UPWARD BOUND

STUDENT HANDBOOK

Region 12
Education Service Center

EDUCATION SERVICE CENTER REGION 12
UPWARD BOUND
A TRiO Program

Dear Upward Bound Student,

Congratulations! You are to be commended for taking the first steps toward reaching your goal of becoming a college graduate. Careful planning and preparation today will ensure your success tomorrow.

The Upward Bound manual provides information regarding program rules and student EXPECTATIONS. It is your responsibility to read the handbook and to be familiar with the rules and expectations for Upward Bound participants. Review the manual carefully to gain a full understanding of the program's philosophy and goals. Questions and concerns not addressed in the manual can be clarified with a staff member. Never be afraid to ask questions!

As a participant, you will quickly learn it takes more than good grades to become a college graduate. Your Upward Bound experience will teach you the facts about college admissions and the skills required to succeed in college. Through workshops, one-on-one advising, campus visits, and other activities, you will gain knowledge regarding financial aid, career exploration, life-skills, standardized testing, and much more. An Upward Bound student's experience is one that will remain with the student throughout their life. Active participants graduate from the program with greater confidence, maturity and skills to be successful in college.

The Upward Bound Staff wishes participants success in their quest for learning and for continued self-improvement. The future is waiting for you!

Sincerely,
Upward Bound Staff
ESC Region 12

Upward Bound Program

Purpose:

Upward Bound is an innovative program aimed at closing the gap & increasing the academic achievement levels of underserved first-generation college students to not only succeed in high school but also in post-secondary education and beyond.

The Upward Bound Grant is funded by the U.S. Department of Education and is administered in Central Texas by ESC Region 12:

- To increase the numbers of students excelling academically, graduating high school & entering and succeeding in postsecondary education.
- To increase student and parent awareness, readiness, interest, engagement, knowledge and participation in school, postsecondary education and financial literacy opportunities.

ESC Region 12 partners with target high schools to support a cohort group of students in grades 9-12. The program assists the students to increase students' college and career readiness through:

- mentoring and tutoring academically
- college planning
- student leadership opportunities
- summer programs

Program Eligibility

To be eligible for the Upward Bound program, students must meet the following criteria:

Is identified as a first-generation, prospective college student (neither parent having earned a four-year college degree)

OR meets disadvantaged income guidelines as set by the US Department of Education

AND is currently enrolled in the 9th, 10th, 11th or 12th grade at one of the target schools listed below.

AND has the desire and potential to attend college

AND is committed to completing the necessary steps to graduate from college, participate in activities, and attend Academic Saturday each month and the summer component.

Program Services

Upward Bound provides the following services to eligible, motivated participants to ensure students increase their chances of becoming college graduates. To be considered an active participant, students are expected to take full advantage of Upward Bound provided services:

1. One-on-one academic advising and mentoring
2. Standardized STAAR EOC test preparation
3. Standardized college test preparation
4. College preparatory courses in math, English, science and history.
5. College tours
6. Field trips
7. Financial aid and scholarship search assistance
8. Six-week summer component

Participating Schools

Waco:
- Waco High School
- University High School

Connally/La Vega:
- Connally High School
- La Vega High School

Killeen:
- Killeen High School
- Pathways High School
- Richard Milburn Academy

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Upward Bound Behavioral Expectations

STUDENTS ARE EXPECTED TO:

1. DISPLAY A POSITIVE ATTITUDE.

2. Maintain an open mind to new things.

3. Take responsibility for their own actions and to be held accountable.

4. Display a grateful attitude and show appreciation to those who help and support you.

5. Show respect to the Upward Bound staff, school personnel and fellow students.

6. Take responsibility for the care of program property.

7. Arrive to activities dressed in an appropriate manner.

8. Inform parents/guardians of activities, meetings, and commitments to Upward Bound goals.

STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES AND ACCEPT RESPONSIBILITY FOR THEIR ACTIONS.

