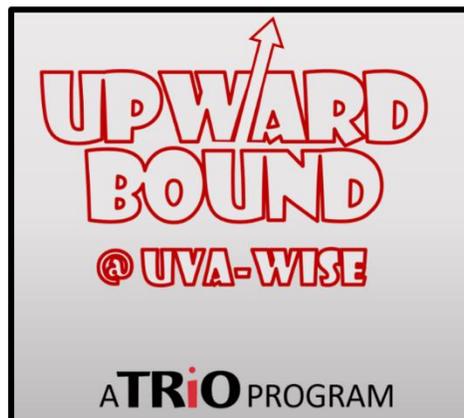


2018-2019 Academic Year Handbook





HANDBOOK RECEIPT DISCLOSURE

The signature that you provided upon receipt of this handbook signifies your intentions to do all of the following:

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



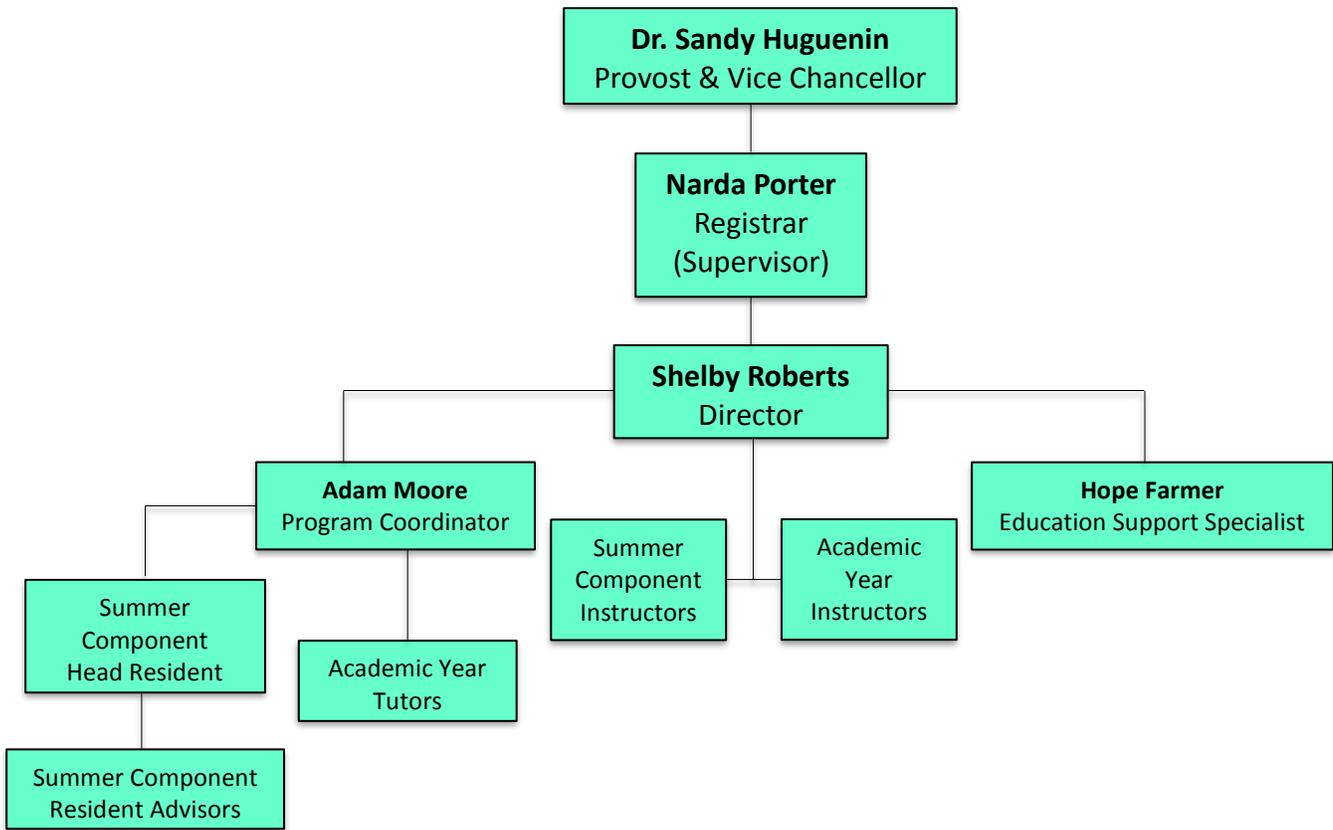
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-AN IMPORTANT REQUEST-

Please keep the UB office aware of any changes to your mailing address, phone number, insurance card, ride release, medical information and emergency contacts.

THANK YOU!

Upward Bound Organizational Chart



Upward Bound Non-Discrimination Policy

TITLE IX: UVa-Wise (the “College”) is committed to maintaining a respectful, professional and nondiscriminatory academic, living and working environment for students, faculty, staff, and visitors. This includes maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of a person’s race, gender, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. This includes having an environment free from sexual and gender-based harassment, sexual assault, intimate partner violence, stalking, sexual exploitation, complicity and retaliation. For more information contact Tabitha Smith, Title IX Coordinator, Office of Compliance Conduct, & Inclusion. tabitha.smith@uvawise.edu The College’s full Sexual Misconduct Policy and grievance procedures are available at www.uvawise.edu/compliance/files/compliance/UVaWise_SexualMisconductPolicy.pdf

CAMPUS SECURITY-CLERY ACT: UVa-Wise is committed to helping the campus community provide for their own safety and security. The Annual Security Report and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at www.uvawise.edu/ASR. A copy is available upon request by calling [276-328-0190](tel:276-328-0190) or [276-376-3451](tel:276-376-3451).

