



TEXAS A&M  
UNIVERSITY  
CORPUS  
CHRISTI

UPWARD BOUND

Upward Bound Handbook  
2018/2019 Academic Year

**TRIO**  
UPWARD BOUND



# UPWARD BOUND

## Welcome Student/Family Letter

Dear Upward Bound Student and Family:

It is with pleasure that we welcome you as a participant in the Texas A&M University-Corpus Christi, Upward Bound Academic Year Program. We also welcome your family and look forward to their participation in the planned family engagement events. Being selected to participate is both an honor and a responsibility. Your parent(s), counselors and teachers feel you have earned the honor and can live up to the responsibilities inherent in Upward Bound participation. We hope that your expectations for academic achievement and personal growth will even exceed those that the program has for you.

The social, environmental and economic issues we face today are so great that your generation must be prepared to step forward to meet these challenges when your time to lead arrives. In fact, many believe that time is now! The world is changing rapidly, and with it so is the workforce. A college education has become a necessity for those who want to succeed professionally and financially. It is estimated that by 2020 over two-thirds of the jobs will require a college education, and some of those jobs have not been created yet. The message is simple: A college education prepares you intellectually, professionally, and socially for the jobs of the future. Our job in Upward Bound is to help you find ways to apply the knowledge you acquire as you continue your path from school to career through a college education.

All you need to bring is a positive attitude, motivation, and a desire to learn. We provide the tools and you provide the motivation. You will be in the first Upward Bound group for this new grant. You and your family will be the leaders for those that follow in the upcoming years. Upward Bound emphasizes academic excellence, social and cultural awareness and environmental responsibility. This year, in addition to our focus on student academic success, we will continue to emphasize parent/family involvement in their children's education, provide access to advanced technology as a learning tool, incorporate financial literacy as an essential life skill, and provide individualized resources in our tutoring program. Our ultimate goal is to assist you in reaching your potential as a promising young citizen of the world. We look forward to working with you this year!

Sincerely,

Upward Bound Staff

Texas A&M University-Corpus Christi



## Table of Contents

<b>Welcome</b> .....	<b>1</b>
<b>Table of Contents</b> .....	<b>2</b>
<b>Staff Contact Information</b> .....	<b>4</b>
<b>TRIO History</b> .....	<b>5</b>
Academic Year Calendar 2018-2019.....	6
<b>General Program Information</b> .....	<b>7</b>
<b>Rules and Regulations</b> .....	<b>7</b>
Behavior and Conduct.....	7
<b>Electronic Equipment Guidelines</b> .....	<b>8</b>
Hygiene.....	13
Dress Code.....	13
<b>Emergency and Personal Safety</b> .....	<b>15</b>
Student Medical Care .....	15
Personal Safety .....	15
Fire Alarm Procedures.....	16
Mandated Reporting.....	17
<b>Academic Saturday (ACADEMIC SATURDAY)</b> .....	<b>17</b>
Rules & Regulations.....	17
ACADEMIC SATURDAY General Schedule 2018-2019 .....	18
ACADEMIC SATURDAY Absence Policy .....	19
Excused Absence .....	19
Unexcused Absence .....	19
<b>Academic Advising</b> .....	<b>20</b>
<b>Disciplinary Policy</b> .....	<b>20</b>
Grounds for Immediate Dismissal:.....	20
Disc laimers .....	21
Disciplinary Procedures.....	21
<b>Student Academic Responsibility Act</b> .....	<b>22</b>
Leave of Absence Requirements .....	23
<b>First Year Academic Monitoring</b> .....	<b>23</b>
<b>Community Service</b> .....	<b>24</b>

<b>Tutoring Program</b> .....	<b>24</b>
Upward Bound Tutoring.....	24
Sign-in and Sign-out.....	24
Schedule* .....	24
Mandatory Tutoring .....	24
Tutoring Rules and Regulations .....	25
Parking Permits & Metered Parking for Tutoring.....	26
<b>Guidelines for Good Standing</b> .....	<b>26</b>
<b>Upward Bound Point System</b> .....	<b>27</b>
<b>Point System Rubric – Fall 2018</b> .....	<b>28</b>
<b>Point System Rubric – Spring 2019</b> .....	<b>29</b>
<b>College Tours</b> .....	<b>30</b>
<b>Activities and Field Trip Eligibility</b> .....	<b>30</b>
<b>Summer Academy (SA) Participation and Eligibility</b> .....	<b>30</b>
<b>Putting Yourself on the College Track</b> .....	<b>31</b>
Academic Four Year Plan.....	31
Upward Bound Assessment Information .....	32
<b>2018-2019 SAT/ACT Dates</b> .....	<b>34</b>
<b>Financial Aid Information</b> .....	<b>35</b>
Campus-Based Programs .....	36
Scholarships For College .....	36
Free Scholarship Websites .....	37
Gates Scholarship.....	37
<b>Participant/Parent Contract AND Statement of Commitment</b> .....	<b>39</b>
<b>Internet and Technology Use Agreement</b> .....	<b>41</b>
<b>Transportation for Schools</b> .....	<b>43</b>

## **Staff Contact Information**

### **Director**

**April Jasso, M.A.Ed.**  
**Classroom West Room 113**  
**[april.jasso@tamucc.edu](mailto:april.jasso@tamucc.edu)**  
**(361)825-4009**

### **Upward Bound Central Program Academic Success Coach**

**Erendira Perez**  
**TAMUCC Location Classroom West Room 114**  
**Moody HS Location Career Center**  
**West Oso HS Library**  
**[erendira.perez@tamucc.edu](mailto:erendira.perez@tamucc.edu)**  
**(361)825-2856**

### **Upward Bound North Program Academic Success Coach**

**Colin P. Orand, M.Ed.**  
**TAMUCC Location Classroom West Room 114**  
**Coles HS Library**  
**Miller HS Room 117**  
**[colin.orand@tamucc.edu](mailto:colin.orand@tamucc.edu)**  
**(361)825-xxxx**

## **I. History of the Federal TRIO Programs**

The Upward Bound (UB) Program, the first Federal TRIO Program, was created under the authority of the Economic Opportunity Act of 1964, as amended. A year later, Talent Search (TS) was created as part of the Higher Education Act of 1965 to assist students applying for newly authorized federal financial aid for postsecondary education. The TRIO name itself was born four years later when the Higher Education Act of 1965 was amended in 1968 to include the Special Services for Disadvantaged Students program—what is now called Student Support Services (SSS). UB, TS and SSS formed a trio of Federal programs designed to foster increased educational opportunity and attainment.

Since 1968, the TRIO programs have been expanded to provide a wider range of services. Today, nine TRIO programs are included under the TRIO umbrella, seven of which provide direct services to students. The 1972 amendments to the Higher Education Act created Educational Opportunity Centers (EOCs) to help adults select a postsecondary education program and obtain financial aid. Veterans Upward Bound (VUB) was also initiated in the 1972 as part of the Upward Bound program to serve returning Vietnam veterans. Amendments in 1986 added the Ronald E. McNair Postbaccalaureate Achievement Program (McNair) to foster doctoral degree attainment by students from underrepresented segments of society. In 1990, the Upward Bound Math and Science (UBMS) program was initiated as part of the Upward Bound program to address the need for specific instruction in the fields of mathematics and science. TRIO also includes a training program for project directors and other staff of TRIO projects (Training Program for Federal TRIO Programs, which was authorized in 1976). The TRIO programs are administered by the Student Service area of the Department's Office of Postsecondary Education.

Since Upward Bound began emerged from the Economic Opportunity Act of 1964 as a key element of President Lyndon B. Johnson's War on Poverty, the program has motivated and tutored low income students from families where neither parent holds a degree. "Upward Bound works in nearly a thousand American communities, helping students lift themselves, their families and our economy up through college education," said Maureen Hoyler, President, Council for Opportunity in Education.

*The contents of this handbook were developed under a grant from the U.S. Department of Education.*

*The Upward Bound Programs are an equal opportunity provider and employer, and do not discriminate on the basis of race, color, national origin, sex, age, or disability.*

# Academic Year Calendar 2018/2019

## Upward Bound Academic Saturday Schedule

September 22, 2018

October 20, 2018

November 10, 2018

December 8, 2018

January 19, 2019

February 16, 2019

March 23, 2019

April 13, 2019

May 18, 2019



TEXAS A&M  
UNIVERSITY  
CORPUS  
CHRISTI  
**UPWARD  
BOUND**

**General Program Information**

## Rules and Regulations

Throughout the year Upward Bound students will participate in learning experiences with diverse groups of people both on and off the university campus. Students are expected to show respect for others and for university property at all times. The following rules have been established to help all students have a safe, productive, and enjoyable Academic Year.