Participant Academic Goals

1. To attend Upward Bound classes and sponsored activities AND actively participate by listening and asking questions.

2. To be prepared for classes by bringing a pen or pencil, paper, and being ready to gain new knowledge.

3. To openly communicate with advisors on a regular basis about their academic progress and/or personal challenges.

4. To enroll in appropriate college preparation classes during high school.

5. To give 100% to their high school classes by respecting their teachers, completing assignments, preparing for tests, taking notes, and engaging in active listening.

6. To seek appropriate assistance from teachers and tutors.

7. To successfully complete high school by continually striving to achieve the best grades possible.

8. To participate in the Upward Bound academic year and summer component on a continual and active basis until high school graduation.

9. To take full advantage of Upward Bound sponsored career opportunities, research and awareness, college tours, and financial aid workshops to ensure successful college graduation.

Steps to Success - Non-Seniors

Mandatory Steps:

1. ACADEMIC ADVISING –Bring and discuss progress report or report card each grading period with your Upward Bound Coordinator.

2. MENTORING—Meet with your UB Coordinator on a weekly basis to complete assignments and discuss progress.

3. ACADEMIC TUTORIALS— To be determined by UB Coordinator

4. ACADEMIC SATURDAYS—September through May—Attend once a month.

5. COMMUNITY SERVICE—minimum of 30 hours

Additional Step for 10th & 11th graders:

1. PSAT exam—Register in September-October (See your high school counselor to register.)

2. SAT/ACT—Juniors are required to take at least one college entrance exam.

3. TSIA2—by the end of a student's 10th grade year.

Optional Steps:

1. College Tours / Educational Activities—Actively participate in college tours or other UB sponsored events.

2. Miscellaneous—As approved by UB coordinator, in advance.

Steps to Success

There are additional steps seniors need to take to prepare for their college enrollment. Seniors must complete the Steps to Success to ensure a successful transition into a college of their choice.

Additional **Steps:**

1. ACT and/or SAT—obtain fee waivers from high school counselor and visit with UB coordinator for registration assistance.

2. COLLEGE APPLICATIONS—At least three to be completed by December including local community college.

3. FAFSA—Completed online by December of senior year.

4. HOUSING APPLICATION—As needed; Contact college for date.

5. TSIA2—As needed to be completed Senior year.

6. Scholarships—two national and a minimum of three local completed applications.

Academic Saturday Expectations

Once a month, UB participants meet for supplemental instruction to prepare for the ACT, SAT, EOC STAAR, and TSIA2 testing. College Prep plays an important role in preparing students for high school and college success.

Students are expected to adhere to the following guidelines during Academic Saturday College Prep:

1. Attend Academic Saturday each month. If a student cannot attend, they are responsible for informing a UB staff member at least one week before the absence.
2. Be respectful and courteous to teachers, staff and other students.
3. Arrive on time for all classes.
4. Cooperate fully and take an active, positive interest in class discussions and lectures.
5. Be alert and awake during class time.
6. Supplies are provided at the beginning of the academic year. Students are responsible for taking these items to each class.
7. The Upward Bound Site Coordinator determines when and where snacks and drinks are allowed.
8. Instructors have the right to ask students to leave the classroom for inappropriate behavior.

Electronic Device Expectations

1. Electronics and toys are not permitted during class unless instructed by the instructor.
2. All cell phones must be silent and put away during all UB classes, college tours, and activities unless instructed by UB staff.
3. An Upward Bound staff member may require the student to turn over the device for the duration of the activity.

   STUDENTS WHO DO NOT ADHERE TO THESE RULES ARE AT RISK OF LOSS OF FIELD TRIP PRIVILEGES, AND PROGRAM DISMISSAL.