The Upward Bound program at UVA-Wise is funded in total (100%) by federal dollars from the U.S. Department of Education, with an annual budget of \$378,818. For questions and other information, please contact Shelby Roberts, Director of Upward Bound at 276-328-0175.

WELCOME TO UPWARD BOUND!

Welcome to The University of Virginia's College at Wise Upward Bound (UB) Program! The UVa-Wise UB program has been in operation continuously since 1967, just three years after its creation by Congress through the Higher Education Act of 1964. Since its inception, the sole purpose of UB has been to serve high school students from limited-income/first generation-families by providing them with the motivation and skills necessary to attain a post-secondary education.

Upward Bound has a long and rich history as evidenced by the accomplishments of its alumni who can be found across the nation, including celebrities, politicians, and countless unsung heroes from diverse backgrounds. It is a privilege and honor to be a participant. Your acceptance was based on your academic promise, motivation, and personal strengths. The 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!

Student Responsibilities to UB

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

- To follow the curriculum guidelines outlined in Section 2.2 (page 18).
- Maintain college-preparatory behavior and mindset throughout your participation in the program.
- Maintain a grade point average of 2.5 or better.
- Attend all Onsite tutorials.
- Meet with Upward Bound staff when they visit your school.
- Successfully complete at least one dual enrollment course prior to graduation.
- Take the following tests: dual enrollment placement test, PSAT, SAT and/or ACT.
- Complete all necessary steps to apply to the college or university of your choice in a timely manner.
- Show respect for yourself, your peers, and all UB faculty/staff.
- Follow all rules and regulations as described in the handbook and as administered by the UB Director.
- Attend at least one summer session before your senior year of high school, if possible.

UB 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:

- Provide academic services to better prepare you for enrollment in a post-secondary education institution.
- Provide technical assistance with completing college applications, financial aid forms, scholarships, etc.
- Hold you in the highest regard and treat you accordingly.
- Encourage and push you to achieve your highest potential.
- Listen to your concerns and advise you to the best of our abilities.
- Be an advocate for you.
- Provide encouragement and information as you transition from high school to college.

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 the Student Handbook may change. Every effort will be made to keep students and parents informed through mailed correspondence, electronic notifications, and in-person sessions with Upward Bound staff.

If you or a parent ever have any questions, concerns, or suggestions, please do not hesitate to contact us (see 'Contact Information,' page 8). We rely on you to come to us when you have a problem with which we can help,

and we also greatly value your feedback. Our office has an open-door policy and we strive to maintain a responsive online presence to increase communication with you and your parents.

Here's to a great school year! We look forward to seeing you soon!

General Program Structure

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

UB Summer Program Description

In addition to the academic year services, Upward Bound offers an immersive, six-week residential summer program that is designed to give participants a taste of “college life.” The summer program 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 the classes they will be taking in the upcoming school year, as well as their performance during the preceding academic year. These courses include, but are not limited to, mathematics through calculus; laboratory sciences (biology, chemistry, and physics); foreign language (Spanish and French); and English composition and literature. Elective instruction is offered in areas such as photojournalism, robotics, 3D printing, forensics, and computer programming. The summer program also aims to cultivate students’ professional aspirations through career exploration, work study opportunities, community service, and personal development workshops. Additionally, students are exposed 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. The summer program typically begins the first or second week of June, depending on when schools dismiss for the summer. Students and parents will receive more information regarding the summer program as it approaches.

Upward Bound Grant Objectives

1. **80%** of UB participants will have a cumulative G.P.A. of 2.5 or better at the end of each school year.
2. **90%** of UB seniors will have achieved at the proficient level on state assessments in reading/language arts and math.
3. **95%** 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. **65%** of all current and prior UB participants will complete a rigorous secondary school program of study (RSSPS) and graduate with a regular high school diploma.
5. **65%** 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. **40%** 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.

THE UPWARD BOUND PHILOSOPHY

We believe that Upward Bound is an intervention, so we **MUST** be different from high school. **More of the same is not an intervention!** We believe that to be successful, students must build a sense of self-sufficiency, which also means knowing when and how to ask for help. It is UB's goal to empower students by giving them the tools to unleash their individuality, find their passion, and to rely on their inner strengths. We believe this involves the need to consciously and frequently push beyond their comfort zone. We also believe that learning should be a never-ending endeavor that takes place in the many "classrooms" of life. By this, we mean that it is our desire to get our students excited about learning so that they will acquire knowledge from their experiences as well as from their textbooks and teachers.