## Behavior and Conduct

These rules must be followed at all times. Upward Bound is an integral part of your high school. **Breaking any of these rules at your high school is also considered to be breaking the rules of Upward Bound.** These rules and policies will be strictly enforced.

1. The use of alcohol, illegal drugs, and prescription drugs not medically prescribed to you, tobacco products, paraphernalia, cigarettes, and any other controlled substances are strictly prohibited. **Any student found in possession of or under the influence of these items will be immediately dismissed from the program, and in the case of drugs or alcohol, campus police will be notified.**
2. A student shall not borrow any item without explicit permission of the property owner. A student also shall not steal private or public property. **Theft will result in immediate dismissal and campus police will be notified.**
3. Possession of any type of weapon or firework is not permitted and will result in **immediate dismissal from the program, and in the case of a weapon, campus police will be notified.**
4. A student shall not harass or engage in any other behavior deemed by the staff to be inappropriate (fighting, gambling, physical, bullying or verbal abuse, etc.). **Harassment or other inappropriate behaviors will be grounds for possible dismissal from the program, and could result in criminal charges.**
5. Romantic relationships among participants are strongly discouraged in Upward Bound. Public displays of affection and sexual activity of any type will not be permitted. **Sexual activity or conflicts/incidents that are the result of romantic relationships will result in dismissal from the program.**
6. Students and their parent(s)/guardian(s) are responsible for the repair, replacement and/or compensation for any damaged property. **Vandalism or intentional destruction of property is prohibited and will result in immediate dismissal from the program.**
7. Upward Bound owns a significant amount of electronic and recreational equipment



available for student use. Students are required to respect and care for the equipment. Students are asked to immediately report any loss or damages to Upward Bound property to Upward Bound staff.

Students must be considerate and keep the noise level down at all times while on campus, including the residence halls and all campus buildings. **NO LOUD MUSIC OR VOICES AT ANY TIME.** Please be mindful that other students, faculty, and staff are willing to share the campus with you as long as you are respectful of their rights.

8. Tampering with fire safety or security equipment (extinguishers, alarms, locks, and photo and motion detectors) is a threat to all persons, a violation of law and is strictly forbidden. Exterior doors and stair well doors are alarmed and are never to be opened unless directed to do so in an emergency. **Infractions of the above will result in immediate dismissal.**
9. Students are expected to comply with all reasonable requests made by any staff member and/or faculty.
10. Romantic relationships between Upward Bound participants and Upward Bound employees of any age or position type are strictly prohibited.
11. For students able to drive their own vehicle to Upward Bound events or activities, Upward Bound will not provide a parking pass. Upward Bound assumes no responsibility for damages, losses, accidents, or tickets incurred by the student. If the student acquires a parking ticket, the student must pay the ticket immediately.
12. If a student leaves the site of any Upward Bound activity without prior permission from the appropriate program staff, this acts as grounds for immediate dismissal. Any student leaving an Upward Bound activity on or off-campus to attend an approved appointment or activity must provide a signed permission slip from the parent or guardian, and must sign out at the Upward Bound office or site of activity.
13. Students are not to make arrangements to consort with outside parties not participating in Upward Bound, including family and friends, during Upward Bound activities without explicit written approval from a student's UB Academic Success Coach or the Program Director.

### **Electronic Equipment Guidelines**

Cell phones, laptops, and tablets will be permitted under the following circumstances. TAMUCC and its employees are not responsible for the loss, theft, or damage of students'

personal electronics.

### **Cell Phones and Electronic Devices**

- Cell phone and electronic device use will be permitted at Upward Bound programming only at the discretion of Upward Bound staff.
- Cell phones and electronic devices may not be used during tutoring, workshops, or other academic activities unless approved by Upward Bound staff.
- If a cell phone or electronic device is visible anytime that use is not permitted, the cell phone or electronic device will immediately be surrendered by the student.
- Refusal to surrender your phone or electronic device when asked is defiance. Defiance can result in loss of points or other disciplinary action. Said action will be made at the discretion of Upward Bound.

### **Social Media**

- Students will be allowed to access social media applications through their electronic devices only at the discretion of Upward Bound staff.
- Access to social media applications will **NOT** be allowed during **tutoring or academic workshops**.
- Students are not allowed to use any of their electronic devices to take, post, or disseminate photos of other students or Upward Bound staff without the permission of those persons being photographed.
- Upward Bound Programs promote and encourage students to utilize social media applications to post about their positive experiences during Summer Academy by tagging Upward bound @UBCentralTAMUCC or @UBNorthTAMUCC.
- To maintain the integrity of Upward Bound Programs, students are expected to be respectful on their social media application when they are associating themselves with Upward Bound.

### **Hate Speech in Social Media**

- While accessing social media applications, students shall not engage in hate speech.
  - Hate speech is defined as any type of speech that attacks a person or a group of people on the basis of national origin, race, religion, gender, or sexual orientation.
- Students who use hate speech in social media posts may be placed on a probation contract or dismissed from Upward Bound programs.

### **Internet and Technology Use Agreement**

As a computer user, I agree to follow the Upward Bound Internet and Technology Use Agreement (hereinafter the "IT Agreement") in all of my work with computers while attending TAMUCC Upward Bound (hereinafter "Upward Bound") programs and activities. I understand that use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

- I. I recognize that all computer users have the same right to use the equipment; therefore:
  - a. I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes.
  - b. I will not waste supplies, such as paper, that are provided by the Upward Bound Programs.
  - c. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users.
  
- II. I recognize that software is protected by copyright laws; therefore:
  - a. I will not make unauthorized copies of software found on program computers, either by copying them onto my own flash drive or onto other computers through electronic mail or bulletin boards.
  - b. I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or is in the public domain.
  - c. The illegal installation of copyrighted software for use on Upward Bound computers is prohibited.
  
- III. I recognize also that the work of all users is valuable; therefore:
  - a. I will protect the privacy of others by not trying to learn their passwords or access their areas or files.
  - b. I will not copy, change, read, or use files in another user's area, without the user's prior permission.
  - c. I will not attempt to gain unauthorized access to system programs or computer equipment.
  - d. I will not use computer systems to harass or discriminate against other computer users by sending unwanted mail or by other means.
  - e. I will not download information onto the hard drives of any Upward Bound computer for permanent storage. I will download information onto my flash drive if planning to store the information for more than one week.
  
- IV. I recognize the need for a safe and non-threatening learning environment; therefore:
  - a. I understand that the use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
  - b. Subscriptions and participation in chat rooms and list serves are prohibited.
  - c. I will not engage in illegal activities in my use of any Upward Bound computer.
  - d. I will not reveal my personal address or phone numbers or those of other students or colleagues online.
  - e. I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the Director.
  - f. All communications are information accessible via the network should be assumed to be private property.
  
- V. I assume full responsibility for my voluntary participation and decision to utilize the technology and internet; therefore:

- a. I understand and acknowledge that Upward Bound makes no warranties of any kind, whether expressed or implied, for the service that it is providing and that Upward Bound will not be responsible for any damages I suffer. These include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by Upward Bound or my errors or omissions. Use of any information obtained via the Internet is at my own risk. Upward Bound specifically denies any responsibility for the accuracy or quality of information obtained through its equipment or services.
  - b. I understand that I do not own my computing account, but do have exclusive access to the account under normal circumstances. Upward bound owns the account and allows me the privilege of using it. Upward Bound and its employees reserve the right to access the account if an incident occurs that affects service or threatens the protection of the rights of property of Upward Bound.
  - c. Upward Bound reserves the right to log Internet use and monitor fileserver space utilization by users while respecting the privacy of user accounts. Upward Bound reserves the right to temporarily or permanently terminate the account on the network to prevent further unauthorized activity.
  - d. I agree to indemnify and hold harmless the Upward Bound and its employees, and agents from any claim, demand, liability, cause of action, suit judgment or expense (including attorneys' fees), arising out of my breach of the IT Agreement.
- VI. I understand, acknowledge, and agree that violations of the IT Agreement will result in:
- a. Loss of the computer access for one month for the first violation.
  - b. No further use for the rest of the program length (academic year or summer program) for the second violation.
  - c. Dismissal from the Upward Bound Programs with a third violation.
  - d. Or, the appropriate action depending on the infraction.

### **Computer and Laptop Rules**

1. Beverages are permissible as long as they are in spill-proof containers.
2. Students are expected to use the equipment, hardware and software in an appropriate and responsible manner.
3. Ask staff for help if you encounter computer problems, DO NOT TRY TO FIX YOURSELF.
4. Do not alter or change any of the configuration files or programs in the computers.
5. Do not put your own software or any program downloaded from the internet on any Upward Bound computer.
6. When printing, be patient and refrain from clicking the print command icon more than once.
7. PRINT ONLY academic work or Upward Bound-sponsored project documents (i.e. essays, yearbook projects, group projects). All chat sites, instant messaging, Facebook, Twitter or participation in Listserv activities are strictly prohibited on Upward Bound computers. *Computers are to be used for academic work only. You may also use the computer to email your parent(s)/guardian(s).*

8. When you are finished with the computers, be sure to close all applications and log out.
9. If laptop is not returned or is intentionally damaged, the student is responsible for the loss or damages and will lose the privilege of laptop use.

