

TRIO **Upward Bound**

At IPFW



Academic Year **Handbook**



Academic Year Handbook

Table of Contents

Section Headings	Page #'s
Introduction	3
Section 1 - Academic Policies	4 - 5
Program Objectives	4
Academic Growth Policy	4
Academic Probationary Policy	4
Participation Requirements	4
Behavior Probation	5
Inclement Weather Policy	5
Laptop/Calculator Loan Policy	5
Section 2 - Academic Programs	6 - 7
Academic Tutoring	6
Academic Theme Saturdays	6
ICEPS	6
College Prep Seminars	7
College Visits	7
Cultural Events	7
Section 3 - Merit System	8 - 9
Upward Bound Merit Program	8
Stipends	8
Merit Trips	9
Upward Bound Group Travel	9
Section 4 - Upward Bound Dress Code & Technology Policy	10
Section 5 - Upward Bound Behavior Policies	11 - 13
Rules of Conduct	11
Student Behavior Guidelines	11
Infractions and Penalties	12 - 13
Section 6 - Contact Information	14

Introduction

The mission of IPFW's Upward Bound program is to mentor participants' successful entrance into post-secondary education. This college preparatory project assists students in the development of academic skills and achievement as well as, provides guidance, support, and direction for success beyond high school. To do so, students participate in two program components: a six-week **Summer Academy** which includes a residential stay, and a nine-month **Academic Year Component** which supplements the traditional school year.

This handbook serves as a guide outlining Upward Bound expectations for all participants during the academic year.

Academic Year Component

From September through May, participants are provided support services that work to develop the total person while working to ensure academic progress and improvement. Services include:

Tutoring: Offered twice weekly at convenient locations. Tutoring sessions are for the purpose of improving the student's GPA, preparing for the "**End of Course Assessment**", SAT readiness, and enhancing study skills.

Academic Theme Saturdays: Bi-weekly programming that works to augment and support high school instruction as well as, provides opportunities for career exploration and the development of success skills. The Upward Bound program only focuses on math and English.

Individualized Attention: Students are provided individual sessions and group workshops that are designed to focus on each student's academic progress and to develop post-secondary options.

College Visits: Students travel to local, state, and regional colleges and universities to gain exposure which will assist with the college selection process.

Cultural Experiences: Students are treated to field trips such as visits to museums, theatre productions, and talks given by nationally known speakers.

Leadership Programs: Students have the opportunity to participate in various leadership seminars throughout the year.

The enrollment process is highly selective, so ***being a part of the Upward Bound program is a privilege!*** Those who are chosen become a part of an elite group. Program participants are expected to display a mature and positive demeanor. Each participant will be held accountable for maintaining a positive, productive, and respectful attitude and behavior.



Section 1 -Academic Policies

Upward Bound Program Objectives

1. To provide academic skills instruction in Math, Science and Language Arts.
2. To positively impact test scores and grade averages of students with special emphasis on Math, Science and Language Arts.
3. To make available tutoring and academic counseling for all participants.
4. To assist participants with the preparation of college applications and financial aid forms.
5. To instill a positive attitude and appreciation toward lifelong learning.
6. To expose students to new academic, social, and cultural learning experiences.

Because Upward Bound is a student development program, it is expected that all participants strive to take full advantage of the services offered. In order to assist each student to achieve this goal, Upward Bound staff will periodically review progress reports to verify interim grades and current GPA status. It is the Program's wish to intercede, whenever possible, to affect a positive change in the education of all students.



Academic Growth Policy

Upward Bound expects each student to demonstrate positive growth (**a steady increase**) in his or her GPA. Continual progress is the key!

Upward Bound understands that some classes are more challenging than others and may require additional support. The Program offers several services and resource personnel to assist participants when challenges arise. However, it is the student's responsibility to take advantage of the services offered. Students are expected to do his or her best and to ask for help when needed!

Academic Probationary Policy

Students failing to meet a minimal GPA of 2.5/4.0 scale and/or students receiving two consecutive quarters/trimesters of D's or F's, will be placed on Upward Bound academic probation. Such students are required to attend mandatory tutoring, academic advising, etc. If the student fails to meet the terms of probation and/or increase his or her GPA within one grading period, he or she will be at risk of dismissal from the program.

