMIC YEAR**  
**HANDBOOK**





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## ***HANDBOOK RECEIPT DISCLOSURE***

***Your signature that you provided when you received this handbook signifies your intentions to:***

- 1. Read the handbook,***
- 2. Share the handbook with your parents/guardians,***
- 3. Abide by the policies and regulations outlined within the handbook, and***
- 4. Accept the responsibilities described hereafter associated with being enrolled in the UVA-Wise Upward Bound Program.***



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Look for these symbols throughout the handbook!



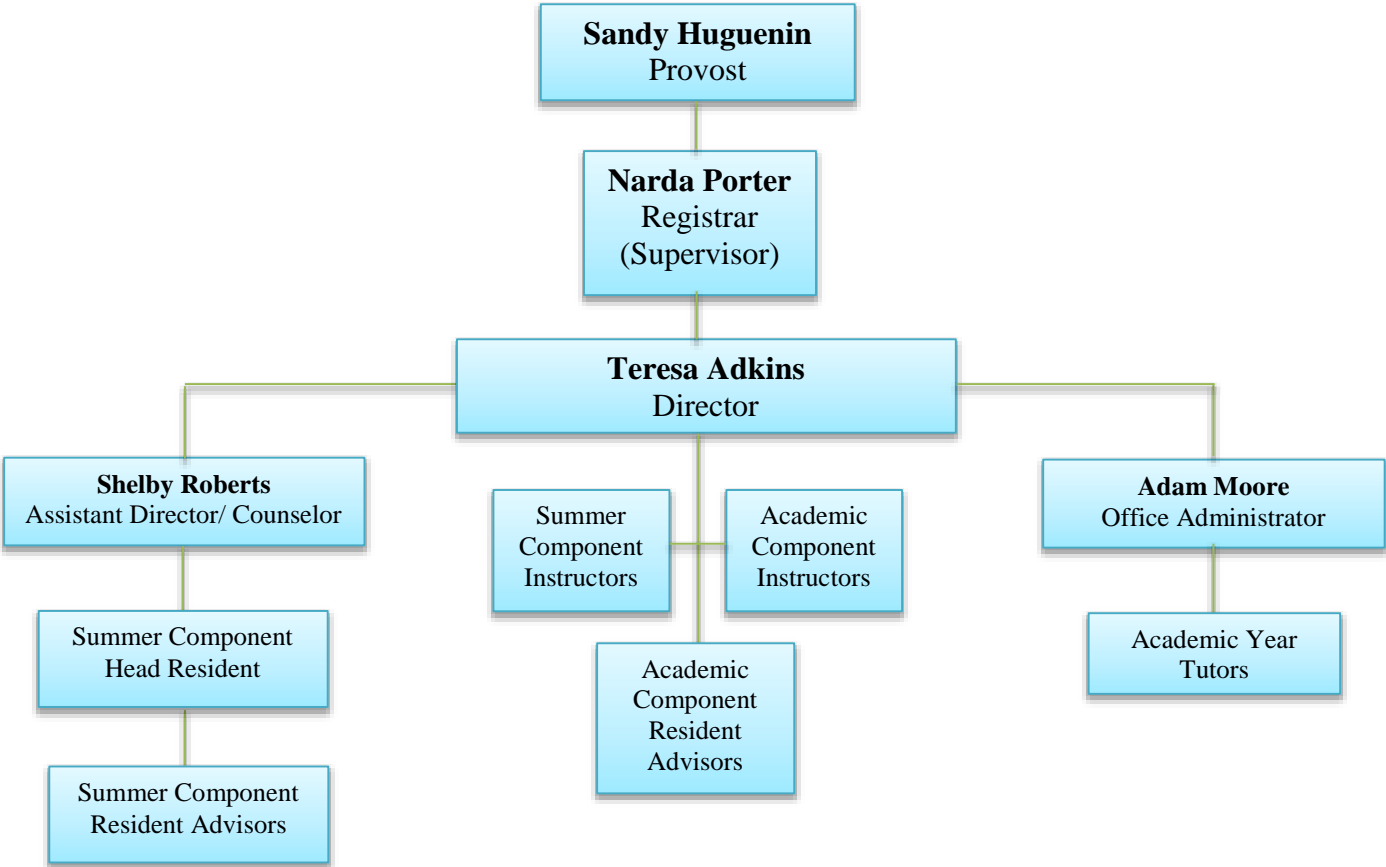
= IMPORTANT!



= STIPEND INFO

**-AN IMPORTANT REQUEST-**  
**PLEASE KEEP YOUR MAILING ADDRESS AND PHONE NUMBER**  
**CURRENT WITH THE UPWARD BOUND OFFICE.**  
**THANK YOU!**

# Upward Bound Organizational Chart



# WELCOME TO UPWARD BOUND!

Welcome to The University of Virginia's College at Wise Upward Bound Program. The Program has been in operation continuously since 1967, two years after Congress created the Program through the Higher Education Act of 1964. The purpose of the Program, since its inception, has been to interest high school students from limited income/first generation families in post-secondary education and to provide them with the skills necessary to succeed in college.

The Program has a long and rich history. It is a privilege and honor to be a participant. Your acceptance was based on your academic promise, motivation, and personal strengths. Our Upward Bound staff is dedicated to serving and assisting you in any way possible to prepare you for success in college after high school. Congratulations to you, your school, and your family!

## Students' Responsibilities to UB

As a participant, your obligations to Upward Bound are as follows:

- Maintain college-preparatory behavior and mindset throughout your participation in the program.
- Maintain a grade point average of 2.5 or better.
- Attend all On-site tutorials.
- Meet with Upward Bound staff at least twice per month when they visit your school.
- Enroll in college-preparatory academic courses.\*
- Successfully complete at least one dual enrollment course prior to graduation (satisfies grant objective).
- Take the following tests: PSAT, SAT and/or ACT.
- Take all necessary steps to apply to the college or university of your choice.
- Show respect for yourself, your peers, and all UB faculty/staff.
- Follow all rules and regulations as described in the handbook and as determined by the UB Director.
- Attend at least one summer session before your senior year of high school, if possible.