### **Behavior in the Computer Labs and UB Laptops/iPads**

The computer lab is accessible to all Upward Bound students; however, there are a few things to know in order to successfully use the lab.

- Students sign in to Upward Bound computers using a username and password. Students will be given their usernames and passwords by Upward Bound staff upon request for usage, or as needed for an activity.
- Each student will be given one flash drive to keep during their Upward Bound career. This flashdrive should be used to save academic and/or Upward Bound assignments.

*The following rules are always in effect when using the Upward Bound computer lab:*

1. Students must sign in and sign out with the staff in charge to use the computers.
2. **NO FOOD OR DRINK ALLOWED!**
3. Students are expected to use the equipment, hardware and software in an appropriate and responsible manner.
4. Ask staff for help if you encounter computer problems. Do not try to fix it yourself.
5. Do not alter or change any of the configuration files or programs in the computers! This does not include personalized settings (such as backgrounds or colors) that are available on machines you must log in on.
6. Do not put your own software program on any Upward bound computer! This includes programs downloaded from the Internet. If you require a program, ask the UB Staff.
7. When printing, be patient, refrain from clicking the print command icon more than once. There may be more than one print job occurring at a time, so please be patient for your documents to print. If you accidentally print more pages than you need, please place the excess pages in a recycle bin.
8. PRINT ONLY academic work, college research and Upward Bound sponsored project documents (i.e., yearbook, student council, etc.)
9. Any student completing academic work or an Upward Bound sponsored activity on the computer has priority over any student checking email or surfing the Internet.
10. ALL CHAT ROOMS, INSTANT MESSAGING, and participation in listserv activities are strictly prohibited! You will be asked to log off your computer if you are caught participating in any of the above activities and may have your access to the computer lab revoked.
11. When you are finished with the computer, be certain that you have logged out.
12. Music and sound are not allowed to be played through the computer speakers. You may use headphones to listen to music or videos, but the volume must be low enough that it cannot be heard by anyone else. Upward Bound does not provide headphones.
13. Any individual violating one of the above Computer Lab rules and/or the Internet Technology Agreement will be placed on lab probation for the first infraction. The

second infraction will result in suspension of the student account and loss of Upward Bound computer privileges. A meeting with the program Director is required before Upward Bound computer lab access may be reinstated.

14. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Hygiene and Dress Code**

The following code is in effect for all Upward Bound staff and students. The code and guidelines have been developed to provide for the safety, comfort and appropriate appearance of staff and students, as well as to maintain the desired image of the Upward Bound Programs.

### **Hygiene**

Upward Bound students, instructors, and staff must shower, brush teeth and change clothes daily, or more frequently, as needed to meet health and appearance standards.

Upward Bound students and staff are expected to adhere to the dress code by dressing appropriately, in good taste and consistent with program activities at all times. If a student is dressed inappropriately, he or she will be sent to the Upward Bound office and will be subject to the discipline policy.

### **Dress Code**

The following shall apply:

1. Skirts, dresses, or jumpers must be no shorter than three inches above the knee. There should not be a cut or slit in the clothing that extends beyond the three-inch limit.
2. Shorts and skorts may be worn. They must be no shorter than three inches above the knee.
3. Appropriate footwear must be worn. For example, athletic shoes are appropriate for athletics and PE classes; closed toed shoes are appropriate for laboratory classes. Footwear that has toes reinforced with steel, hard plastics, or similar materials and footwear that has rollers, such as heelies, are prohibited.
4. Hair must be neat and clean.
5. All head coverings are prohibited; however, exceptions may be granted by the campus administrator.
6. Tank tops, muscle shirts, halter tops, spaghetti straps, garments that expose backs or midriffs, low-cut blouses/tops, and see-through garments without a shell or shirt worn under are prohibited.
7. Pictures, emblems, or writings on clothing, possessions, or the body that: (a) are lewd, offensive, vulgar, or obscene, or (b) advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (Legal).

8. All oversized clothing shall not be worn to school. Specifically, “bagging” or “sagging” pants are prohibited. All pants are to be worn at the waist. Tight fitting pants (e.g., tights, bicycle pants or spandex) are also prohibited. Extra-long belts are prohibited. Belts must be put through the belt loops on the pants.

9. Dangling key rings and chains will not be permitted. This includes chains attached to wallets, footwear, or backpacks.

10. No gang-related attire will be permitted. This will be designated by individual campuses.

Final determination of acceptable dress and grooming rests with the principal or designee.

### **Grooming Violations**

If the UB staff determines that a student’s grooming violates the dress code, the student will be given an opportunity to correct the problem. If not corrected, the student will wait until a parent or designee brings an acceptable change of clothing. Repeated offenses may result in more serious disciplinary action.

### **Dress Code for Extracurricular Activities**

The UB Staff, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the staff or sponsor, and may be subject to other disciplinary action such as loss of points.

## Emergency and Personal Safety

### Important Emergency Numbers

**TAMUCC University Police: 361-825-4444**

**Child Protective Services Abuse Hotline: 1-800-252-5400**

**Corpus Christi Police Department Emergency: 9-1-1**

### Student Medical Care

*It is the responsibility of the parent/guardian to provide primary health and injury care for the student via health insurance. It is the responsibility of the parent/guardian to cover the expense for prescriptions and provide follow-up treatment via the family physician or other source.*

If a student suffers a mild illness or injury while at an Upward Bound event or activity, the student's parent(s)/guardian(s) will be notified immediately to arrange for pick-up. In severe cases of illness or injury, the student will be taken to the nearest hospital, and parent(s)/guardian(s) will be contacted immediately. *The Medical History Form and Consent to Treatment Form* will be taken to the hospital with the student to avoid any delay in treatment. Parents will be kept up-to-date of their son or daughters condition in as timely a manner as possible. Emergency care **does not include** follow-up treatment.

If a student contracts a contagious infection, he or she will be sent home until cleared by a physician. Students should carry their medical cards and/or insurance cards at all times.

### Personal Safety

TAMUCC has taken every precaution to ensure your safety here on campus. Along with the University's extensive safety procedures, Upward Bound has taken every step possible to provide a safe and healthy environment. Our policies and procedures are set in place to ensure the safety of our students. As every precaution is made, the ultimate responsibility for your safety relies with you.

To help protect yourself please follow these requirements:

- Make personal safety your number one priority. Awareness, avoidance and risk reduction is the best way to avoid being a victim.
- Every student must sign in/out every time he or she is checking in/out of tutoring, College Preparatory Saturday Sessions, or any other Upward Bound activities. If a student is five minutes late to any activity, the program Director will be contacted immediately.



- Be alert and aware of your surroundings. Avoid walking in unpopulated areas and be aware of who is on the street and in the area. Make it difficult for anyone to take you by surprise.
- Report any suspicious persons or activities to any University employee or an Upward Bound staff member immediately.
- In case of an emergency, contact University Police by dialing 4444 or 911 from any phone on campus.

### **Fire Alarm Procedures**

*Before an emergency happens, take the time to familiarize yourself with the fire exits in your building. If an alarm sounds and remains on, you are to assume there is an emergency and evacuate the building immediately. Failure to evacuate a building during an alarm will result in disciplinary action and possible criminal charges.*

#### **REMEMBER:**

- Feel the door for temperature. If it is hot, do not open it.
- Close the windows.
- If you cannot leave the room, stay calm.
  - Call 911 to notify authorities of your location.
  - Stuff a cloth or clothing in cracks under doors.
  - Hand a cloth or clothing out the window or shout for help to attract attention.
- If you leave the room:
  - Stay low to the ground if smoke is present.
  - Move quickly; do not run.
  - Take a cloth to avoid smoke inhalation.
  - Wear a coat and shoes.
- Do not use elevators.** Use fire exits and stairs.
- Go to your specified evacuation location; do not leave the area/campus without reporting your status to staff.
- The meeting place for Upward Bound in the event of an evacuation is the parking lot on the north side of Classroom West.
- Do not re-enter building until permitted to do so by emergency response personnel.

To ensure staff and students are prepared to react properly in an actual fire, fire drills may be conducted periodically. You must respond to any alarm as an actual emergency. In the event of an alarm you are required to evacuate the building immediately. Failure to do so will result in disciplinary action.

### **FIRE SAFETY**

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in restitution, disciplinary action, and/or criminal prosecution. Items may not be attached to or hung from any smoke detector or any part of the sprinkler system.