2018-2019 Onsite Schedule & Important Dates

Onsite Tutorials @ UVA-Wise	Tutorial Time	Activity (Lunch is included in all activities)	
AUGUST	Saturday, August 25, 2018	9:30am – 12:15pm	Back to School Pizza Bash (1:30pm pick-up)
SEPTEMBER	Saturday, September 22, 2018	9:30am – 12:15pm	Gray Fossil Site (5:30pm pick-up)
OCTOBER	Saturday, October 27, 2018	9:30am – 12:15pm	Escape Room (5:00pm pick-up)
NOVEMBER	Saturday, November 10, 2018	9:30am – 12:15pm	Prime Sirloin/Bowling (3:00pm pick-up)
DECEMBER	Saturday, December 8, 2018	9:30am – 12:15pm	Holiday event in Chapel (2:00pm pick-up)
JANUARY	Saturday, January 19, 2019	9:30am – 12:15pm	<i>No Activity (12:15pm pick-up)</i>
FEBRUARY	Saturday, February 16, 2019	9:30am – 12:15pm	Mr. Gatti's & Movies (4:30pm pick-up)
MARCH	Saturday, March 16, 2019	9:30am – 12:15pm	Lunch & college tour (5:00pm pick-up)
APRIL	Saturday, April 20, 2019	9:30am – 12:15pm	<i>No Activity (12:15 pick-up); Senior Banquet (invite only)</i>

Other Important Dates

◆ Saturday, October 6, 2018	Financial Aid Workshop for Seniors (10:00 – 12:00)
◆ Saturday, October 27, 2018	Parent's Meeting (During Onsite)
◆ Saturday & Sunday December 8-9, 2018	Senior Retreat (eligible seniors only)
◆ Saturday, April 20, 2019	Senior Recognition Banquet (seniors & guests only)

Contact Information

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



Upward Bound Email Address

upwardbound@uvawise.edu



FIND US ON THE WEB

http://upwardbound.uvawise.edu



Like us on

Facebook

@ facebook.com/UVAWiseUpwardBound



All students and parents are highly encouraged to sign up for Upward Bound text message alerts from **REMIND**. Follow the instructions seen below to join our contact list. Don't have a cellphone? Ask us how to sign up using an email address.

Students at this school...	...text this code....	...to this number:
CENTRAL	@ubce	81010
EASTSIDE	@ubeas	
RIDGEVIEW	@ubridge	

UB Office Staff

Director

Shelby Roberts
 sjr8c@uvawise.edu

Program Coordinator

Adam Moore
 jam5bt@uvawise.edu

Education Support Specialist

Hope Farmer
 mh9g@uvawise.edu

SECTION I: ACADEMIC YEAR SERVICES

The Upward Bound services provided during the academic year component are intended to motivate and support participants as they progress towards college enrollment. The program is designed to provide support in academics, career exploration, college readiness, and personal development. Services are provided via monthly Onsite tutorials, school visitation by Upward Bound staff, and at the UB office by appointment.

1.1 Monthly Onsite Tutorials

Onsite tutorials are held on one Saturday each month in Zehmer Hall on the University of Virginia's College at Wise campus. **All students are expected to attend every Onsite tutorial.** Onsites are scheduled August through April and typically last from 9:30 a.m. to 12:15 p.m. Students and parents will be given an *Academic Year Calendar* with that year's schedule of upcoming Onsite tutorials, activities, and pick-up times at the start of each school year.

Onsite Tutorial Activities

- ***Academic Tutoring:*** Upward Bound instructors and tutors will be present at each Onsite to provide tutoring in composition, literature, foreign languages, math, and laboratory sciences. 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. A current lack of homework assignments is not justification for neglecting this requirement.
- ***Instructional Periods:*** Onsite tutorials may include instructional periods led by UB staff that cover a wide range of topics, such as study skills, time management, money management, college preparation, etc.
- ***Grade-Specific Coaching:*** Onsites 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 level, academic standing, and individual needs.
- ***Cultural Enrichment Activities:*** Most Onsite 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 the planned activities for the current year can be found on page 7.

Onsite Tutorial Policies

Upward Bound instructors and tutors monitor each student's conduct, participation, and attendance at all Onsite tutorials and any issues are brought to the UB staff's attention. Violation of these policies is grounds for corrective action. Please review the following:

- ***Attendance:*** All students are expected to attend every Onsite tutorial, unless a valid excuse is pre-approved by the UB office (see '*Excused Absences,*' page 20). If a student leaves a tutorial early, their stipend may be adjusted. Excessive absences will also affect the student's eligibility for other

opportunities. **NOTE:** Once per semester, a student may make-up a missed Onsite tutorial with a parent/student meeting at the UB office; this meeting must take place within one week of the missed Onsite, and it will not satisfy the requirement for any meetings listed on a student's stipend checklist.

- **Academic Work:** Students are required to bring academic material to work on during Onsite 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 current lack of homework assignments DOES NOT excuse students from this requirement. Students arriving without academic work will be given assignments to complete during the Onsite by UB staff.