\*See 'High School Curriculum,' page 18

## UB's Responsibilities to Students

Just as the staff expects you to meet your obligations, you have the right to expect a commitment from Upward Bound in return. The Program promises that the staff will strive to:

- Hold you in the highest regard and treat you accordingly.
- Encourage and push you to achieve your highest potential.
- Provide academic counseling and assistance that prepares you for admittance to post-secondary education.
- Provide college applications and scholarship information.
- Assist in college application procedures and the financial aid applications.
- Be available to you when you need counseling and to be your advocate when appropriate.
- Provide encouragement and information as you enter into post-secondary education.

## GENERAL PROGRAM STRUCTURE

Upward Bound at UVA-Wise has two components – academic year and summer. During the academic year, UB provides counseling via school visits, academic instruction, tutoring, and cultural activities each month. The information contained in this handbook is intended to inform students and parents/guardians about all aspects of the academic year component.

During each summer, Upward Bound offers an immersive, six-week residential program designed to give participants a taste of “college life.” The residential component takes place on the campus of UVA-Wise and is designed to simulate a college experience. Students attend “classes” in actual college classrooms, reside in campus

residence halls, eat meals in the cafeteria, and are given access to other facilities on campus, such as the library and recreational facilities. The summer component offers instruction in college-preparatory courses and supplement classes, the goal being to improve proficiency in the subject matter while motivating students toward future success. Students are placed in summer classes based on which classes they will be taking in the ensuing school year, as well as their performance during the preceding academic year. These courses include mathematics through calculus; laboratory sciences (biology, chemistry and physics); foreign languages – Spanish and French; and English composition and literature. Elective instruction is offered in areas such as photojournalism, culinary arts, forensics, and computer programming. The summer program also aims to cultivate professional aspirations within students through career exploration, work study opportunities, community service, and personal development workshops. Additionally, students are treated to a wide variety of cultural activities and recreational programs to keep them active and motivated. The summer program culminates in a trip to reward the students' hard work and attendance. Students and parents will receive more information regarding the summer program as it approaches. The summer program typically begins the first or second week of June, depending when schools dismiss for the summer (see 'Summer Bridge Program,' page 14). The 2015 summer trip is tentatively scheduled for July 6-9, 2015.

Thus, in a spirit of cooperative acceptance of our mutual responsibilities, this handbook has been constructed. You and your parents/guardians should be able to find the most pertinent information within, but you are encouraged to contact us for clarification on any topic at any time. Periodically, the information included in our Student Handbook may change. Every effort will be made to keep you informed through notices sent directly to you from our office and discussion sessions with Upward Bound staff. Our offices are located on the first floor of Zehmer Hall.

## **UPWARD BOUND GRANT OBJECTIVES**

1. **85%** of UB participants will have a cumulative G.P.A. of 2.5 or better at the end of each school year.
2. **95%** of UB seniors will have achieved at the proficient level on state assessments in reading/language arts and math.
3. **90%** of UB participants will advance to the next grade level, or will have graduated from secondary school with a regular diploma at the end of each school year.
4. **85%** of all current and prior UB participants will complete a rigorous secondary school program of study and graduate with a regular high school diploma.
5. **80%** of all current and prior UB participants will enroll in college by the fall semester immediately following high school graduation, or will have been accepted for the spring semester by the start of that fall term.
6. **50%** of those UB participants who did enroll in college by the fall term immediately following high school graduation will attain either an associate's or bachelor's degree within six years following graduation from high school.

## **CONTACT INFORMATION**

Upward Bound (276) 328-0175 (Office)  
 UVA-Wise, Zehmer Hall (276) 376-1097 (Hotline)  
 One College Avenue (276) 376-1098 (Fax)  
 Wise, VA 24293

### **UB Office Staff**

#### ***Director***

Teresa Adkins  
 Email: tah7a@uvawise.edu

#### ***Assistant Director/Counselor***

Shelby Roberts  
 Email: sjr8c@uvawise.edu

#### ***Office Administrator***

Adam Moore  
 Email: jam5bt@uvawise.edu

**VISIT OUR NEW OFFICIAL WEBSITE!**  
<http://upwardbound.uvawise.edu>

 Find us on  
**Facebook @ facebook.com/upward.bound.10**

***NEVER MISS AN UPDATE!***  
 Ask us how to sign up for text message reminders from UB using **REMIND!** It's easy!



## **2015-2016 ON-SITE SCHEDULE & IMPORTANT DATES**

<b>On-site Tutorials @ UVA-Wise</b>		<b>Tutorial Time</b>	<b>Activity (Lunch is included in all activities)</b>
SEPTEMBER	Saturday, September 26, 2015	9:30am - 12:15pm	Bowling (3:30pm pick-up)
OCTOBER*	Saturday, October 24, 2015	9:30am - 11:30am	Corn Maze (6:00pm pick-up)
NOVEMBER*	Saturday, November 14, 2015	9:30am - 11:30am	Barter Theater (5:30pm pick-up)
DECEMBER	Saturday, December 5, 2015	9:30am - 12:15pm	Holiday Event (3:00pm pick-up)
JANUARY	NO JANUARY ON-SITE		
FEBRUARY	Saturday, February 20, 2016	9:30am - 12:15pm	Movies (4:30pm pick-up)
MARCH	Saturday, March 19, 2016	9:30am - 11:30am	TBA
APRIL	Saturday, April 16, 2016	9:30am - 12:15pm	Senior Recognition Event (2:00pm pick-up)
MAY	NO MAY ON-SITE		

\*Note change in tutorial time.