## **Mandated Reporting**

- All Upward Bound staff and University personnel are mandated reporters by law. In the case of suspected or reported child abuse or neglect, staff will make a report to Child Protective Services and/or the proper authorities.
- If a student is judged to be a danger to his or her own person, or to others, Upward Bound staff members are required to make a report to the proper authorities.
- Any student in possession of alcohol or other illegal substances, including narcotics, will be reported to University Police, in accordance with campus policies.

## **Academic Saturday Component:**

### **Rules & Regulations**

#### **A. Things A Student May Bring To Saturday Session:**

- Pen or pencil
- UB Folder
- Cell Phone

#### **B. Things A Student May Not Bring:**

- Friends, family, or guest(s) unless invited by staff
- Non-academic books, games unless approved by staff

#### **C. General Rules for Saturday Session:**

1. The student must be on time for ACADEMIC SATURDAY. If the student cannot be present for the whole session, the student may lose points for attendance.
2. If you miss an ACADEMIC SATURDAY, you must provide the Upward Bound staff with a written excuse prior to the absence, unless there is an emergency situation. Students with excused absences are required to complete a make-up assignment.
3. **THE STUDENT MUST SHOW RESPECT AND PAY ATTENTION TO ALL ACADEMIC SATURDAY PRESENTORS AND GUEST SPEAKERS.** If at any point during workshops a student is sent to the Upward Bound Office because he or she has been disruptive or disrespectful during the workshop, the student will lose all points for the day.
4. The student must always behave respectfully toward all Upward Bound staff and fellow participants.
5. Students must comply with the Upward Bound Dress Code policies.
6. **Personal electronic devices (cell phones, IPAD, etc.)** may not be used during instructional time unless given explicit permission.
- 7.

## **ACADEMIC SATURDAY General Schedule 2018-2019:**

The intent of ACADEMIC SATURDAY is to provide students with experiences and activities that will improve academic success and increase college readiness. Students will begin the day with a grant breakout session. Students will also participate in grade-level workshops, lab experiences, team-building activities and cultural learning experiences.

### **Typical Saturday Session Schedule\*\*\*:**

**9:00 a.m. – 10:00 a.m.**

Breakout sessions with Academic Success Coaches

**10:00 a.m. – 11:30 a.m.**

Morning workshops

**11:30 a.m. – 12:30 p.m.**

Lunch and announcements

**12:30 p.m. – 2:30 p.m.**

Afternoon workshops

**2:30 p.m. – 3:00 p.m.    Wrap-up**

**\*\*\*ACADEMIC SATURDAY schedules are subject to change\*\*\***

### **Grade Level Workshops:**

9<sup>th</sup> Grade:      Academic success and college exploration

10<sup>th</sup> Grade:     Career exploration

11<sup>th</sup> Grade:     ACT and SAT College entrance exam preparation

12<sup>th</sup> Grade:     College readiness, including admissions, financial aid scholarships

## **ACADEMIC SATURDAY Absence Policy**

If an absence is **EXCUSED**, as documented in the Upward Bound office via signed note, email, or phone call **at least 24 hours prior to the ACADEMIC SATURDAY missed**, students can make up the materials and assignments for partial points.

If a student has an **UNEXCUSED** absence, the student is still expected to make up the materials and assignments, **BUT** will not receive any points. All make-up materials and assignments are due within two weeks after the Academic Saturday Session.

### **Excused Absence**

The student must meet all of the following applicable requirements for the absence to be excused.

1. Absence will be excused for the following circumstances:
  - a. Participation in school sanctioned activity. The student must call, email, or fax notification to the Upward Bound office **at least 24 hours prior** to the pending absence.
  - b. Participation in athletics. The student must provide an advance copy of the game schedule and a signed note from their athletic coach excusing the student from ACADEMIC SATURDAY.
  - c. Illness. The student must notify the Upward bound office by 9:00 a.m. of his or her absence due to illness, and provide a note signed by a parent or physician within one week after missing ACADEMIC SATURDAY.
2. A maximum of three excused absences are permitted per Academic Year.

### **Unexcused Absence**

1. If a student does not meet the above requirement for an excused absence, the absence will be considered unexcused.
2. Although no make-up points are awarded for late work, the student must turn in all assignments within two weeks of the missed ACADEMIC SATURDAY date in order to remain in good standing with Upward Bound.
3. Two consecutive unexcused absences may result in probationary action.
4. Three unexcused absences may result in a meeting with the Director and the student's parent(s)/guardian(s), and possible dismissal from Upward Bound.

**Academic Advising**

Students will receive academic advising twice per month. Academic Success Coaches will be stationed at the designated high schools and meet with their students to discuss a variety of topics relating to academic and personal success, as well as college and career exploration. During advising students may be given assignments to complete for the following advising session.

Advising may occur on an individual or group basis. It is typically conducted in person, but may also be via phone, email, or other electronic contact. Academic Success Coaches may call students out of high school classes for advising on an as needed basis. In addition, advising may occur during lunch, free periods, or after school. Your Academic Success Coach will provide you with the advising schedule for your particular school.

If a student misses a scheduled advising session, the student is responsible for contacting the Academic Success Coach to schedule a make-up session. This must occur prior to the next advising date on the calendar. Failure to attend advising sessions will result in a loss of points.

Below is a list of target schools serviced by each Academic Success Coach:

Upward Bound Central Program	Upward Bound North Program
<i>Academic Success Coach: Ms. Erendira Perez erendira.perez@tamucc.edu</i>	<i>Academic Success Coach: Mr. Colin Orand colin.orand@tamucc.edu</i>
Moody HS	Coles HS
West Oso HS	Miller HS

**Disciplinary Policy**

All students are expected to treat each other and staff with respect at all times. **Upward Bound adheres to a strict zero tolerance policy for any type of violence, threatening behavior, or harassment of any kind. Any student engaging in any type of violence or harassment will immediately be dismissed from the Upward Bound Programs, and could be subject to criminal charges.**

**Grounds for Immediate Dismissal:**

- Causing or threatening physical injury to any other person.
- Sexual harassment or assault of any other person.

- Possession of any type of weapon or fireworks. Possession of or under the influence of illegal drugs, prescription drugs not medically prescribed to you, alcohol or paraphernalia.
- Stealing, extortion, vandalism and/or causing intentional damage to the school, the residence hall or the personal property of another person.
- Academic dishonesty, disrupting summer program activities, verbal abuse, or defying the authority of any staff member.
- Engaging in hate crimes, gang activity or sexual assault.

### **Disclaimers**

- All rules and regulations are subject to change.
- Upward Bound staff members, University police or other University personnel may search any student if there is any reason for that staff member to suspect the student is in danger or in possession of unauthorized items.
- All Upward Bound staff and University personnel are mandated reporters by law. In the case of suspected or reported child abuse or neglect, staff will make a report to Child Protective Services and/or the proper authorities.
- If a student is judged to be a danger to his or her own person, or to others, an Upward Bound staff member will make a report to the proper authorities.
- Opinions expressed by invited guests, presenters, performers, lecturers and entertainers do not necessarily reflect the policies of TAMUCC.

### **Disciplinary Procedures**

- Teachers and workshop leaders are responsible for the control of their classrooms. A student must abide by the rules of that class leader.
- The Academic Success Coach is responsible for handling minor student infractions.
- The program Director and/or the Executive Director will deal with students exhibiting extreme disciplinary behavior or attitudes, such as: being disrespectful, possession or use of narcotics and/or alcohol, disturbances in the classroom, disruption of any on or off-campus activity, or any infraction potentially leading to dismissal from the program.
- Students may be placed on program probation for a specific period of time, with loss of activities and privileges such as: college tours, field trips and other Upward Bound related activities. (\*Program probation is different from academic probation.)
- Students may be suspended from the program for a specific period of time (summer academy, the next academic semester, etc.), with loss of all Upward Bound activities and privileges, as specified by the program Director.
- Students may be suspended from further participation in the program pending a conference between the student, his/her parent(s)/guardian(s) and the UB Director.
- Any disciplinary action requiring a student to be sent home will be discussed with the parent(s)/guardian(s) as soon as possible.
- Students may be dismissed from Upward Bound without possibility of re-admittance.