- **Computer Lab Usage:** Each student who uses the computer lab during an Onsite tutorial must have their own academic work to complete; students may not share computers. Students who are found using the computer/internet for non-academic purposes will be asked to join a tutoring session led by an instructor.
- **Conduct:** Onsite tutorials take place on an active college campus among college students, professors, and other university staff. Students are held accountable for their behavior and are expected to conduct themselves at all times in a manner that positively reflects upon themselves and Upward Bound (see '*Student Behavior Standards*,' page 21).
- **Transportation:** Parents/guardians are ultimately responsible for their student's transportation to and from all Upward Bound events. Students and their parents/guardians are expected to review the schedule of dates and events listed on page 7. Students may be picked up **ONLY** by the individuals listed on their Ride Release. Parents/guardians are encouraged to update their student's Ride Release and contact information whenever necessary. If a student's transportation arrangements are habitually late for pick-up times, this may jeopardize the student's continued participation with Upward Bound.
- **Inclement Weather Policy:** In the event of inclement weather conditions, the UB staff will notify students through Remind, the UB website, and the UB Facebook page if any schedule changes occur due to inclement weather. Scheduled Onsite 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 Onsite, or
 2. Hazardous conditions develop overnight on the date of the Onsite; in this situation, the UB Director will make a determination whether or not to cancel the Onsite.

NOTE: In the event of inclement weather where an Onsite 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!

- **Cell Phones/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.

1.2 School Visitation & Other Services

The UB staff will conduct visits to target high schools 2-3 times per month to provide personal and academic support to participants. Services provided include academic guidance, tutoring services, 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 UB school visits and other services provided to students:

In-School Contact with Students

Upward Bound representatives will be present in each school 2-3 times each month; at least two of these visits will be during regular lunch periods and the third may include individual meetings or after-school tutoring sessions. The purpose of these visits is to enable UB staff to monitor student academic progress, provide academic support, and to inform participants of upcoming UB events. At a minimum, students must sign-in and speak briefly with UB staff regarding their academics. The dates of school visits will be shown on the monthly UB calendar. **NOTE:** *It is each student's responsibility to sign-in with UB staff for at least 80% of the UB school visits per semester in order to earn their full participation stipend and to remain in good standing with UB.*

Advising Services

- ***Career Advising:*** Upward Bound will assist students with exploring career options and provide students with career information during in-school visits and during Onsite tutorials.
- ***College Admissions Advising:*** 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 needed to choose a post-secondary program that will help them attain their long term goals.
- ***Personal Advising:*** The Upward Bound staff is always available to confidentially help students with managing personal issues, whether during an in-school visit, at an Onsite tutorial, or by scheduled appointment in the UB office.

Dual Enrollment Tuition Assistance

For each student, Upward Bound will provide payment for up to 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 a current 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.

❖ Things to remember about dual enrollment:

- ALL UB students are required to have successfully completed at least one dual enrollment course with a 'C-' or better by the end of the fall semester during their senior year (see 'High School Curriculum,' page 18).
- Students must take the dual enrollment placement test before they are eligible to sign up.
- UB will pay for up to 2 courses, per academic year.

Pre-College Testing Assistance

All Upward Bound students are expected to take any applicable tests as part of their preparation for college attendance. Upward Bound will provide fee waivers to students for testing fees as they are made available. The UB staff will assist students with their preparation and registration for tests. The most common tests are listed below:

- ***Dual Enrollment Placement Test*** – This is the pre-college placement test used by the Virginia Community College System. Students must take this test prior to enrolling in dual enrollment courses through Mountain Empire Community College.
- ***PSAT*** – All students are highly encouraged to take the PSAT during their sophomore year in order to better prepare them for the SAT.
- ***SAT*** – ***All Upward Bound students are required to take the SAT at least once.*** Students are expected to take the test in the spring semester of their junior year; the student may retake the test again in their senior year if they choose.
- ***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 Testing Fee Waivers

Upward Bound provides fee waivers for the above mentioned tests as they are made available to our office. **Students who do not take a test for which they registered using a UB-provided fee waiver will have their stipend reduced.** Students are only allowed a limited number of fee waivers. Once all waivers have been applied, even if the student did not take the test for which it was used to register, he or she would then incur out-of-pocket costs in order to reschedule or re-register to make up for the missed test.

College Application Assistance

Every student is expected to seek admission to a college or university offering the best all-round package based on their intended field of study, high school academic performance, financial outlook, and living arrangements. Admission processes vary from college to college, therefore UB students in their senior year are required to collaborate with the UB staff to 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 at which they are seeking admission. UB will also assist with college application fee waivers whenever possible.

Individual Tutoring Services

Students may request tutoring help beyond that provided at Onsites and the tutoring assistance available at their high school. The UB staff will attempt to arrange for a tutor to meet with the student at his/her school or at the UB office. 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.

❖ Individual Tutoring Policies

- Students are expected to attend ALL scheduled sessions. A lack of homework does not justify missing a scheduled session.
- 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.

- If a student is scheduled to meet with a tutor, but does not attend, he or she will be required to meet with UB staff before any further tutoring appointments will be made.
- 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 his or her next stipend check.
- Students are expected to arrive for sessions prepared to work and with all necessary assignments, textbooks, handouts, calculators, pens, pencils, etc.
- Transportation to and from UB tutoring is the responsibility of the student and his or her 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.

NOTE: Individual 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, students are highly encouraged to seek tutoring through their high school, or contact the UB staff for online tutoring resource recommendations.

1.3 Participation Stipends

Upward Bound students earn a stipend for their participation in the program. All stipends are issued twice per school year at the end of each semester in the form of a check made out to the participant. Students must be on UB's current enrollment list at the time stipends are issued in order to receive their check. If a student cannot pick up their check, the UB office will mail the student's check to his or her mailing address on file. When receiving a stipend check in person, 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.