### **Other Important Dates**

♦	Saturday, October 24, 2015	Parent Meeting - 10:00am (during On-site)
♦	Saturday, February 20, 2016	Financial Aid Workshop w/ seniors & parents (during On-site)
♦	Friday, April 1, 2016	Senior Retreat (eligible seniors only)
♦	Saturday, April 16, 2016	Senior Recognition Banquet (following On-site)
♦	Saturday, May 14, 2016	Spring Day Trip – Details TBA (eligible students only)

## SECTION I: ACADEMIC YEAR SERVICES



Upward Bound provides services during the academic year component that are designed to support the academic pursuits of its students. The Program is designed to provide counseling in academics, career choice, college admissions, as well as assistance in managing personal problems. Services are provided during monthly school visits by Upward Bound staff, during the monthly On-site tutorials, and through scheduled appointments as needed.

### **Part I: Monthly On-site Tutorials**

On-site tutorials are held at The University of Virginia's College at Wise (Zehmer Hall). All students are expected to attend **every** On-site tutorial. On-sites are scheduled September through April, and typically last from 9:30 a.m. to 12:15 p.m. The current year's schedule of On-site tutorials, activities, and pick-up times can be found on the *Academic Year Calendar* on page 25. In the event of any schedule changes, the dates and times affected will be posted on the UB website (<http://upwardbound.uvawise.edu>), Facebook page, and on the UB hotline (276-376-1097).

#### **On-Site Tutorial Policies**

UB instructors and Resident Advisors are instructed to record a summary of each student's conduct, participation, and attendance during each session at all On-site tutorials. These participation summaries will be reviewed and any issues brought to the attention of the Director, the student, and the student's parents/guardians. Certain policy violations will result in a reduction of the student's participation stipend for that month. Please review the following policies:

-  • **Attendance:** All students are expected to attend **every** On-site tutorial. Three consecutive absences may result in the student being dropped from the Program. When absent from an On-site, students will not earn their entire stipend for that month, unless a valid excuse is received by the UB office (see '*Academically-Excused Absences*,' page 12). If a student leaves a tutorial early, their stipend will be reduced. Excessive absences will also affect the student's eligibility for other opportunities, such as the Spring Day Trip (see '*Other Opportunities*,' page 13).
-  • **Academic Work:** Students are **required** to bring academic material to work on during On-site tutorials in the form of textbooks, work assignments, assigned readings, etc. **NOTE:** Failure to bring academic work will result in a reduction of the student's stipend. *A lack of homework assignments DOES NOT excuse students from this requirement.*
- **Conduct:** On-site tutorials take place on an active college campus among college students, professors, and other university staff. Students are responsible for their behavior and are expected to conduct themselves at all times in a manner that positively



reflects upon themselves and Upward Bound (see ‘*Academic Year Disciplinary Policy*,’ page 23).

- **Transportation:** Parents/guardians are responsible for their student’s transportation to and from all Upward Bound events. Students and their parents/guardians are expected review the tentative dates and events listed on the *Academic Year Calendar* on page 25. Students may be picked up ONLY by the individuals listed on their Ride Release that was filled out during their enrollment into UB. Parents/guardians are encouraged to update their student’s Ride Release and contact information whenever necessary. If a student’s transportation arrangements are consistently late for pick-up times, this may jeopardize the student’s continued participation with Upward Bound.
- **Inclement Weather Policy:** The UB staff will place a notice on the UB website, Facebook page, and on the UB Hotline (276-376-1097) informing participants of any schedule changes due to inclement weather. Scheduled On-site tutorials will be cancelled/rescheduled if:
  1. Either Upward Bound school system (Wise or Dickenson counties) are closed OR dismiss early on the Friday immediately preceding the date of the On-site, or
  2. Hazardous conditions develop overnight on the date of the On-site; in this situation, the UB Director will make a determination whether or not to cancel the On-site.

**NOTE:** Even if the On-site is not cancelled, students and parents/guardians should exercise their own judgment regarding safe travel conditions in their area – DO NOT risk traveling in dangerous conditions, regardless of the UB activities taking place!

- **Electronics:** The use of ALL electronic devices (e.g., MP3 players, cell phones, laptop computers, tablets, etc.) is prohibited during tutorial sessions, workshops, and while participating in certain cultural activities (e.g., tours, museums, plays, etc.). Students may bring these devices with them on cultural activity field trips for use during bus rides and when otherwise appropriate. Upward Bound is not responsible for the loss/theft/damage of these devices.
- **Student Guests:** Visitors are not allowed to attend tutorials with students, except for planned events when students are allowed to bring guests. Students will be made aware of such events ahead of time. Upward Bound does not assume responsibility for unauthorized guests.
- **Animals:** Animals are prohibited at tutorials, with the exception of service animals.

### **On-Site Tutorial Activities**

- **Academic Tutoring:** Upward Bound faculty and staff will be available at each On-site to provide tutoring in composition, literature, foreign languages, math, and laboratory sciences. Students will also be given access to the UB computer lab during tutorials. If a student needs assistance in a subject not specifically addressed during tutorials, or needs help with other academic-related material, the UB staff will attempt to provide any available resources. **NOTE:** Students are required to bring academic material to work on during these tutoring sessions in order to earn their full participation stipend.