**\*ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE\***

## Student Academic Responsibility Act

When an Upward Bound student is admitted into Upward Bound, he or she agrees to actively participate in a partnership with parent(s)/guardian(s), instructors/teachers, all high school administrators, and the Upward Bound staff. Each Upward Bound student must complete all required documentation and paperwork, as well as agree to the following:

- A. Students will enroll in a rigorous course schedule that meets college entrance requirements. This includes, but is not limited to the following: 4 years of Math, 4 years of English, 3 years of Lab Science, 3 years of Social Science, and 2 years of Foreign Language.
- B. Students will maintain a 2.5 core GPA each semester.
- C. A student failing to meet all academic requirements must meet with his or her Upward Bound Academic Success Coach to discuss options for getting back on track academically. These academic requirements include: maintain a 2.5 GPA or higher, and keeping individual grades in Core Classes at a “B-“or higher.
- D. Upward Bound students will discuss, review, and complete their Upward Bound Educational Plan (UB-EP) with their Upward Bound Academic Success Coach at the beginning of the Academic Year.
- E. Any student earning below a 2.5 GPA, or a “C” or lower in any Core Class at any point during the academic year, will be placed on Mandatory Tutoring for the remainder of the semester.
- F. Any student earning below a 2.5 core GPA for the semester may be placed on a Student Probationary Contract at Academic Success Coach discretion. A probationary status makes the student ineligible to participate in college tours, Summer Academy, or any other field trips/cultural activities. Students on probationary contract may be required to complete Weekly Contracts with their Academic Success Coach. If the student does not improve academically, and fails to achieve the goals outline in their probationary contract, the student may be dismissed from the Upward Bound program.
- G. The following rules and guidelines will apply to any Upward Bound student placed on academic probation:
  - i. An Upward Bound student has the opportunity to improve their academics.
  - ii. An Upward Bound student must follow all probationary requirements to be in good standing.
  - iii. Parent/guardian(s) will receive written documentation about student contracts, and any other information regarding a student’s probationary status.
  - iv. Removing an Upward Bound student from probationary status involves the student completing his or her academic goals and improving academically for the remainder of the academic year.
  - v. Once an Upward Bound student completes his or her contract, and submits all documents related to the probationary status, any type of policy infraction may immediately return the student to probationary status.

## **Leave of Absence Requirements**

An eligible student may request a Leave of Absence (LOA) for only one semester during an academic year, and only twice during Upward Bound participation. To be eligible for a Leave of Absence, a student must carry an academic GPA of 2.5 or higher, and must commit to:

1. Meet with the Upward Bound Academic Success Coach at least two weeks prior to the proposed Leave of Absence and provide the reason(s) in writing for the requested LOA.
2. Meet the Upward Bound Academic Success Coach monthly for advising in person, or by other means, for the duration of the LOA.
3. Meet with the Upward Bound Academic Success Coach following the conclusion of the LOA, and immediately re-enter Upward Bound to reclaim his or her position for the following semester.
4. Turn in semester report cards to the Upward Bound office before, during, and at the conclusion of LOA.
5. Meet all Upward Bound academic and behavioral goals during the LOA.
6. Be aware that the LOA may be cancelled at any time for failure to abide by the rules outlined above.

## **First Year Academic Monitoring**

Upward Bound requires ALL first year students to attend two hours of tutoring per week.

1. First year students who earn a 3.00 CORE GPA at the semester may have their tutoring hours altered
2. Any first year student that does not earn a CORE GPA of 2.5 will remain on academic monitoring.
3. First year students must be punctual, and prepared to meet all tutoring requirements.
4. First year students must take the initiative to inform the Upward Bound office of any changes to personal information. All conditions of this first year student monitoring must be met. Students can be released from the program at any point at which a requirement is not met, as dictated by the 60-day probationary calendar and/or the discretion of the appropriate Upward Bound staff member.

## **Community Service**

The Upward Bound programs at TAMUCC, are committed to giving back to the communities in which our students live. Students are required to participate in a minimum of four hours of community service each semester, totaling eight hours of service annually, per student. Upward Bound coordinates at least one activity each semester to assist students in completing required hours. Community service is factored into the Upward Bound Point System, and is reflected in the student progress reports sent home each semester.



Peer Tutoring: Students may have the option of fulfilling their community service hours through peer tutoring. With Academic Success Coach, permission, select junior and senior students may be given the opportunity to tutor their Upward Bound peers. This provides students the opportunity to develop leadership skills. Peer tutors must be in Upward Bound Group A or B, maintain a 3.0 GPA or higher, and receive approval from the Academic Success Coach.

## **Tutoring Program**

### **Upward Bound Tutoring**

Upward Bound tutoring occurs at TAMUCC, campus and at designated Upward Bound target high schools. It is conducted by highly qualified student tutors. Upward Bound tutoring is a valuable tool directed at serving and supporting the academic needs of each individual student. Upward Bound students are encouraged to contact their Academic Success Coach to schedule tutoring.

### **Sign-in and Sign-out**

Students must sign-in and sign-out in the appropriate student log for tutoring, or for use of the computer lab. Please be precise with your sign-in and sign-out times. We need to know where you will be for the duration of the time you are here.

### **Schedule\***

<b>LOCATION</b>	<b>DAYS</b>	<b>TIMES</b>
Moody HS	Monday & Wednesday	3 PM – 5:30 PM
West Oso HS	Tuesday & Thursday	3 PM – 5:30 PM
Miller HS	Monday & Wednesday	3 PM – 5:30 PM
Coles HS	Tuesday & Thursday	3 PM – 5:30 PM

**Locations and times are subject to change.**

### **Mandatory Tutoring**

- Consists of two hours of tutoring per week
- Is mandatory for the following Upward Bound students\*
  - All new students to the program
  - All students with below a 2.5 CORE GPA on his or her most recent *semester* report card
  - All students with a grade of a C or lower in any core class at any time during the semester

**\*Mandatory tutoring is at the discretion of your Upward Bound Academic Success Coach.** Students must obtain approval from their Upward Bound Academic Success Coach to discontinue mandatory tutoring. (Note: This does not apply to students with probationary status, for whom tutoring is mandatory regardless of GPA and monthly grades.)

Students with a GPA lower than 2.5 on their most recent semester report card will only be released from mandatory tutoring upon achieving a GPA above a 2.5 the following

semester. This policy is in place to ensure that monthly grades are consistently maintained until the end of the academic semester.

## **Tutoring Rules and Regulations**

One of the most important components of the Upward Bound Program is tutoring. This service is critical in preparation for college as it helps our students achieve better grades, instills the value of academic rigor, encourages increased critical thinking, and assists our students in mastering competencies needed to move on to higher level coursework. In the ideal tutoring program, students use tutoring to assist with difficult concepts, gain a deeper understanding of the lessons and course material, improve study habits and note taking skills, obtain assistance with only the most difficult assignments, and have assignments checked for understanding and correct execution.

Upward Bound holds its students responsible for acknowledging their grades and scheduling tutoring when necessary. Once scheduled, a student's tutoring session can only be cancelled or re-scheduled upon notifying Academic Success Coach at least 24 hours in advance via email or phone call. Excused absences in tutoring are to be made-up within the same calendar month in which the absence occurred. Students with unexcused absences, or those who have consistently missed more than four weeks of tutoring, are subject to being placed on a probationary contract.

### **Tutoring Session Times**

- Tutoring sessions take place in 50 minute increments, with a 10 minute break between sessions.
- Student need to check in 10 minutes prior to the start of their assigned session.
- Students will need to remain in their sessions for the entire 50 minutes.
- Students are not to be in the facility hallways during scheduled tutoring time. They should only be in the hallways during the 10 minutes between sessions.

### **Earning Credit for Tutoring Attendance**

- Students will only receive credit for tutoring if they are doing one or more of the following:
  - Reviewing notes/course materials with tutors.
  - Questions and answers on difficult concepts and/or assignments.
  - Review of completed homework and/or critique of completed writing assignments.
  - Focusing on study habits and test preparation.
  - Re-teaching lessons to tutors and peers.

### **What Students Must Bring to Tutoring**

- Class notes or notes from a teacher meeting.
- Class materials and books from courses assigned for tutoring.
- Corrected assignments and completed tests for review and corrections.

- Study guide or course syllabus.
- Questions about assignments and concepts.
- Completed homework, and/or completed writing assignments for critique.
- Special projects in courses assigned for tutoring.

### **Homework Area**

- Upward Bound will provide a homework area for students needing a quiet place to complete homework or projects, a computer, or to work in small groups.
- The Academic Success Coach will provide periodic monitoring of the homework area.

### **Parking Permits & Metered Parking for Tutoring**

Upward Bound students and parents are can park in the outside area parking lots on Saturdays at no charge. During the Summer Academy Monday through Friday parking is by a paid permit or students/Family must use the parking garage. Each summer, a limited number of parking permits are available for Upward Bound students and parents to use during the Summer Academy. These parking permits are for temporary use only and **must be checked-out and returned to the Upward Bound staff the same day as your participation.** Upward Bound is not liable for any parking tickets issued.