Earning Stipends

At the start of each semester, students will be given a stipend checklist of various tasks specific to his or her grade level. Each task completed by the associated deadline earns the student a specific dollar amount for the semester. Students are encouraged to keep their checklists on-hand and check off the tasks as they are completed; this will help them stay motivated and keep aware of upcoming deadlines. These checklists will be based on the *Class Expectations for Upward Bound Participants* (see page 17).

Note: Students do NOT need to turn in their checklist at the end of the semester; they are only for them to keep track of their stipend.

Stipend Deductions

Each student's participation stipend is subject to deductions resulting from his or her failure to follow UB policies; this includes academic and attendance-related violations, as well as disciplinary offenses during any UB meeting, trip, or event. The amount deducted will be determined by the UB Director on a case-by-case basis. Upward Bound reserves the right to withhold stipends due to any violation of its policies or regulations as determined by the UB Director.

Cancelled/Rescheduled UB Meetings

For any Onsite tutorial that is cancelled due to inclement weather or other reasons, UB will attempt to provide students the opportunity to earn their full participation stipend; these opportunities will be determined by the UB Director and students will be notified as soon as possible (see 'Inclement Weather Policy,' page 10).

Onsite Perfect Attendance Bonus

Students who are present at all Onsite meetings for the current academic year will have an additional \$20 bonus added to their spring semester stipend.

NOTE: Excused absences do not count towards the perfect attendance bonus.

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.

1.4 Other Opportunities for Participants

College Tours

Upward Bound gives students the opportunity to visit various college campus, meet with admissions counselors, and speak with current students. Upward Bound will periodically plan group college visits that may serve as 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

The annual UB Senior Retreat is an overnight trip for UB seniors who are on track to enroll in college for the fall semester immediately following their high school graduation. 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.** In order to be eligible for the Senior Retreat, students must:

- ✓ Be a current senior
- ✓ Have a cumulative G.P.A. of 2.5+
- ✓ Have taken the SAT or ACT
- ✓ Have started the FAFSA process
- ✓ Have applied to at least one college

Senior Recognition Banquet

This special catered event provides attendees with the chance to honor and congratulate the UB seniors who are graduating and about to embark on their college career. The banquet includes guest speakers, an awards ceremony, and a slideshow showcasing highlights of the seniors' UB experiences. Parents/guardians of each senior will receive an invitation to the event. If a senior's scheduled guest does not show up for the Senior Recognition, their stipend will be reduced for the cost of the meal for the guest.

RSVP No-show Policy

When planning activities that require a headcount (i.e., ticketed events, catered meals, Senior Banquet, etc.), UB may require students to RSVP to anticipate the number of attendees for billing purposes. If a student RSVPs for themselves or for guests and those individuals do not attend the event, some or all of the associated per-person costs will be deducted from his or her next stipend; the same policy applies if a student brings more guests to an event than they previously indicated.

Summer Program

See the *UB Summer Program Description* on page 6.

UB Summer Bridge Program

As the name suggests, the UB Summer Bridge Program is designed to ease participants' transition from high school to college. This program is an extension of the regular Upward Bound summer program and is similar in many respects. Bridge students are enrolled in two transferable college courses during the summer semester at UVA-Wise and are eligible for the same summer services as regular Upward Bound students. Participants are also eligible to for UB internship positions where they can gain valuable insight into various areas of interest. Seniors will be given more information about the Bridge Program as the summer approaches.

REQUIREMENTS FOR ADMISSION TO THE BRIDGE PROGRAM:

(All dates shown below apply to the participant's senior year of high school)

- ✓ Must be a current year high school graduate
- ✓ Must be on UB's current enrollment list
- ✓ Must attend the UB Senior Retreat
- ✓ Complete the FAFSA by January 1st
- ✓ Submit at least 2 complete college applications by December 1st
- ✓ Submit at least 2 scholarship applications by May 1st
- ✓ Take the SAT or ACT before January 1st
- ✓ Must be able to provide verification of college acceptance
- ✓ Must be able to provide verification of fall semester college enrollment
- ✓ Complete at least one dual enrollment course by the end of the fall semester (C- or better)
- ✓ Earn all high school credits on the *Expected Course Completion* list (page 18)
- ✓ Graduate with a cumulative G.P.A of 2.5 or higher
- ✓ Must be in good standing with Upward Bound and their school.

❖ Things to remember about the Bridge Program:

- **There will be a limited number of spots available for the Bridge Program!**
- Seniors wishing to attend the Bridge Program will be required to fill out an application to verify that they meet all of the requirements listed above.

1.5 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 2018-2019 Parent Meeting is scheduled for Saturday, October 27, 2018 at 10:00 a.m. in Zehmer Hall, room 137.*

Senior Financial Aid Workshop

The UB Financial Aid Workshop is held each year to assist seniors and their parents/guardians with completing the Free Application for Federal Student Aid (FAFSA). This application is a central component of the college preparation process that determines financial need and eligibility for various types of aid, including grants, scholarships, and student loans. All UB participants are required to complete the FAFSA by January 1st of their senior year. *For the 2018-2019 Academic Year, the Financial Aid workshop is scheduled to take place on Saturday, October 6, 2018.*

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
- Insurance information
- Medical information (particularly developing conditions, accidents, medications, allergies, etc.)
- Authorized driver's on students' Ride Release Forms

This will greatly assist the UB office with providing the best possible services to students. 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 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:** UB *requires* the attendance of at least one parent/guardian of any student who has not previously attended a UB summer program, however all parents/guardians are highly encouraged to attend.