- ***Instructional Periods:*** Instructional periods led by UB staff are scheduled for each On-site tutorial and will cover a wide range of topics, such as study skills, time management, money management, college preparation, etc.
- ***Grade-Specific Coaching:*** On-sites may also consist of sessions during which a UB staff member will meet with grades as a group. The goal of these sessions are to ensure each student develops and maintains a college-bound plan that is based on their individual goals and aspirations. The UB staff will focus on guiding students through each stage of college preparation as it pertains to their current grade, academic standing, and comprehension of pre-college requirements.
- ***Cultural Enrichment Activities:*** Most On-site tutorials conclude with an optional meal and afternoon cultural enrichment activity. Participation in the afternoon activity is not required, but highly encouraged. Upward Bound provides for all meals and activities, however students should bring money for additional snacks, souvenirs, or shopping. Details regarding activities can be found on the *Academic Year Calendar* on page 25.

## **Part II: School Visitation & Other Services**

The UB staff intends to conduct visits to high schools served by Upward Bound three times per month to provide personal and academic support to program participants. Services provided include academic guidance, tutoring services for students, obtaining grade reports and testing information, recruiting new Upward Bound participants, and acting as liaison between the students, teachers, administrators and the Upward Bound office. The following sections provide more detail regarding in-school services provided to students:

### **In-School Contact with Students**

UB staff members will visit each school three times each month; at least two of these visits will be during regular lunch periods, and the third may also include after-school tutoring sessions. The purpose of these visits is to enable UB staff to monitor students' academic progress, provide academic or personal counseling, and to increase student awareness of upcoming UB events.



**NOTE:** *It is each student's responsibility to come and meet with UB staff during at least two of these three opportunities, each month. At a minimum, students must sign-in and speak briefly with the UB staff member regarding their academics. The dates of school visits will be listed on the UB calendar distributed to students each month. Students must complete these monthly In-School Contacts in order to earn their participation stipend for that month and to remain in good standing with UB (see 'Participation Stipends,' page 11).*


### **Counseling Services**

- ***Career Counseling:*** Upward Bound will provide students with any available information regarding opportunities for continued career exploration during in-school visits and during On-site tutorials.

- **Personal Counseling:** The Upward Bound staff is always available to confidentially help students with managing personal issues, whether during an in-school visit, at an On-site tutorial, or by scheduled appointment in the UB office.
- **College Admissions Counseling:** Upward Bound provides assistance with college selection, admissions requirements, financial aid, essay preparation, and the scheduling of college tours. These services are intended to provide students with the tools to choose a post-secondary program that will help them attain their long term goals.

### **Dual Enrollment Tuition Assistance**

Upward Bound will provide payment for no more than two dual enrollment courses and/or advanced placement (AP) exams per academic year, provided that funding is available. Students are expected to maintain a G.P.A. of at least 2.5 and must be an active participant in Upward Bound to receive these benefits. Students are highly encouraged to notify the UB office of any dual enrollment courses they are taking, and to notify the individual at their school responsible for dual enrollment billing that they are an Upward Bound participant to avoid delays in payment. Upward Bound cannot reimburse students for dual enrollment fees already paid.


 **NOTE:** ALL Upward Bound students are required to successfully complete at least one dual enrollment course prior to graduation.

### **Pre-College Testing Assistance**

Depending on a student's grade level, that student may be required to take certain examinations as part of their preparation for college attendance. When available, Upward Bound will make fee waivers available to students to provide payment for any applicable testing fees. The Upward Bound staff will assist students with their preparation and registration for these tests. The most common tests are listed below:

- *PSAT – All Upward Bound sophomores are required to take the PSAT.*

**NOTE:** Upward Bound cannot provide payment for PSAT fees, however the student may be reimbursed if they submit a valid receipt to the UB office.

-  *SAT – All Upward Bound students are required to take the SAT. Students are expected to first take the test in their junior year; if the student scores below 900, they must retake the SAT again during their senior year.*
- *ACT – Students interested in taking the ACT are encouraged to do so. Please contact the UB office or a UB staff member during a school visit for more information.*


#### *A Note on Fee Waivers*

Upward Bound provides fee waivers for the above mentioned tests, as well as for college applications, as they are made available. If a student registers for testing and receives a fee waiver, but then does not take the test, that student will not be eligible to receive another fee waiver until the next academic year. The student may then incur out-of-pocket costs in order to reschedule or reregister to make up the missed test. Students who do not take a test for which they registered using a UB-provided fee waiver will forfeit their next stipend.



## **College Application Assistance**

Every student is encouraged to seek entry to a college or university of his/her choosing.

 The admission process can vary from college to college, therefore, Upward Bound students in their senior year are *required* to collaborate with the UB staff to compile and submit all necessary college application materials in a timely manner. The UB staff will assist students with assessing their eligibility for admission, compiling all application information, and submitting completed applications to each institution to which they are seeking admission. UB will also make college application fee waivers available to students when necessary.

## **Individual Tutoring Services**

Students may request tutoring help beyond that provided at On-sites and the supplemental assistance available at their high school. If possible, UB will arrange for a tutor to meet with the student at his/her school. If a student would like to request a tutor, they must contact the Upward Bound office or notify an Upward Bound representative during a school visit. The student and their parent/guardian must sign a Tutoring Agreement that outlines the students' responsibilities before tutoring will begin. If a student requests tutoring but fails to meet their responsibilities, they will cease to receive tutoring and the availability of future tutoring may be affected. Listed below are the general rules and expectations for students seeking tutoring:

- Students are expected to attend ALL scheduled sessions. A lack of homework does not justify missing a scheduled session. Students are expected to take advantage of all sessions so that they may increase their understanding of the subject.
- Transportation to/from tutoring is the responsibility of the student and their parent/guardian. The tutor cannot provide transportation for the student. Upward Bound and The University of Virginia's College at Wise are not responsible for transportation or any incidents arising while being transported to or from tutoring sessions.
- If the student needs to cancel or reschedule a session, they are **REQUIRED** to notify the UB office and the tutor at least two hours in advance.
- Students are expected to arrive on time at the agreed upon location. If the tutor is late, students should wait at least ten minutes before contacting the Upward Bound office.
- If the student does not attend a scheduled session, and did not inform the Upward Bound office that they would not be able to attend, the cost of the tutoring session will be deducted from their next stipend check.
- Students are expected to arrive for sessions prepared to work and with all necessary assignments, textbooks, handouts, calculators, pens, pencils, etc.