### **Guidelines for Good Standing**

In order for an Upward Bound student to remain in good standing with the Upward Bound Program, they must meet the following criteria:

1. Perform four hours of community service EACH SEMESTER. Upward Bound will provide opportunities throughout the Academic Year to assist students in completing their eight total hours.
2. Maintain a 2.5 GPA or better at all times in the academic CORE GPA (Math, Science, English, Social Science, and Foreign Language).
3. If a student is below a 2.5 GPA, or if a student has a “C” or lower in any core class throughout the semester, the student must attend tutoring. Students with less than a 2.5 GPA must attend tutoring at least two per week until their GPA has risen to a 2.5 or higher. Students with a “C” grade or lower, until they have improved all grades to a “B” or at the discretion of the Upward Bound Academic Success Coach.
4. Students are required to participate in at least 70% of Upward Bound programming, including academic advising, Academic Saturday and tutoring.
5. Students are required to take and submit score for academic assessments: TSI for 9<sup>th</sup> grade, TSI/PSAT for 10<sup>th</sup> grade, and TSI/PSAT/SAT/ACT for 11-12 grades.

### **Upward Bound Point System**

This Point System has been established to assist the Upward Bound program in making objective decisions concerning retention of participants in the program, and to provide a fair and measurable means of rewarding participants. Participants will be awarded points as a function of their involvement, efforts, and performance in high school, Upward Bound and in other program related activities. These points will be calculated each semester and sent to each participant’s home in a progress report.

Students are placed into a group based on their earned points. These groups are used to determine which participants will be retained in the program for year-to-year; who is considered for the on-campus living experiences; who is considered for limited participation field trips, who is invited to attend college tours, and all other forms of recognition.

There are three groups: Group A, Group B, and Group C.

Group A students are exemplary Upward Bound students with an excellent record of participation, as well as good grades.

Group B students are also doing well, with solid participation and grades.

Group C students have lost points due to lack of participation and may have lower grades.

Any student BELOW Group C will be on program probation and will not be eligible for activities, college tours, or Summer Academy.

NOTE: Students that fall into Group A or Group B will receive priority for college tours, enrichment activities, and Summer Academy.

**Point System Rubric – Fall 2018**

<b>Upward Bound Event</b>	<b>Point Value</b>	<b>Frequency</b>	<b>Points Possible</b>
Academic Year Orientation	20 points	Once	20 points
UB Academic Saturday (ACADEMIC SATURDAY)	45 points each 15 points each if missed and made up with Academic Success Coach	<u>3 times:</u> October November December	135 points possible
College Fair	20 points	Once	20 points
Academic Advising Sessions	20 points each	<u>Eight times:</u> September (2x) October (2x) November (2x) December (2x)	140 points possible
Tutoring Attendance (if mandatory)	10 points each	<u>16 weeks:</u> Sept 4 - Dec 21th	320 possible points
Community Service	80 points	Six Hours of community service	80 points
Grade Point Average (GPA) – CORE GPA	3.00 – above = 200 points 2.50-2.99 = 150 points 2.00 – 2.49 = 100 points 1.99- below = 50pts 50 extra points awarded for 3.5 GPA or above	Based on first semester core GPA.	200 points possible

Total Points Possible for Fall Semester = 915 Points

**Group A = 915-824 Points (90-100%)**

**Group B = 823-732 Points (80-89%)**

**Group C = 731-640 Points (70-79%)**

**439 points and below (0-69%) = Probation; no activities, no privileges or college tours**

28

\*\*Tutoring is mandatory for all students unless you are a returning student with a 2.5 CORE GPA or above with no D's or F's. If you have above a 2.5 CORE GPA, you will receive full points possible in the tutoring section. If you are mandated to attend mandatory tutoring at any point during the semester, your sessions will be based on percentage of attendance and later converted into points.'

**Point System Rubric – Spring 2019**

<b>Upward Bound Event</b>	<b>Point Value</b>	<b>Frequency</b>	<b>Points Possible</b>
UB Academic Saturday	30 points each  15 points each (if missed and made up with Academic Success Coach)	<u>Five times:</u> January February March April May	150 points possible
Academic Advising Sessions	15 points each	<u>Ten times:</u> January (2x) February (2x) March (2x) April (2x) May (2x)	150 points possible
Tutoring Attendance (if mandatory)	10 points each	<u>19 Weeks:</u> Jan 7 <sup>th</sup> – May 17 <sup>th</sup>	190 points possible
Community Service	80 points	Six Hours of community service	80 points
Grade Point Average (GPA) – CORE GPA	3.00 – above = 200 points 2.50-2.99= 150 points 2.00 – 2.49 = 100 points 1.99- below = 50pts 50 extra points awarded for 3.5 GPA or above	Based on first semester core GPA.	200 points possible

**Total Points Possible for Spring Semester = 770 Points**

**Group A = 693-770 points (90-100%)**

**Group B = 616-692 points (80-89%)**

**Group C = 539-615 points (70-79%)**

**538 points and below (0-69%) = Probation; no activities, privileges or college tours**

\*\*Tutoring is mandatory for all students unless you are a returning student with a 2.5 Core

GPA or above with no D's or F's. If you have above a 2.5 core GPA, you will receive full points possible in the tutoring section. If are mandated to attend mandatory tutoring at any point during the semester, your sessions will be based on percentage of attendance and later converted into points.

## **College Tours**

College tours are education/cultural field trips that are earned by students who have made significant progress toward reaching college preparatory goals. We hope that all students will have the opportunity to attend at least one college tour during their Upward Bound experience. However, the criteria listed below must be met in order to be eligible for a college tour. Please be aware that financial and logistical constraints limit the number of students able to attend each college tour. Therefore, students who meet eligibility requirements for college tour attendance may have to choose only one college tour to attend each Academic Year.

1. Students must be in Group A or Group B in order to receive an invitation to apply for a college tour.
2. ALL forms must be turned into the Upward Bound office by the requested deadline. Failure to submit required forms on time will result in the student not being able to participate in the college tour.
3. The student and a parent/guardian MUST attend the pre-trip information session held at least one week prior to the college tour. If the student and parent/guardian do not attend the pre-trip information session, the student will not be allowed to participate in the college tour.

## **Activities and Field Trip Eligibility**

1. Students must be in Group A or Group B in order to receive an invitation to apply for and be selected to attend certain Upward Bound activities and/or field trips.
2. Students who cancel attendance on a field trip or activity less than 48 hours before departure will not be eligible for the next trip or activity.

### Summer Academy (SA) Participation and Eligibility

All students are required to participate in an Upward Bound summer program each summer. Summer options include the residential Summer Academy at TAMUCC. All new Upward Bound students are required to attend a residential summer program following their first year in the program.

In order for a student to attend the annual residential Summer Academy at TAMUCC, the student must meet the following criteria:

1. Priority will be given to students in Group A or Group B.
2. Students must sign-up by the scheduled deadline.
3. All documents, including report cards, need to be turned into the Upward Bound

office by the requested deadline.

4. Students and a parent/ guardian must attend the mandatory Summer Academy Orientation.

## Putting Yourself on the College Track

### Academic Four Year Plan

The classes below indicate the minimum entrance requirements to most colleges and/or universities. These classes are what is considered “at grade level” and does allow students to make-up classes in the summer to achieve grade level. It is highly recommended college bound students take the classes listed below.

<b><u>Freshman Year</u></b> <b>Math:</b> Algebra 1 <b>Science:</b> Biology <b>English:</b> English 1 <b>History:</b> World Geography <b>Language:</b> Foreign Language 1 <b>Elective:</b> PE Requirement <b>Elective:</b> Computer Requirement  <b>Extra-curricular:</b> Explore clubs, Sports and other activities	<b><u>Sophomore Year</u></b> <b>Math:</b> Geometry <b>Science:</b> Chemistry <b>English:</b> English 2 <b>History:</b> World History <b>Language:</b> Foreign Language 2 <b>Elective:</b> PE Requirement <b>Elective:</b> Humanity Requirement  <b>Extra-curricular:</b> Explore clubs, Sports and other activities
<b><u>Junior Year</u></b> <b>Math:</b> Algebra 2 <b>Science:</b> Physics <b>English:</b> 3 <b>History:</b> U.S. History  <b>Language:</b> <b>Elective:</b> Career Interest Elective <b>Elective:</b> Choice  <b>Extra-curricular:</b> Be in at least one club or activity	<b><u>Senior Year</u></b> <b>Math:</b> Trig/Pre-Calculus <b>Science:</b> AP Bio or Chem <b>English:</b> 4 <b>History:</b> American Government/Eco.  <b>Language:</b> <b>Elective:</b> Career Interest Elective <b>Elective:</b> Choice  <b>Extra-curricular:</b> Be in at least one club or activity

### Other Suggestions:

- To challenge yourself, take Honors or Advanced Placement classes if possible
- Participate in community service



- Take the Practice SAT (PSAT)
- Study for the SAT and the ACT tests – it will make a difference
- Register to take both the SAT and ACT tests in the Spring of 11<sup>th</sup> grade and Fall of 12<sup>th</sup> grade
- Take the writing portion of both the SAT and ACT tests
- Take the SAT Subject tests, if required by the college to which you are applying
- Self-advocate by asking your teacher for help or to participating in tutoring
- Work to maintain at least a 3.0 GPA
- 

## **Upward Bound Assessment Information**

### **Texas Success Initiative (TSI)**

The Texas Success Initiative (TSI) is a state-legislated program that requires students to be assessed in the areas of reading, writing, and math prior to enrolling at a Texas public institution. The results of the TSI assessment are used to determine your placement in certain courses and overall readiness to enroll in collegiate-level coursework.