SECTION II: STUDENT PERFORMANCE STANDARDS

2.1 Class Expectations for Upward Bound Participants

Each grade level has been assigned a unique set of responsibilities that students are expected to accomplish each semester. The lists are designed to ensure UB participants are making adequate progress towards their stated goal of attending college after high school. Additionally, students will earn their participation stipends by completing essential tasks assigned to their grade level each semester.

Freshmen & Sophomores

1. Expected to attend all Saturday Onsite meetings, or to provide a valid school-sponsored excuse that has been pre-approved by UB.
2. As with all UB students, freshman and sophomores are required to maintain at least a "C" average in all courses taken during the school year, with a minimum 2.5 G.P.A. Students are expected to take advantage of UB tutoring services when necessary.
3. Expected to take the PSAT, if being offered at their school.
4. Freshmen and sophomores are expected to meet with UB staff for at least 80% of UB school visits each semester.
5. Required to submit 9 weeks report cards to the UB office by the stated deadlines each semester.
6. Required to complete 100% of the online curriculum for freshmen/sophomores via OnTrack (see '*OnTrack Online Curriculum,*' page 20).
7. When making schedules, freshmen and sophomores are expected to choose classes that will earn the credits found on the *UB Participant Expected Course Completion* list (see section 2.2).
8. Required to take the dual enrollment placement test as soon as possible.

Juniors

1. Expected to attend all Saturday Onsite meetings, or to provide a valid school-sponsored excuse that has been pre-approved by UB.
2. 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 G.P.A. Students are expected to take advantage of UB tutoring services when necessary.
3. Juniors are expected to meet with UB staff during at least 80% of UB school visits each semester.
4. Required to submit 9 weeks report cards to the UB office by the stated deadlines each semester.
5. Required to complete 100% of the online curriculum for juniors via OnTrack (see '*OnTrack Online Curriculum,*' page 20).
6. When making schedules, juniors are expected to choose classes that will earn the credits found on the *UB Participant Expected Course Completion* list (see section 2.2).
7. Expected to have taken the dual enrollment placement test and enroll in at least one dual enrollment course by the end of their junior year.
8. Expected to attend SAT/ACT prep workshops offered at UB Onsite meetings.
9. Required to take the SAT and/or ACT by the end of their junior year.

Seniors

1. Expected to attend all Saturday Onsite meetings, or to provide a valid school-sponsored excuse that has been pre-approved by UB.
2. Expected to bring their UB Senior Binder to each Onsite meeting.
3. 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 G.P.A. Students are expected to take advantage of UB tutoring services when necessary.
4. Expected to meet with UB staff during at least 80% of UB school visits each semester.
5. Required to submit 9 weeks report cards to the UB office by the stated deadlines each semester.
6. Required to complete 100% of the online curriculum for seniors via OnTrack (see 'OnTrack Online Curriculum,' page 20).
7. When making schedules, seniors are expected to choose classes that will earn the credits found on the *UB Participant Expected Course Completion* list (see section 2.2).
8. Required to have successfully completed at least one dual enrollment course by the end of the fall semester.
9. Expected to meet with their high school's college counselor at least twice per semester.
10. Required to complete the FAFSA by January 1st.
11. Required to have submitted at least two complete college applications by December 1st.
12. Required to have submitted at least two complete scholarship applications by May 1st.
13. Required to provide verification of college acceptance, financial aid awards, and fall enrollment confirmation during the spring semester.
14. Expected to schedule a parent/student meeting with the UB staff during the spring semester.

2.2 High School Curriculum

Course Selection

Pursuant to UB's annual objectives (see page 6), all Upward Bound participants are expected to compose their high school class schedules according to the criteria required to earn a Virginia Standard or Advanced Studies diploma. *The types of classes students select in high school will weigh substantially on the number and quality of college options after graduation.* 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.

UB Participant Expected Course Completion

Upon graduation, UB participants are expected to have earned the following credits:

- **English** – 4 credits
- **Math** – 3 credits (to include algebra I and a higher-level class such as algebra II, geometry, or pre-calculus)
- **Laboratory sciences** – 3 credits (to include one year each of at least two of the following courses: biology, chemistry, and physics)
- **Social studies** – 3 credits
- **Foreign language** – 1 credit*

****But do I HAVE TO take a foreign language class?***

Yes. Upward Bound's funding is dependent upon the number of students who graduate with ALL of the credits listed above. Even though it is possible to earn a Virginia Standard Diploma without taking a foreign language, UB students are held to a higher standard and are expected to take at least one course before graduation. Most 4-year college degrees will require students to take college-level foreign language, so UB believes it is essential that students first have exposure to this material while they are in high school.

Dual Enrollment Requirement

All Upward Bound participants are required to have successfully completed (C- or better) at least one dual enrollment course by the end of the fall semester during his or her senior year; failure to do so will affect the student's eligibility for other opportunities. Upward Bound will provide payment for up to two dual enrollment courses and/or advanced placement (AP) exams per academic year. Students are highly encouraged to discuss which dual enrollment courses to take with the UB staff (see 'Dual Enrollment Tuition Assistance,' page 11).