**NOTE:** One-on-one tutoring is contingent upon the availability of tutors for any given subject; therefore, Upward Bound strongly urges students to first utilize any tutoring

opportunities offered by their school. Most schools offer supplemental instruction before or after school in a variety of subjects. If immediate assistance is required, it is highly recommended that they seek tutoring through their high school.



### **Part III: Participation Stipends**

#### **Earning Stipends**

Each student is eligible to receive a maximum participation stipend of \$40 each month if they:

1. attend the On-site tutorial for that month, *and*
2. complete TWO in-school contacts with Upward Bound staff during school visits.

**NOTE:** If a student attends a UB tutoring session held at his/her school, they may count that session as one of their in-school contacts for the month.

#### **Academically-Excused Absences**

Students involved in school-sponsored activities that pose a scheduling conflict with an On-site tutorial, or that interfere with their ability to complete their in-school contacts with UB staff, may have their absence excused if the UB office receives a valid excuse from a teacher, sponsor, coach or other school personnel. Activities eligible to be excused include academic club or organization field trips, academic competitions, and certain extra-curricular activities as determined by the UB Director. If the student provides a valid excuse, his/her UB attendance will not be affected, and he/she may be eligible to receive their stipend for the missed UB activity. Students are highly encouraged give UB staff prior notice of any UB activity that will be missed.

#### **NOTE:**

- Students may only have one of their required two monthly in-school contacts excused; their absence from school the day of the UB staff's visit must be verified as being related to their participation in a school-related activity.
- Students required to attend Saturday school the day of a scheduled On-site may have their absence excused, pending approval from the UB Director and verification of attendance by school officials.
- If students are unsure what constitutes an excused absence, please contact the Upward Bound office. All excuses must be submitted to the UB office prior to the last day of the month in which the missed UB activity occurred.



### **Cancelled/Rescheduled UB Meetings**

For any given month in which no On-site meeting occurs, or during which school closings affect students' opportunities to complete in-school contacts, UB will attempt to provide students the opportunity to earn their full participation stipend. This includes months in which an On-site is scheduled but is canceled due to inclement weather or other unforeseen circumstances; these opportunities will be determined by the UB Director and students will be notified as soon as possible. Students and parents/guardians are highly encouraged to stay in contact with UB via the official website or Facebook for the most up-to-date information. See also: '*Inclement Weather Policy*,' page 8.

### **! New Students' Stipends**

Newly-accepted UB participants will not be eligible to receive their first participation stipend until they have satisfactorily demonstrated their commitment to participating in Upward Bound by completing ALL of the following:

- Submit all required enrollment paperwork to the UB office.
- Attend an On-site tutorial.
- Complete two in-school contacts with UB staff.

If it is determined that the student is not committed to participating in UB, or if the student or their parents/guardians elect to halt their participation in UB, all stipends will be forfeited and the student will be removed from enrollment.

### **Receiving Stipends**

All stipends are issued in the form of a check made out to the participant. Stipend checks are intended to be given out at the monthly On-site tutorial. If a student is absent from the On-site, or if no On-site occurs during any given month, the UB office will mail the student's check to them directly. Due to the processing time for checks, stipends earned during any given month will be issued the following month (e.g., a student would receive a check in October for attending the September On-site and completing two in-school contacts in September). When receiving a stipend check, students must provide their signature in the presence of a UB staff member. If the student wishes for another individual to pick up their check for them, that student must make prior arrangements with the UB office.

### **Stipend Reductions**

Student participation stipends are subject to reduction for various reasons, such as disciplinary issues while participating in UB functions, failing to bring academic work to an On-site tutorial, or other violations of UB policies as determined by the UB Director. Stipend reductions and/or possible dismissal from UB may occur in response to major disciplinary problems such as school suspensions, participation in illegal activities, or other activities that may reflect negatively upon Upward Bound. Upward Bound reserves the

right to withhold stipends due to any violation of its policies or regulations as determined by the UB Director.

### **Outstanding (Un-cashed) Stipend Checks**

If a student does not cash their stipend check within 30 days of receipt, the UB office will be notified of the outstanding check by the university's accounting department. The student will then be notified by the UB office and will then have an additional 30 days in which to cash the check. If the student no longer has the check, they may request that the check be reissued. The UB office will submit ONE reissue request per check; any checks still outstanding after 60 days will be cancelled and the student will forfeit any participation stipends contained on those checks.

## **Part IV: Other Opportunities**

### **College Visits**

The Upward Bound grant provides opportunities for students who are interested in attending colleges within the region to visit those campuses. Students may be given the chance to tour the campus, meet with admissions counselors, and to speak with current students in order to aid them evaluating if that college is right for them. Upward Bound generally schedules a limited number of college visits that serve as group activities during the year, however students interested in a particular college or university should inquire about the possibility of scheduling a smaller, more personalized visit.

### **Senior Retreat**

When funding and resources are available, UB holds a Senior Retreat for its seniors who are on track to enroll in college for the fall semester immediately following their high school graduation. To be eligible, students must currently be a senior, possess a G.P.A. of at least 2.5, have completed (or are on track to complete) at least one dual enrollment course, have taken the SAT or ACT, and have applied to at least one college. Topics to be discussed are college preparation, college applications, financial aid, and college survival.

 Students planning to attend the Summer Bridge Program are required to attend the Senior Retreat.