Participation Requirements

Upward Bound students are expected to attend the majority of scheduled activities. However, Upward Bound may excuse students from attending scheduled activities for **school related events or family emergencies**. Students must notify the UB office prior to the event to avoid any unexcused absences.

In addition, participants involved in conflicting extra-curricular activities must inform his or her advisor of any conflicts by filling out an ***Extra-Curricular Verification Form***. Students will need to discuss with his or her advisor any absences and the impact it may have on overall participation in the program and stipend credit.

If a student has excessive absences during the year resulting in less than 25% participation, the student will be placed on participation probation and staff will evaluate whether there is a true commitment toward participating in Upward Bound. Course of action may include loss of stipends, loss of cultural/social privileges, exclusion from trips, and/or possible dismissal from the program.

If a student has any issues, concerns, or questions he or she may discuss these with his or her advisor.

Behavioral Probation

The Upward Bound program has high expectations for its students in regards to behavior. In order to foster a productive learning environment and achieve the mission and objectives, Upward Bound expects its students to adhere accordingly to the Rules of Conduct outlined later in this handbook. Failure to do so will require disciplinary action.

In the unfortunate event that a participant receives a written warning for any serious behavioral infraction a parent conference will be called where the student will be provided an opportunity to explain his or her side of the event before a consequence is determined. As a result of the conference, a

“behavioral agreement” will be established. This agreement will serve as the terms of probation. Failure to adhere to this agreement may ultimately result in dismissal.

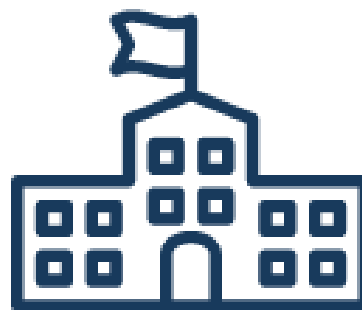
Inclement Weather Policy

If inclement weather occurs the day before a scheduled UB event or program, the decision to cancel will be made prior to the day of the session. If **FWCS** is cancelled on the day of a scheduled event, Upward Bound events will be cancelled as well.

Whenever possible, staff will contact each participant to notify them of the cancellation. In addition, the cancellation will be posted on face book and remind 101. Should participants or parents have questions, contact the UB office. Safety should never be compromised in order to attend an Upward Bound session or meeting.

Laptop/Calculator Loan Policy

Laptops and calculators are available for checkout through the Upward Bound office. The student may check out a calculator at any time and keep it for the semester. Laptops will require parent and student to sign an agreement, which details the terms and conditions of the loan. Laptop loans are for **three** weeks at a time.



Section 2 -Academic Programs

Academic Tutoring

Upward Bound students are expected to strive for academic excellence. **The ultimate goal is for every student to maintain at least a “B” average in all classes.** Thus, all students are required to participate in a form of weekly academic enrichment. To aid in this pursuit, Upward Bound has provided weekly tutoring, SAT preparation, and study sessions at convenient sites.

Students with GPAs of 3.5 or lower are required to attend Upward Bound tutoring. Students above a 3.5 GPA are recommended to pursue an academic activity such as an Academic Team at school, SAT Prep course, and/or become peer tutors. Because we believe there is always room for improvement, any participant with a GPA equal to, or lower than, 3.49 must attend tutoring through Upward Bound **and/or** show proof of a suitable alternative. If a student is receiving a “B -” or lower, in ANY CORE class or has not passed the “**End of Course Assessment (ECA)**”, he or she is **required** to attend tutoring through Upward Bound and his or her respective school. Failure to do so will be seen as unwillingness to improve.

Upward Bound knows that attendance at offered tutoring sessions will make a difference in participants’ grades; however, merely attending tutoring is not sufficient. Students must **WORK** toward an improvement in grades.

Tutoring is provided in English/Language Arts, math, and science. Supplemental and SAT worksheets are available upon request.

Academic Theme Saturdays

Upward Bound offers supplemental instruction and active learning experiences in math, Language Arts, and science twice a month beginning in October. These Saturday sessions referred to as ATS, run from 9:00 a.m. till 12:45 p.m.