Why is taking a dual enrollment class a requirement for UB?

Simply put, because UB feels that earning college credits early and at no-cost is a huge benefit for any student who has made a commitment to enrolling in college immediately after high school (i.e., YOU). Not only does dual enrollment allow you to "dip your toes" in the pool of college-level coursework, but you will also start chipping away at the long list of classes you will need to earn your college degree, which means less time and money you'll have to spend after high school!

Extracurricular Activities

All UB students are highly encouraged to participate in school and community activities, which can provide leadership experience, aid in personal growth, boost resumes, and help build a network of relationships that may prove beneficial as they seek future opportunities. However, it is essential that students recognize the importance of putting academics first! If a student's report card indicates his or her grades are suffering due to extracurricular obligations, UB expects the student to seek tutoring assistance, or to reevaluate their level of participation in non-academic activities.

Minimum G.P.A. Requirement

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 page 22).

2.3 OnTrack Online Curriculum

The UVa-Wise Upward Bound program has partnered with *OnTrack to Post-Secondary Education* (www.ontrackpse.com) in order to provide a wealth of college and career-readiness information to its participants in a web-based format. OnTrack provides 9th-12th grade students with a curriculum that offers the most relevant information for students based on their current grade level through weekly grade specific video modules.

❖ Things to remember about OnTrack:

- UB participants are required to complete the curriculum assigned to their grade level each semester.
- In order to earn their full participation stipend, each student must complete 100% of their assigned OnTrack curriculum.
- OnTrack allows the UB staff to monitor each student's progress toward completion of their assigned curriculum.
- Students are expected to work on their curriculum when possible while at school and at home, however they will also be given computer lab access at monthly Onsite meetings to work on modules.

SECTION III: OTHER UPWARD BOUND POLICIES

3.1 Excused Absences

Students participating in school-sponsored activities on the day of an Onsite tutorial or a scheduled UB school visit may have their absence excused if it is pre-approved by the UB office, and if UB receives verification 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 approved by the UB Director. If the student provides a valid excuse, his or her UB attendance for the year will not be negatively affected by the absence. If students are unsure what constitutes an excused absence, please contact the Upward Bound office.

❖ Things to remember about excused absences:

- **All excuses must be pre-approved by UB and must be related to a school-sponsored activity.**
- **Excused Onsite absences DO NOT earn stipend money.**
- UB must receive verification by school personnel prior to the last day of the month in which the missed UB activity occurred.
- If a student requests to be excused from an Onsite at which essential information will be covered (for example, completing the FAFSA, college application workshop, etc.), he or she may also be required to meet individually with UB staff to have the absence excused.
- Students required to attend Saturday school the day of a scheduled Onsite may have their absence excused, pending approval from the UB Director and attendance verification.
- Students may only have one UB school visit excused per month; school visit excuses must also be pre-approved by UB and verified by school personnel.
- Non-academic absences (such as illness, employment, family functions, etc.) are not eligible to be excused.

3.2 Student Behavior Standards

As mentioned previously, Upward Bound students are held to a higher standard and are expected to not only conduct themselves as young adults, but to also recognize they are in a partnership with UB. This requires a significant level of dedication and collaboration on the part of the student. The following sections outline UB's rules regarding students who violate the program's policy and conduct standards:

Corrective Action

Upward Bound recognizes the value of learning from mistakes and being mindful of consequences. When a participant violates a disciplinary or policy regulation, the UB Director will determine the appropriate level of consequence based on the degree of the offense. A *Corrective Action Form* may be used to document violations and will be kept in the student's file. Corrective action may consist of the following:

- Verbal warning
- Minor disciplinary action (activity restriction, stipend reduction, etc.)
- Written warning (including a letter to parents)
- Disciplinary probation (see page 23)
- Dismissal from UB

UB Policy Offenses

Participants who violate UB policies are subject to corrective action. Such violations include, *but are not limited to:*

- Violating Onsite tutorial policies (see page 9)
- Not arriving for scheduled testing
- Not arriving for scheduled tutoring
- Habitual disregard for commitments
- Failure to submit report cards
- Failure to meet class expectations (see page 17)

Disciplinary Offenses

All Upward Bound participants are expected to conduct themselves in a mature and responsible manner at all times. Conduct violations requiring corrective action include, *but are not limited to:*

- Being disrespectful
- Disregard for directions
- Viewing of illicit material
- Abuse/misuse of facilities
- Being in a restricted area
- Skipping scheduled activities
- Dishonesty/cheating
- Dress code violations
- Profanity/obscene gestures
- Tardiness
- Violating personal space
- Public displays of affection

Conduct Away from UB

Students are expected to remain in good standing with their high school and to avoid actions that can result in the involvement of the juvenile or criminal court systems. Any UB participant who receives in-school suspension (ISS), out-of-school suspension, expulsion, or goes before the juvenile/criminal court system due to illegal actions (including truancy) may be subject to corrective action at UB.

UB Dress Code

- Students are required to cover the 4 C's completely (cracks, crevices, cleavage, & cheeks).