### **PSAT, ACT, and SAT**

All Upward Bound students are required to take college readiness exams, including the PSAT, SAT and ACT. SAT and ACT are college entrance exams that students will take during their junior and senior years. Students will be provided with fee waivers for these tests. PSAT is a practice test for SAT and are taken during sophomore and junior years. Students must submit copies of all test scores to their Academic Success Coach.

### **SAT vs. ACT**

Upward Bound students will be required to take both the ACT and SAT twice during their high school career, once during the spring of junior year and again during the fall of senior year. ACT and SAT are college entrance exams used by colleges to determine admissions and by scholarship organizations to determine scholarship eligibility. The exams measure students' potential for success at the college level.

### **What is the difference between the ACT and the SAT?**

The SAT is traditionally thought of as a test that measures your critical thinking skills; testing your ability to analyze and solve problems in math, reading, and writing. The ACT, on the other hand, is considered a more "curriculum-based" test, since it what you have learned in the areas of English, Math, Reading, and Science.

### **How can I find out if a school will accept an ACT score instead of an SAT score?**

All four year institutions accept both the ACT and SAT. Some institutions will also require SAT Subject Tests.

### **What are colleges looking for from an ACT or SAT score?**

Test score requirements will vary from school to school depending on the institution's admission requirements. Test scores will be used to determine eligibility for admission, scholarship eligibility and placement into college math and English courses.

### **Which test is longer? I'm worried about having to concentrate for such a long period of time!**

The SAT is longer by about 45 minutes, but we strongly recommend choosing the test that is most comfortable for you instead of focusing on the duration of the exam. Your best performance will be on the test on which you feel most confident, irrespective its length.

### **Is the math on the ACT more challenging?**

While the math on the SAT tests topics up to and including ninth grade basic Geometry and Algebra II, the math on the ACT tests topics up to and including trigonometry.

### **What about vocabulary?**

If vocabulary is your forte, you may want to consider the SAT. The SAT stresses vocabulary more than the ACT due to the inclusion of the Sentence Completion question type.

### **I'm not comfortable with guessing. Is there a penalty for a wrong answer on both exams?**

There is no penalty for a wrong answer on the ACT, but there is a penalty for a wrong answer on the SAT.

### **Where can I take SAT or ACT practice tests?**

Register online to take the ACT and SAT at the high schools listed below. Free study materials are available online at [www.actstudent.org](http://www.actstudent.org) and [www.collegeboard.org](http://www.collegeboard.org).

## 2018-2019 SAT/ACT DATES

<b>ACT Test Date</b>	<b>Register By</b>	<b>Scores Available*</b>
September 8, 2018	10-Aug	18-Sep
October 27, 2018	28-Sep	6-Nov
December 8, 2018	2-Nov	18-Dec
February 9, 2019	11-Jan	19-Feb
April 13, 2019	8-Mar	23-Apr
June 8, 2019	3-May	18-Jun
July 13, 2019	14-Jun	23-Jul

*\*anticipated dates*

<b>SAT Test Date</b>	<b>Register By</b>	<b>Scores Available</b>
August 25, 2018	27-Jun	7-Sep
October 6, 2018	7-Sep	19-Oct
November 3, 2018	5-Oct	16-Nov
December 1, 2018	2-Nov	14-Dec
March 9, 2019	8-Feb	22-Mar
May 4, 2019	5-Apr	17-May
June 1, 2019	3-May	10-Jun

## FINANCIAL AID INFORMATION

There are many different types of financial aid assistance available for college. The first step to receiving any financial aid is to complete the **F**ree **A**pplication for **F**ederal **S**tudent **A**id, or FAFSA.

In order to complete a FAFSA, you will need to provide financial information about yourself and your parents from the prior tax year. The FAFSA is a need-based application. This means that the amount of money the federal government will offer you depends on the income of you and your family from the prior year. There is a formula that the federal government follows to determine your award offer. You must provide your parents' income information, unless you are over the age of 24 years, married, have a dependent or are a veteran/orphan/ward of the court.

Complete and submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You will need an email address and a FAFSA electronic pin number which can be obtained from [www.pin.ed.gov](http://www.pin.ed.gov) in order to submit the FAFSA application.

The FAFSA application period begins January 1. The priority deadline is March 1<sup>st</sup>. Submitting the FAFSA early increases your chance of receiving the most financial aid possible.

There are different types of financial aid awards that may be offered to you from completing the FAFSA. These include:

**Federal Pell Grants** – available 1<sup>st</sup> time degree seeking undergraduate students only.

**TAMUCC State Grant**- This is offered to students who have their FAFSA in before the March 1<sup>st</sup> deadline and if the funds are available.

**The Federal Direct Subsidized Stafford Loan (EST. STAF)** is federally-sponsored "need-based" loan. The federal government pays the interest while you are enrolled at least half time. Interest begins to accrue when you enter repayment. The federal subsidized Stafford loan is now available to undergraduate students only. In addition, direct subsidized loans will not be eligible for an interest subsidy during the six month grace or deferment period.

**The Federal Direct Unsubsidized Stafford Loan (EST. UNSUB)** is a federally-sponsored loan which has no interest subsidy. The interest accrues from the date of disbursement. You may pay the interest while you are enrolled or defer the interest. Accrued interest will capitalize once when you enter repayment. Students are encouraged to make the interest payments while in school to help decrease the total costs of the loan.

**Federal PLUS Loans** – The parent plus loan is offered to parents who still need to fulfill their student's financial need. If your parents do not qualify for the PLUS loan, you are eligible to borrow additional Stafford Loan funds.

## **Campus-Based Programs**

**Federal Supplemental Educational Opportunity Grants** – grants available for undergraduates, with awards ranging from \$100-\$4,000.

**Federal Work Study** – provides jobs to undergraduate and graduate students, allowing them to earn money to pay educational expenses.

**Perkins Loans** – low-interest (5 percent) loans that must be repaid; the maximum annual loan amount is \$4,000 for undergraduate students and \$6,000 for graduate students.

## **Scholarships for College**

Scholarships are "gift aid" that recognize academic achievement or special talent, and do not have to be repaid.

Many private scholarships are offered each year to college students by a variety of corporate, professional, trade, government, civic, religious, social, and fraternal organizations. These scholarships range from small honorariums to thousands of dollars.

Many scholarships will require you to write an essay to accompany your application. You should utilize your family, friends, teachers, Academic Success Coaches and tutors to help you write a strong scholarship essay. Applying for scholarships can be time consuming, so start as early as possible.

A quick way to start a scholarship search is to utilize specialized scholarship search sites on the web. The ones listed below are among the most popular FREE scholarship search sites.

**We do not advise you to pay for a financial aid or scholarship search service!**

## **Free Scholarship Websites**

[www.fastweb.com](http://www.fastweb.com)

[www.collegeboard.com](http://www.collegeboard.com)

[www.collegenet.com](http://www.collegenet.com)

[www.collegetoolkit.com](http://www.collegetoolkit.com)

[www.brokescholar.com](http://www.brokescholar.com)

## **The Gates Scholarship**

<https://www.thegatesscholarship.org/scholarship>

### **BASIC ELIGIBILITY**

To apply, students must be:

- A high school senior

- From at least one of the following ethnicities: African-American, American Indian/Alaska Native\*, Asian & Pacific Islander American, and/or Hispanic American
- Pell-eligible
- A US citizen, national or permanent resident
- A minimum cumulative weighted GPA of 3.3 on a 4.0 scale

Additionally, a student must plan to enroll full-time, in a four-year degree program, at a US accredited, not-for-profit, private or public college or university.

### **IDEAL CANDIDATE**

An ideal candidate will have:

- An outstanding academic record in high school (in the top 10% of his/her graduating class)
- Demonstrated leadership ability (e.g., as shown through participation in community service, extracurricular, or other activities)
- Exceptional personal success skills (e.g., emotional maturity, motivation, perseverance, etc.)

## **PARTICIPANT/PARENT CONTRACT AND STATEMENT OF COMMITMENT**

### **STUDENT:**

Acceptance into the Upward Bound Program means you are committed to your future and you are on your way to academic success. In order to receive Upward Bound services, your compliance with the Upward Bound rules, regulations and guidelines is required.