Students are to arrive on time and be prepared to work with Upward Bound personnel! Students who are tardy, unprepared, or uncooperative will be faced with a reduction in stipends and participation points, with the possibility of disciplinary action.

ICEPs (Individual College Education Plans)

Again, Upward Bound’s mission is to assist students with the pursuit of a college education. To help in this endeavor, UB personnel will assist each student through individualized planning sessions that work to discuss each student’s academic progress and post-secondary plans. These conferences are very important! Each student is expected to take the initiative to sign-up for a planning session with his or her assigned advisor.

College Prep Seminars

To further assist students with college readiness, UB personnel will conduct grade-specific seminars once a semester. The workshops are designed to provide participants and parents with the specific knowledge to complete the admissions process, financial aid

applications, scholarship searches, as well as, develop strong success skills.

College Visits

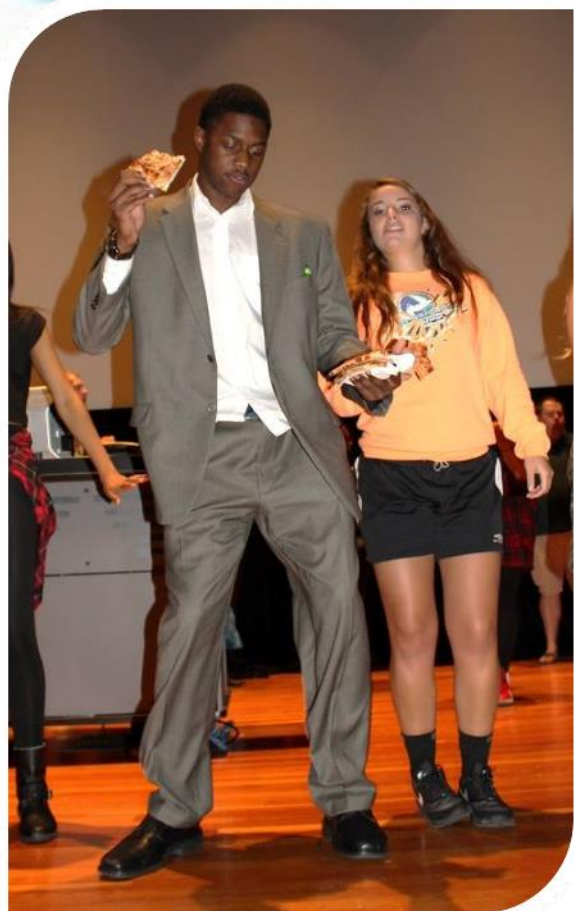
Choosing the right college is a big decision. Therefore, a critical component of Upward Bound is the college visits. Each year, a number of college visits are scheduled within the city, state and region, each to help students with the college selection process. While it is not possible to visit every college, the scheduled visits work to prepare students for the important questions which need to be asked as well as, the things each student will need to be aware of before making one of the most important decisions of his or her life.



Cultural Events

Since cultural competency is needed for all to compete in the global community, Upward Bound provides more than academic programming. It is desired that all participants become well rounded academically, as well as socially. The cultural events scheduled are designed to expose students to all aspects of life and diversity.

Because tickets for certain cultural/ educational events must be purchased in advance, students who sign up for an activity and cancel for any reason are required to give at least a 24-hour notice. Failure to do so will result in the loss of stipends as reimbursement to the program for the cost of the ticket. The student may also lose the opportunity to attend future large events.



Section 3 – Merit System

Upward Bound Merit Program

The merit system is designed to track each participant's involvement. Upward Bound students are eligible to receive stipends and/or earn the merit trip for his or her academic performance, participation, attitude and behavior. To qualify for both incentives, students must meet all of the requirements.

Stipends

The Upward Bound program has the mission to prepare each participant for successful entrance into a post-secondary institution. To accomplish this task, the program puts great emphasis on components that stress academics. Therefore, participants **must** attend Academic Theme Saturdays (ATS) and tutoring (or suitable alternatives) to qualify for stipends.

Stipends will be awarded for each fall and spring semester and once during the summer. If at any time a stipend disbursement day is missed, it is the responsibility of the student to pick up the stipend.