- Skirts/shorts should reach mid-thigh, or have leg coverings underneath.
- Shirts may not advertise alcohol, tobacco or other drugs; contain profane, obscene, or sexual expressions; nor reveal cleavage, midriffs, or backs.
- Students are asked to please wear belts so that no underwear is visible.
- Students should remember to wear appropriate footwear.
- If an afternoon activity includes swimming, two-piece bathing suits are permitted, however over-shirts or one-piece suits are encouraged. Students swimming must provide their own towel.

3.3 Probation Policies

New and existing students are subject to the following probation policies. If a student receives notification that he or she is on probation, they must satisfy the requirements as described below in order to have their full UB privileges reinstated. Students unable or unwilling to meet these criteria are subject to dismissal from the program.

New Student Probation

During their first **90 days** of Upward Bound enrollment, new participants will be expected to demonstrate his or her commitment to participating in UB. Upon completion of the probation period, UB staff will evaluate the new student's participation, attitude, and motivation to determine his or her continuation in the program. Students will be notified whether or not they have met the qualifications to be accepted into the program. In the event that a new student is found to have not met participation guidelines, the student may be required to meet with UB staff to discuss their commitment to the program and may be subject to dismissal.

❖ **Criteria for new students to be officially accepted into UB includes, but is not limited to:**

- Attend all Onsite meetings during the probation period
- Attend at least 80% of UB school visits during the probation period
- Satisfy any UB class expectations (section 2.1) that may occur during the probation period
- Commit no disciplinary violations during the probation period
- Submit all new-student forms to the UB office, complete and with signatures

Academic Probation

Participants are subject to academic probation under either of the following conditions:

- Receives a D or F in any course on any report card or progress report
- Cumulative G.P.A drops below 2.5

Once a student is determined to be on academic probation, the following will occur:

- A notification letter will be sent to the student and parent/guardian
- Student will be ineligible for any cultural activities while on academic probation
- Student's participation stipend will be reduced while on academic probation
- UB will contact the student's teacher and/or guidance counselor
- Student may be required to attend mandatory tutoring sessions

Academic probation will be lifted once a satisfactory report card or progress report has been received by the UB office. Students placed on academic probation will have **one semester** to satisfactorily demonstrate an improvement in grades. Exceptions may be made in the case of illness or other

extenuating circumstances at UB Director's discretion. If the student consistently fails to demonstrate an improvement in academic progress, he or she will be subject to dismissal from Upward Bound.

Attendance Probation

Students are required to maintain a high level of participation in UB. A participant will be placed on attendance probation if his or her attendance at Onsites and UB school visits drops to **50% or below**. Students receiving notification that they are on attendance probation will be given an opportunity to improve their attendance, however, he or she will not be eligible for any cultural activities until they satisfactorily demonstrate their commitment to UB. Attendance probation may only be lifted by the UB Director.

Disciplinary Probation

Students who violate any of UB's student behavior standards (see page 21) are subject to disciplinary probation at the discretion of the UB Director. While on disciplinary probation, students will not be eligible for any cultural activities and are subject to having his or her stipend reduced. The student and their parent/guardian may also be required to attend a meeting with UB staff before his or her full UB privileges will be reinstated. Disciplinary probation may only be lifted by the UB Director.

3.4 Zero-Tolerance Violations

The following violations are considered serious breaches of Upward Bound's policies. If a violation occurs during an Upward Bound activity, the student's parent/guardian will be contacted and he or she will be subject to immediate disciplinary probation and possible dismissal from the program. Under certain circumstances, parents/guardians may be required to provide the immediate transportation of their student from the UB activity, and may be financially responsible for any damages or losses resulting from their student's actions. All disciplinary actions that do not exceed legal the scope of Upward Bound's control are at the discretion of the UB Director.

Fighting/Physical Harm

Any participant who engages in fighting or intentionally causes physical harm to others while under UB's supervision will be immediately dismissed from the program and may be subject to legal action.

Harassment/Bullying

If a participant engages in the physical or emotional harassment and/or bullying of another person while under UB's supervision, he or she will be immediately placed on disciplinary probation and may be dismissed from the program.

Tobacco Use/Possession

The University of Virginia's College at Wise has banned smoking in and around all public buildings. It is UB's policy that ALL participants, regardless of age, are prohibited from the use or possession of any tobacco products while present at any UB meeting, trip or event.

Other Unlawful Activities

Any and all illegal actions (including, but not limited to: theft, possession of illegal substances, possession of weapons/firearms, destruction of property, vandalism, etc.) will be handled by the proper authorities to the full extent of the law. Participants engaging in any of these activities while under UB's supervision will be immediately dismissed from the program and may be subject to legal action.

3.5 Dismissal from Upward Bound

Students may be dismissed from UB for violating the program's standards and policies. Dismissible violations include, *but are not limited to*:

- Three consecutive unexcused absences at Saturday Onsite tutorials
- Overall attendance drops below 10%
- Any zero-tolerance violation
- Repeated inability to meet UB class expectations
- Failure to satisfy probation requirements
- New students who fail to demonstrate a commitment to UB

Dismissed students who successfully completed their initial new-student probationary period will no longer be eligible for any UB services, but will be classified as "inactive" due to the fact that UB must continue to report on his or her academic progress throughout high school.

Students dismissed due to not completing the new student probationary period will be removed from potential enrollment and may reapply in the future, depending on his or her grade level and the circumstances surrounding their previous attempt at enrollment.