### **PARENT(S)/GUARDIAN(S):**

It is expected that you support your child in complying with the Upward Bound rules, regulations and guidelines. Please read this document and understand the expectations required of your student as an Upward Bound participant.

I, as the parent(s) or legal guardian(s) of \_\_\_\_\_ grant permission for my child to participate in any events with Texas A&M University Corpus Christi Upward Bound. I will ensure that my son/daughter abides by the rules and regulations set forth by the program staff and accept responsibility for my son/daughter's behavior while participating in the Texas A&M University Corpus Christi Upward Bound Program. I am aware that violations of provisions in the Upward Bound Student Handbook will result in disciplinary action and may include immediate dismissal.

**DURING THE ACADEMIC YEAR:** I understand the importance of my son/daughter's attendance of all MANDATORY Academic Saturdays and events held once per month at Texas A&M University Corpus Christi during the academic year. In addition, I will make every effort to ensure that my son/daughter attends tutoring.

**DURING THE SUMMER ACADEMY:** I am aware that during the summer program, my son/daughter will be transported to activities, events, and workshops by bus provided by the high schools. In addition, I understand that if my son/daughter misses the bus, it will be my responsibility to take him/her to the university.

I am also aware that during my son/daughter's participation in the program, I will be required to participate in the following:

- New Student/Parent/Legal Guardian Orientation
- Financial Literacy Seminars
- Summer Academy Orientation
- Summer Academy Move-In (Registration) and Move Out
- Parent Meetings/Conferences (as needed)

### **ALL STUDENTS:**

- I agree to abide by all the rules, regulations, and guidelines set by the program as

described in the Upward Bound Student Handbook, receipt of which is hereby acknowledged.

- I understand that this Participant/Parent Contract and Statement of Commitment is just a partial list of the Upward Bound rules and that I am responsible for reading, understanding and following all rules, regulations and guidelines in the Upward Bound Student Handbook.
- I understand that additional rules and regulations apply for Summer Academy and they are included in the Summer Academy Handbook.
- ***I will participate in an Upward Bound summer program every summer residential program.***
- I understand that failure to follow the rules, regulations and guidelines of the program or failure to participate in required services may result in suspension and or dismissal from the program.
- I understand that in the case of serious infractions, Upward Bound staff reserves the right to suspend or dismiss students immediately without the approval of my parents/guardians.
- I understand that I am committing to the Upward Bound Program for the duration of my high school years, including summers.
- I understand that all students and their parents/guardian are required to attend Academic Year Orientation every fall. Students participating in Summer Academy or College Tours must also attend additional orientation sessions with a parent/guardian.
- I understand that attendance to all College Preparatory Saturday Sessions is mandatory. I will attend at least 80% of all the Saturday Sessions each academic year unless I am excused by my Academic Success Coach or the Director for a justifiable cause (for example: school related function, SAT/ACT testing, serious illness, or family emergency.)
- I will meet with my Upward Bound Academic Success Coach for academic advising at my high school, the Upward Bound office, two times per month as scheduled.
- I understand that I must perform a minimum of eight (8) hours of community service per year and that the program provides opportunities in which I can choose to fulfill this requirement.
- I will provide Upward Bound with a copy of my semester report cards within two weeks of receiving them. (*The program is required to track student performance.*)
- I will provide copies of TSI, PSAT, ACT, and SAT results to my Academic Success Coach within two weeks of receiving them.
- I understand that fines (such as library fines, parking fines, rule/law violations), and the cost of replacing lost keys and/or damaged property are the responsibility of students and their parent/guardians.
- I understand that neither the TAMUCC System of Higher Education nor TAMUCC, will provide medical or health insurance coverage to me during any aspect of my



participation in the Upward Bound Program and that if I am not covered by a medical or health insurance plan, my parent(s) or legal guardian will be solely responsible for all medical expenses that may be incurred as a result of any emergency medical services rendered.

- ***I will inform the Upward Bound staff of any changes in my phone number, email, and/or mailing address as soon as they occur, including after graduation from the program. (The program is required to track students' performance for six years after high school graduation.)***

#### **ADDITIONAL REQUIREMENTS FOR JUNIORS:**

- I will complete all components of the Senior Assignment during the summer before my senior year, including resume writing and scholarship essay writing.
- I will register for and take the ACT and SAT college entrance tests during the spring of my junior year.
- I will participate in ACT and SAT tutoring during my junior year.

#### **ADDITIONAL REQUIREMENTS FOR SENIORS:**

- I will apply for a minimum of two scholarships per month during my senior year.
- I will register for and take the ACT and SAT college entrance tests in the fall of my senior year.
- I will participate in ACT and SAT tutoring during my senior year.
- I will work with the program staff to complete the FAFSA (Free Application for Federal Aid) by February 1st of my senior year.
- I will provide Upward Bound with documentation that I have completed the FAFSA.
- I will provide Upward Bound with documentation of college acceptances.
- I will provide Upward Bound with documentation of my first-year college class schedule.

#### **INTERNET AND TECHNOLOGY USE AGREEMENT**

##### ***ACADEMIC YEAR 2017-2018***

As a computer user, I agree to follow the Upward Bound Internet and Technology Use Agreement (hereinafter the "IT Agreement") in all of my work with computers while attending TAMUCC on behalf of TAMUCC, Upward Bound (hereinafter "Upward Bound") programs and activities. I understand that use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

1. I recognize that all computer users have the same right to use the equipment; therefore:

- a. I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes;
  - b. I will not waste nor take supplies, such as paper, that are provided by the Upward Bound Programs; and
  - c. When I am in a computer lab, I will talk softly and work in ways that will not disturb other users.
- II. I recognize that software is protected by copyright laws; therefore,
- a. I will not make unauthorized copies of software found on program computers, either by copying them onto my own flash drive or onto other computers through electronic mail or bulletin boards; and
  - b. I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or is in the public domain.
  - c. The illegal installation of copyrighted software for use on Upward Bound computers is prohibited.
- III. I recognize also that the work of all users is valuable; therefore,
- a. I will protect the privacy of others by not trying to learn their passwords or access their areas or files.
  - b. I will not copy, change, read, or use files in another user's area, without that user's prior permission;
  - c. I will not attempt to gain unauthorized access to system programs or computer equipment;
  - d. I will not use computer systems to harass or discriminate against other computer users by sending unwanted mail or by other means;
  - e. I will not download information onto the hard drives of any Upward Bound computer for permanent storage. I will download information onto my flash drive if planning to store the information for more than one week.
- IV. I recognize the need for a safe and non-threatening learning environment: therefore,
- a. I understand that use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
  - b. Subscriptions and participation in chat rooms and Listservs are prohibited.
  - c. I will not engage in illegal activities in my use of any Upward Bound computer.
  - d. I will not reveal my personal address or phone numbers or those of other students or colleagues online.

- e. I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the Director.
  - f. All communications and information accessible via the network should be assumed to be private property.
- v. I assume full responsibility for my voluntary participation and decision to utilize the technology and internet; therefore:
- a. I understand and acknowledge that Upward Bound makes no warranties of any kind, whether expressed or implied, for the service it is providing and that Upward Bound will not be responsible for any damages I suffer. These include loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by Upward Bound or my errors or omissions. Use of any information obtained via the Internet is at my own risk. Upward Bound specifically denies any responsibility for the accuracy or quality of information obtained through its equipment or services.
  - b. I understand that I do not own my computing account, but do have exclusive access to the account under normal circumstances. Upward Bound owns the account and allows me the privilege of using it. Upward Bound and its employees reserve the right to access the account if an incident occurs that affects service or threatens the protection of the rights or property of Upward Bound.
  - c. Upward Bound reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. Upward Bound reserves the right to temporarily or permanently terminate the account on the network to prevent further unauthorized activity.
  - d. I agree to indemnify and hold harmless the Upward Bound and its employees, and agents from any claim, demand, liability, cause of action, suit judgment or expense (including attorneys' fees), arising out of my breach of the IT Agreement.
- vi. I understand, acknowledge, and agree that violations of the IT Agreement will result in:
- a. Loss of the computer access for one month for first violation.
  - b. No further use for the rest of the program length (academic year or summer program) for the second violation.
  - c. Dismissal from the Upward Bound Programs with a third violation.
  - d. Or other appropriate action depending upon the infraction.

Transportation for Schools:

**UBCP PARTICIPANTS ONLY**

**Transportation Information:**

An Upward Bound staff member will be chaperoning the bus to and from the University. All students must sign in with the staff member when boarding the bus to leave their high school and again when boarding the bus to leave the University.

Students riding the bus to the University are required to ride the bus back to the high school or provide written permission from a parent/guardian stating that they will not be riding the bus on the return trip and who will sign the student out.