In order to receive the maximum stipend, participants must fulfill requirements as outlined in the stipend contracts. UB staff will track each student's participation. However, merely attending an event does not automatically qualify a participant for a stipend. Students must **FULLY** participate in the activities attended.

In addition, money will be deducted from a stipend award based off of any behavioral penalties such as the following*:

1. Excessive late arrivals or early departures.
2. Sleeping in class.
3. Having no books or assignments or documents during tutoring.
4. Not submitting required homework or assignments.
5. Not submitting necessary program forms.
6. Loitering and loud talking in and around halls and classrooms.
7. Cutting classes, workshops and tutoring.
8. Horseplay.
9. Using profanity.
10. Exhibiting disruptive behavior or disorderly conduct.
11. Disrespecting any staff member.
12. Inappropriate dress.
13. Fighting.
14. Harassment of any kind.
15. Stealing.
16. PDA.

***The program reserves the right to modify this list as deemed appropriate.**

Merit Trips

Upward Bound is a college preparatory program; thus, additional academic requirements are attached to earning an annual merit trip.

A student must meet the minimal GPA requirement of 2.5 mentioned previously. A student must also have grades above a "C." If a

student is on academic probation at the qualification date of a merit trip, he or she will be ineligible to attend.

So what does this mean? Each student who fully participates in the Upward Bound program, maintains a level of academic excellence, and meets any additional qualifying objectives, will have a chance to attend the Upward Bound merit trip.

Staff will review attendance records, transcripts, and behavioral records to determine which participants are eligible to attend the merit trip.

Upward Bound Group Travel

Traveling as a group is a valuable part of the Upward Bound experience. An orientation will be held for students and parents/guardians prior to any Merit Trip to discuss the learning objectives, travel itinerary, and permission forms. These travel forms must be returned to the Upward Bound office prior to the scheduled trip.

Upward Bound behavioral guidelines will be enforced during any UB sponsored trip. In addition to the stated Rules of Conduct, there are some additional standards that participants will be expected to follow. Appropriate disciplinary action will be the consequence of any infraction of these rules.

1. There will be no members of the opposite sex in any participants' room.
2. There will be an announced curfew, and from that time until the

announced time the next morning, students will be expected to stay in the assigned room.

3. As representatives of the Upward Bound program, participants will conduct themselves as ladies or gentlemen at all times.
4. Dishonesty (stealing, lying, etc.) will not be tolerated. Participants will treat others, as well as property, with respect. This includes property of the hotel, other guests, staff, and peers. **Destruction of property will be the responsibility of the offending party and his/her family.**
5. Students will display appropriate behavior while visiting any hotel. Appropriate hotel behavior includes:
 - a. No running in the hallways.
 - b. No loud noises or talking in the hallways and bedrooms.
 - c. May congregate in two areas only, in the lobby or recreational facilities.



Section 4 –Upward Bound Dress Code and Technology Policy

Dress Code

Upward Bound maintains a dress code. While on campus or during any scheduled event, participants are required to represent the program positively through appropriate dress. In general, t-shirts and jeans are acceptable unless otherwise noted.

However, the following are not appropriate at any UB event*:

1. Crop tops, halter-tops and tube tops and any t-shirts exposing bare midriffs.
2. Improper or missing garments.
3. Shorts/skirts above the mid-thigh, unless worn with leggings.
4. Pants worn below the hips.
5. Pajamas or other “sleeping attire”.
6. Shirts, hats, or other articles of clothing or jewelry with profanity, inappropriate wording or artwork.
7. Caps, doo-rags, and/or hoods in classrooms, or other indoor venues.
8. Sunglasses are not to be worn during classes, meetings, formal programs, campus tours, etc.

Additional dress regulations may be imposed upon participants during special extracurricular activities.

***The program reserves the right to modify this policy as deemed appropriate.**



Technology

Cell phones have become a major distraction during UB events. This includes group meetings, formal programs, campus tours, etc. Cell phones are permitted, but the use during, or disruption of, UB events are prohibited. That means turn “OFF,” not “vibrate” while in classes; put away, not on the table - especially during tutoring.

Students receive adequate breaks in which phone calls or text messages may be returned. In case of emergencies, family members may contact the appropriate staff member, and a message will be passed to the student.