### **Spring Day Trip**

If funding allows, the annual Spring Day Trip is intended to be a reward for UB students who have satisfactorily met their obligations to UB. The trip serves as a cultural enrichment trip and may include visits to museums, amusement parks, landmarks, and other recreational and/or educational activities. As always, Upward Bound provides for all related expenses on the trip, except for souvenirs and extra snacks. In order to be considered eligible for the Spring Day Trip, students must meet the following criteria:

- Satisfactory UB On-site attendance record
- Satisfactory attendance at school

- Minimum 2.5 G.P.A., both cumulatively, and for the most recent semester
- No failed courses in the preceding semester
- Been accepted into UB before January 1<sup>st</sup> of the current academic year
- Satisfied any grade-specific testing requirements
- Has met, or is on track to meet, graduation requirements
- Otherwise in good standing with their school and with UB

**NOTE:** The Upward Bound staff will evaluate each student's eligibility to attend the spring trip; eligible students will receive an invitation and itinerary in the mail and the remaining students will receive a letter citing the reasons they were found to be ineligible.

### **Senior Recognition**

This special event provides attendees with the chance to honor and congratulate the UB seniors who are graduating and about to embark on their college career. This event generally takes place over a meal provided by UB, and includes notable speakers, an awards ceremony, presenting graduates with mementos of their time in UB, and a slideshow showcasing highlights of the seniors' UB experiences. Parents/guardians of each senior will receive an invitation to the event.

### **Summer Program**

See the Summer Program component description beginning page 5.

### **Summer Bridge Program**

Provided that funding is available, the Summer Bridge Program is designed to ease students' transition from high school to college. This program is an extension of the regular Upward Bound Summer Program and is similar in many respects, with the biggest distinction being that Bridge students are enrolled in two three-hour, transferable courses taught during the first summer session semester at UVA-Wise. Students are still provided with many of the same summer services as regular Upward Bound students; they may live on campus or commute to class, attend as many cultural activities as their classes and study schedules will allow, earn a participation stipend of up to \$15.00 per week, are eligible to participate in a summer work program administered by UB, and may attend the end-of-summer trip.

 In order to attend the Bridge Program, students must meet the following eligibility criteria:

- Student must be a graduating senior who is enrolled in college for the fall semester of their graduating year.
- Student must have applied and offered admission to UVA-Wise (and any other college they choose).
- Student must have enrolled in and satisfactorily completed at least one dual enrollment course prior to graduating high school.




- Student must have at least a 2.5 academic G.P.A. upon graduation.
- Student must have taken the SAT or ACT.
- Student must be in good standing with the Upward Bound Program and their school.
- Student must have attended the Senior Retreat.

## **Part V: Parent/Guardian Involvement**

The Upward Bound staff greatly appreciates the support it receives from the parents/guardians of its participants. Throughout each student's participation in UB, there will be numerous occasions in which a collaborative effort between the UB staff and the student's parents/guardians will be necessary. The information below describes some of the opportunities for collaboration that are most critical to the success of UB's objectives:

### **Annual Parent Meeting**

In order to maintain this mutually beneficial relationship, a Parent Meeting is scheduled each fall to inform parents/guardians of the events and activities for the coming school year. This important meeting also provides the opportunity to welcome any parents/guardians of newly accepted students, while also giving them the opportunity to meet with the UB staff and learn about the many services offered by UB. This is the ideal opportunity for parents/guardians to ask questions and familiarize themselves with Upward Bound. *The 2015-2016 Parent Meeting is scheduled for Saturday, October 24, 2015 at 10:00 a.m. in Zehmer Hall, room 137.*

 **NOTE:** Due to the depth of material discussed at this meeting, UB *requires* the attendance of at least one parent/guardian of all NEW students (those accepted within the last 12 months); all other parents/guardians are also highly encouraged to attend.

### **Senior Financial Aid Workshop**

As part of the services to participants in their senior year of high school, a Financial Aid Workshop is held each spring to assist students and their parents/guardians with completing the FAFSA in preparation for their upcoming college enrollment. ALL students must complete the FAFSA as part of their pre-college requirements in order to determine their need and eligibility for the various types of aid available, such as grants, scholarships, and student loans. The UB Counselor will be joined by a representative from the UVA-Wise Financial Aid Office to give a comprehensive presentation for those in attendance. *For the 2015-2016 Academic Year, the Financial Aid workshop is scheduled to take place during the On-site tutorial on Saturday, February 20, 2016 (snow date: Feb. 27<sup>th</sup>).*

### **Updating Student Information**


The Upward Bound staff asks that parents/guardians be mindful in keeping the UB office up-to-date regarding any changes in their student's information, with particular attention paid to:

- Mailing addresses
- Phone numbers
- Emergency contacts
- Medical information (particularly any developing conditions, accidents, medications, allergies, etc.)
- Authorized driver's on students' Ride Release Forms

This will greatly assist the UB office with providing students with the best possible services. Parents/guardians may visit the office at any time to update this information, or they may contact the office via phone, email, or the UB Facebook page.

### **Summer Program Open House**

Near the beginning of the Summer Program, Upward Bound holds an Open House event for students enrolled in the Summer Program and their parents/guardians. The purpose of this meeting is to disclose information regarding the activities, events, and objectives for that summer. While not a direct part of Upward Bound's Academic Year component, the Open House event is an essential opportunity for parents/guardians to familiarize themselves with the summer policies and procedures.

 **NOTE:** As with the Annual Parent Meeting, all parents/guardians are highly encouraged to attend, however UB requires the attendance of at least one parent/guardian of students who have not previously attended during the summer.

All parents/guardians are encouraged to contact the UB office with any questions, concerns, suggestions, etc. regarding their student's experience in with Upward Bound.