This policy extends to IPODS, MP3 players, headphones and other technology.

Consequences if policy not adhered to:

First offense = warning

Second offense = phone confiscated;

student retrieves at the end of the event.

Section 5 –Upward Bound Behavior Policies

Rules of Conduct

The IPFW Upward Bound program has established Rules of Conduct for all participants in the program. Each student is expected to adhere to this code which states that all students will:

1. Pursue learning and set high academic and personal goals.
2. Show respect for themselves, for other individuals, for other cultures and for the environment, both the human and natural.
3. Be role models with high standards of conduct, trustworthiness, and the ability to resolve conflicts peacefully.
4. Show accountability by taking personal responsibility for oneself and for the well-being of the program and community.
5. Respect:
 - a. the college environment as a place of learning;
 - b. others who are studying or attending class; and
 - c. Staff – Upward Bound, IPFW, and others – when teaching, working, or interacting on campus.
6. Treat others - participants and staff - respectfully **at all times**. Racial or cultural slurs, bullying (physical, emotional, or cyber), and/or sexual harassment will be treated as a serious violation of this expectation.
7. During college visits and other group activities, show respect to speakers and guests by actively listening, displaying proper postures, asking questions, and showing interest in the presented topics.

If any participant violates any of the aforementioned guidelines, corrective action will be necessary. These policies are reviewed annually during fall orientation.

Student Behavior Guidelines

A strong desire to pursue higher education should be the aspiration of ALL students selected to participate in the program. The Upward Bound program is here to foster that goal and provide the tools necessary for students to not only succeed in high school, but in a post-secondary environment and beyond. The acquisition of knowledge is vital to each student's academic development.

Part of that process includes creating an environment that fosters learning, where students may pursue positive peer relationships, and connect his or her dreams with realistic post-secondary educational plans. If an environment is hostile or not conducive to learning, a student will not be able to achieve his or her dreams.

The Upward Bound program has established a set of guidelines to deal with behaviors and actions deemed inappropriate and a detriment to a positive learning environment. For clarity, following is a brief description of a few serious infractions that we deem a detriment to the mission of Upward Bound.

Disruptive Behavior

This behavior is defined as:

- 1) disrespectful, offensive, and/or threatening behavior;
- 2) interference or negatively impacting

- the learning activities of other students or the learning environment;
- 3) an impediment to the delivery of UB services; and
 - 4) refusal to participate in the learning environment.

Disruptive behavior includes physical, verbal, or psychological harassment; threatening, or acting abusively toward an instructor, staff member, or toward other students in any activity authorized by Upward Bound.

Harassment/Teasing/Instigating/Bullying/ Cyber-bullying

This behavior is defined as:

Pestering or tormenting another student, instigating a verbal or physical altercation, or teasing or bullying. Overt, repeated acts or gestures, including verbal or written communications, text messaging, Facebook, twitter, or other social networking websites; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intention to harass, ridicule, humiliate, intimidate or harm the other student fall within this definition.

Infractions and Penalties

The following actions although not grounds for program dismissal will result in loss of stipends, the merit trip, and/or disciplinary actions which may include probation:

1. Disrupting program activities, verbal abuse, or defying the authority of any UB or college staff member (*teacher, tutor, administrative staff, or IPFW staff.*)

2. Using profanity.
3. Displaying public affection (**PDA**) for someone. (*If such displays are made, the offending parties will be disciplined at the discretion of the staff.*)
4. Playing practical jokes and/or pranks at any time that result in injury.
5. Threatening physical injury to another person, whether a fellow student, staff member, or other outside person.
6. Gambling.
7. Stealing.
8. Cutting classes and/or workshops.
9. Harassment, teasing, instigating, bullying (physical or cyber.)

The following actions are grounds for immediate program expulsion WITHOUT prior warning:

1. Causing serious physical injury to another person, whether a fellow student, staff member, or other outside person.
2. Bringing alcoholic beverages and illegal drugs on campus at any time. (*This is against state law.*)
3. Possessing weapons (guns, knives, karate weapons, etc.) or fireworks.



Disciplinary Process

Upward Bound staff members will reinforce the policies and rules of the program by dealing with behavioral problems as they arise. Depending on the severity of the violation, disciplinary action may not necessarily occur in this order.