## SECTION II: ACADEMIC PERFORMANCE STANDARDS

### **Part I: G.P.A. Requirements**

Upward Bound expects all participants to achieve and maintain a minimum 2.5 G.P.A., both cumulatively and per semester. Many college and university admission standards require G.P.A. scores of 3.0 or greater. Students not meeting this benchmark at the end of each grading period are subject to being placed on academic probation (see ‘*Academic Warnings & Probation,*’ page 19).

### **Part II: High School Curriculum**

In pursuit of the Program’s objectives, ALL Upward Bound participants are **required** to structure their high school class schedules each year in accordance with an established college preparatory curriculum that will have earned them the Standard or Advanced Studies diploma upon graduation. The general pre-college curriculum is based on the Virginia Department of Education’s graduation standards seen here:

<b>Virginia Department of Education High School Graduation Requirements</b>	<b>STANDARD DIPLOMA</b>		<b>ADVANCED STUDIES DIPLOMA</b>	
	<i>Course Credits</i>	<i>SOL Credits</i>	<i>Course Credits</i>	<i>SOL Credits</i>
<i>SUBJECT</i>				
<i>English</i>	4	2	4	2
<i>Math</i>	3	1	4	2
<i>Science</i>	3	1	4	2
<i>History/Social Science</i>	3	1	4	2
<i>*Foreign Language</i>			3	
<i>Health/PE</i>	2		2	
<i>*Foreign Language, Fine Arts, or Career &amp; Technical Ed.</i>	2		1	
<i>Economics &amp; Personal Finance</i>	1		1	
<i>Electives</i>	4	1	3	1
<i>Student Selected Test</i>		1		1
<b>Totals</b>	<b>22</b>	<b>6*</b>	<b>26</b>	<b>9</b>

\*ALL Upward Bound students must take at least one credit of foreign language (TRiO grant requirement).

As displayed above, only 4 credits separate the Standard and Advanced Studies Diplomas; this can be a significant difference for students when applying for admission to college. *The types of classes students select in high school can weigh substantially on the number and quality of colleges for which they will eligible for admission.* Students are urged to avoid selecting classes that hold little academic significance, and are instead encouraged to accumulate as many college preparatory credits as possible throughout high school. As stated in *Section I*, ALL Upward Bound participants are required to successfully complete at least dual enrollment course prior to graduating high school (see ‘*Dual Enrollment Tuition Assistance*,’ page 11). Additionally, all participants are highly encouraged to participate in school and community activities, which can provide leadership experience, encourage personal growth and development, boost resumes, and help them build a network of relationships that can prove beneficial as they seek future opportunities.

### **Part III: Academic Warnings & Probation**

The Upward Bound staff monitors participants’ grade reports to ensure they are maintaining satisfactory grades, utilizing UB services, and are on track to graduate and enroll in college. If a student’s grade report indicates he/she is failing a course, that they failed or did poorly in a course during the previous semester, or has a high number of tardies/absences, that student will receive a letter from the UB Director expressing concern over their performance. Depending on the severity of the circumstances, students may either receive a warning letter, or a letter notifying them that they are now on academic probation. Students placed on probation will then have **one semester** to satisfactorily improve their grades and be removed from probation. Exceptions may be made only in the case of illness or other extenuating circumstances that are subject to approval by the UB Director. If the student fails to earn satisfactory grades for the probation semester, that student is subject to dismissal from Upward Bound.

## **SECTION III: UPWARD BOUND CONTINUOUS RULES**

### **Part I: Prohibited Violations**

The following rules are considered serious violations of Upward Bound's policies. Students are held responsible for maintaining control of their own actions. If a violation occurs during an Upward Bound activity, any disciplinary action will be immediate and parents/guardians will be contacted. When deemed necessary, the offending student's parents/guardians may be responsible for any costs associated with the transportation of their student from the campus or activity, and the costs of any damages or losses resulting from their student's actions.

**Any Upward Bound participant's involvement in the following violations will result in the immediate contact of his or her parents/guardians, their expulsion from Upward Bound, and may lead to police involvement:**

- Violations of any local, State, or Federal law, including but not limited to those stated in this document
- Use, possession, or distribution of:
  - Drugs
  - Alcohol
  - Firearms or other weapons
  - All tobacco products, including nicotine vapor products
  - Pornographic material
  - Stolen property
- Sexual activity
- Stealing
- Fighting
- Bullying
- Hazing or harassment
- Any conduct determined to endanger the otherwise normal continuation of Upward Bound operations
- Any conduct that jeopardizes the safety of any individual or group, regardless of their involvement with Upward Bound.

All disciplinary actions that do not exceed the scope of Upward Bound's control are at the discretion of the UB Director. Any actions will be handled as confidentially as possible. Resident Advisors and faculty are instructed to report any disciplinary problem to program staff immediately. Parents/guardians will be notified of any issues involving their student, as well as any resulting corrective actions.

## **Campus Tobacco Policy**

The University of Virginia's College at Wise has banned smoking in and around all public buildings. Additionally, it is Upward Bound's policy that ALL Upward Bound participants, *regardless of age*, are prohibited from the use or possession of any tobacco products while present at any UB gathering, trip, or event. The Commonwealth of Virginia law prohibits the "*purchase or possession of tobacco products, nicotine vapor products, and alternative nicotine products by minors or sale of tobacco products, nicotine vapor products, and alternative nicotine products to minors.*" Any violation of this state law or the Upward Bound tobacco policy will result in the student's automatic expulsion from the Upward Bound Program.



## **Part II: Disciplinary Stipend Deductions**

Each student's participation stipend is subject to adjustment as a result of his or her failure to follow the policies and procedures established by Upward Bound; this includes academic and attendance-related violations, as well as any disciplinary violations committed while present at any UB gathering, trip, or event. The amount deducted will be determined by the UB Director on a case-by-case basis. Upward Bound holds each student responsible for his or her own actions. Responsible behavior reflects the student's acceptance of responsibilities as an Upward Bound participant, which are outlined in this handbook and on the Academic Year Agreement submitted upon initial enrollment.