1. A verbal warning is the first step in dealing with serious violations of the rules of conduct.
2. A written warning is the second step in dealing with continued violations of the rules of conduct, or in dealing with offenses that warrant more than a verbal warning. The written warning will be given to both the student **AND** the parent or guardian.
3. The final step may be the dismissal of the student from the program (depending on the severity of the offense.) Prior to a dismissal, the student, parent, and Upward Bound staff will meet to discuss the possibility of immediate dismissal of the student. If continued participation is desired, a behavioral agreement between all parties may be established. Lack of adherence to this agreement will constitute a breach of contract, which will then result in dismissal.



Section 6 – Contact Information

Staff Name	Office Phone
<u>Program Director</u> Nicholas Gray	481-4148 graynw01@ipfw.edu
<u>Assistant Director</u> Lydia Bates	481-4189 batesl@ipfw.edu
<u>Academic Specialist</u> Melissa Montes	481-0688 montm04@ipfw.edu
<u>Academic Specialist</u> Gladys Calderon	481-0687 calderog@ipfw.edu
<u>Office Administrator</u> Robin Steenman	481-4188 steenmae@ipfw.edu
UB Student Worker Station	481-6213
Office of Diversity and Multicultural Affairs	481-6608
Campus Police	481-6911
Campus Safety	481-0678
IPFW General Information	481-6827

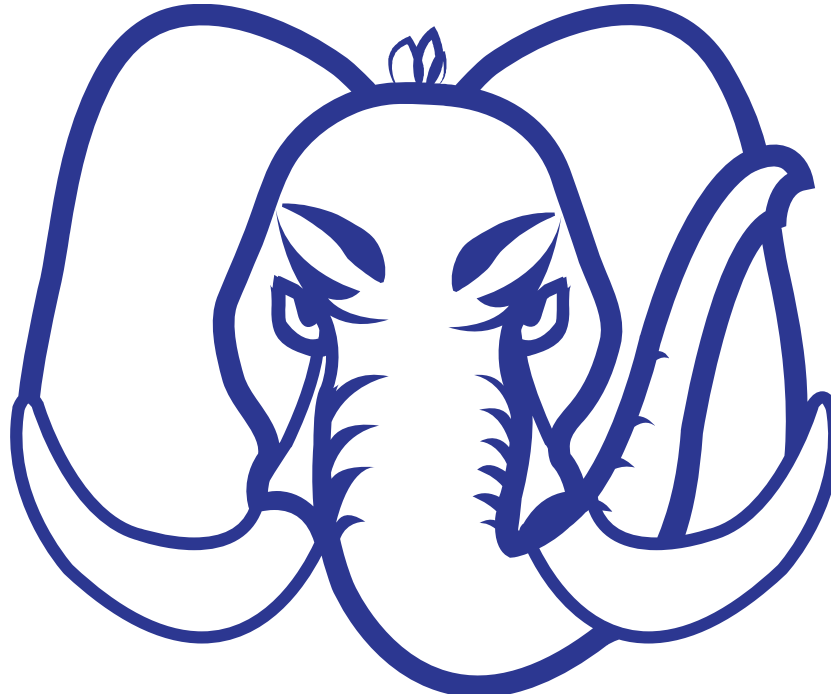
Conclusion

As stated previously, being a part of the Upward Bound program is a **privilege** and much is expected from a UB student. While participants are encouraged to take advantage of the many cultural and social support services offered, this is an academic program with the main focus of providing the necessary skills to succeed in and beyond high school.

Each participant is expected to read this handbook carefully and adhere to all of the policies stated throughout the handbook.

TRIO Upward Bound

At IPFW



Academic Year Handbook

Upward Bound is a TRIO program fully funded annually by the U.S. Department of Education and hosted by Indiana University - Purdue University Fort Wayne. TRIO programs support higher education for all students, without regard to race, gender, national origin, or disability.

AYC 01/2018

PROJECT UPWARD BOUND AT IPFW

INDIANA UNIVERSITY-PURDUE UNIVERSITY FORT WAYNE
OFFICE OF DIVERSITY AND MULTICULTURAL AFFAIRS