## **Part III: Interrogations & Searches**

To maintain order and discipline in Upward Bound and to protect the health, safety and welfare of all students and personnel, the Upward Bound staff and campus police reserve the right to search a participant's person, belongings, residence hall room, and/or personal automobile, and seize any illegal, unauthorized or contraband materials discovered in the search under the circumstances outlined below and as permissible by law.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or college personnel, or disruptive of any lawful function, mission or process of the college, or any item described as unauthorized in the Upward Bound policy materials available beforehand to the student.

College officials, including campus police, reserve the right to conduct searches outlined in this policy. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the college's responsibility to protect the health, safety, and welfare of all persons within the college community. Should illegal materials be found during a search, law enforcement officials will be notified.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a college authority or campus police has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a college rule. If a pat-down search of a student's person is conducted, it will be conducted in private by a campus police officer of the same sex and with an adult witness present. If the College official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted.

### **Automobile Searches**

Students are permitted to park at the UVA-Wise college campus as a matter of privilege. It is not his or her right. The college may monitor parking lots and inspect the exteriors of student automobiles located on college property. The interiors of student vehicles may be inspected whenever campus authorities have reasonable suspicion that illegal or unauthorized materials are contained inside the vehicle. These patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Impoundment of Stolen Items**

Campus police may seize and impound stolen items. Parents will be notified of any and all items seized and impounded. Campus officials will turn seized and impounded contraband and/or other illegal items over to the proper authorities for disposal. Officials are authorized to use these items as evidence in legal proceedings, should they be deemed appropriate.

### **Search Warrants**

Officers of the law, appearing with duly processed search warrants, will be allowed to search rooms, students, and their belongings as per the court's order.

### **Complicity/Accomplice**

A student who acts as an accessory or accomplice to another in violation of any provision of the Upward Bound Regulations/Rules will be subject to corrective action.

## Part IV: Academic Year Disciplinary Policy

Upward Bound requires all participants conduct themselves in a mature and responsible manner at all times. Students are not only representing themselves and Upward Bound, but also The University of Virginia’s College at Wise. The following chart offers examples of disciplinary offenses that are grounds for disciplinary action that may range from stipend deduction to suspension or dismissal from UB. This list is intended to be a general guideline for students. Disciplinary action taken in response to a student’s misconduct is at the discretion of the Upward Bound Director. Violations requiring disciplinary action are not limited to the following list:

EXAMPLES OF DISCIPLINARY OFFENSES		
Disrespect	Not following instructions	Viewing of illicit material
Profanity	Hazing/ bullying/ harassment	Skipping scheduled class/activities without proper authorization (M.I.A.)
Challenging UB staff or college personnel authority	Dishonesty	Lack of effort
Public displays of affection	Abuse or misuse of UB and/or college facilities or equipment	Poor attitude
Disturbing other residents after lights out	Dress code violations	Overuse/misuse of cell phone
Excessive Tardiness	Disrespect	Being in restricted area without permission or supervision
Obscene gestures	Hostility	General unruliness



# 2015-2016 Upward Bound Academic Year Calendar

**THIS IS A TENTATIVE SCHEDULE**

**PLEASE WATCH FOR CHANGES IN EVENTS/TIMES**

MONTH	DATE/TIME	EVENT/ACTIVITY/PICK-UP TIME
September	Monday, September 14 <sup>th</sup> 4:30 – 6:00	Staff Workshop Teachers/RAs/Tutors Zehmer 137
	Saturday, September 26 <sup>th</sup> 9:30-12:15	<u>On-site Tutorial</u> Prime Sirloin/Bowling 3:30 pick-up
October*	Saturday, October 10 <sup>th</sup>	<i>-SPECIAL EVENT- Details TBA</i>
	Saturday, October 24 <sup>th</sup> 9:30-11:30*	<u>On-site Tutorial</u> El Castillo/Corn Maze 6:00 pick-up
	Saturday, October 24 <sup>th</sup> 10:00-11:00	<u>Parents Meeting</u> Zehmer 137 (during On-site)
November*	Saturday, November 14 <sup>th</sup> 9:30-11:30*	<u>On-site Tutorial</u> <i>Lunch TBD/Barter Theater</i> 5:30 pick-up
December	Saturday, December 5 <sup>th</sup> 9:30-12:15	<u>On-site Tutorial</u> Holiday event 3:00 pick-up
January	NO MEETINGS IN JANUARY	
February	Saturday, February 20 <sup>th</sup> 9:30-12:15	<u>On-site Tutorial</u> Mr. Gatti's & Movies 4:30 pick-up
	Saturday, February 20 <sup>th</sup> 10:00-12:00	<u>Financial Aid Workshop for Seniors</u> Meet in Zehmer 137 (during On-site)
March*	Saturday, March 19 <sup>th</sup> 9:30-11:30*	<u>On-site Tutorial</u> <i>Afternoon activity details TBA</i>
April	Fri./Sat., April 1 <sup>st</sup> /2 <sup>nd</sup>	<u>Senior Retreat</u> -Eligible Seniors Only- <i>Details TBA</i>
	Saturday, April 16 <sup>th</sup> 9:30 – 12:15	<u>On-site Tutorial</u> Senior Recognition Banquet 2:00 pick-up
May	NO ON-SITE TUTORIAL IN MAY	
	Saturday, May 14 <sup>th</sup>	<u>Spring Day Trip</u> -Eligible Students Only- <i>Details TBA</i>

\* On-site tutorial time change (tutorials are normally held from 9:30am-12:15pm)