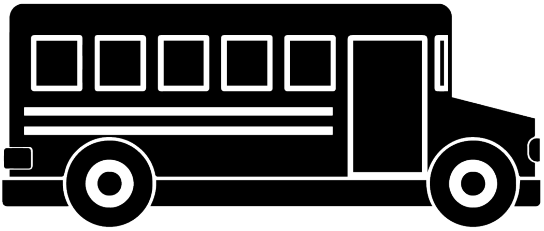
Field Trips

Field trips to college campuses and other outside of the classroom educational experiences are an integral part of the Upward Bound program. To be eligible to attend a field trip, students must be in good standing in the program. Good standing is determined by active participation, good academic status, positive attitude and the motivation to succeed.

Students must sign up in advance to participate in a scheduled field trip activity. Spaces are limited and signing up does not guarantee a student will be allowed to attend. Therefore, coordinators will select students from the sign-up sheet who they have determined have taken the fullest advantage of program services and who have taken positive active steps to prepare for college.

Coordinators will notify eligible students and their parents in advance. In the event a student is unable to attend, the student must notify their advisor at least one week in advance. Should the number of students signed up exceed the allocated participant spaces, a waiting list will be created. Coordinators will fill the remaining spaces by choosing students based upon the above-mentioned criteria.

In the event of an emergency & parents need to contact their child during an Upward Bound field trip, parents should contact the site coordinator on the cell phone or call the student directly.



Tutorials

Tutorials are designed to enhance a student's study skills and subject knowledge and to improve students' ability to discipline themselves with good study habits. TUTORIALS ARE NOT A TIME TO SOCIALIZE!

Students will utilize the tutoring offered on their individual campuses. You may go to organized after- school tutoring programs or go to individual teachers.

Project Coordinator assigns Participants who have an average of 80 or below in any math, science, English and any other high school course for the most recent grading period to attend Mandatory Tutoring Sessions provided at target schools.

Participants with a grade an 80 or below in math, science and/ or English high school course for the last 6-weeks grading period must attend tutoring for each subject each week throughout the current 6-week grading period.

All other participants with grades of 81 or above may complete an SAT/PSAT/ACT/TSIA2 (Kahn Academy or e-prep) test prep as designated by the Project Coordinator.

Conduct Disciplinary Procedures

While preparing students to become successful college graduates, the Upward Bound staff has firm expectations of its students. These expectations stress the importance of respectful behaviors that are necessary for a student's future achievements. In the event that an Upward Bound participant acts in a manner that is disrespectful to others or disruptive of the learning process, a verbal warning will be given to the student. If the student does not modify their behavior, the following steps will be taken:

STEP 1: WRITTEN WARNING

Students will be given a written warning for any violation of the Upward Bound rules as stated in this handbook. The student's parents or guardians will be informed of the violation by phone. A copy of the written warning will be placed in the student's file.

STEP 2: SUSPENSION OF PRIVILEGES & DISCIPLINARY CONTRACT

Upon the second offense or rule violation, the student will have their privileges restricted which may include suspension from recreational activities, field trips, and Upward Bound workshops. Restrictions on privileges will occur on an individual basis. Additionally, the student will be required to complete a Disciplinary Contract that defines the conditions that they must follow to remain in the Upward Bound program. Parents will again be notified by phone of their student's behavior.

STEP 3: PARENT CONFERENCE AND PROBATION/DISMISSAL FROM PROGRAM

On the third offense or rule violation, the student and their parent must attend a conference to be held with the Upward Bound Director and student's Coordinator. The Student Disciplinary Contract will be reviewed and the student's past motivation and behavior will be discussed. Based upon the staff review, a student will either be placed on probation for one semester from the Upward Bound program and/or dismissed from the program.

DEPENDING ON THE SEVERITY OF THE OFFENSE OR RULE VIOLATION, UPWARD BOUND STAFF HAS THE OPTION TO SKIP STEPS 1 AND 2, AND PROCEED IMMEDIATELY TO STEP 3.

Drug and Alcohol Policy

A student's safety is the priority at all times. No Upward Bound student shall possess, transmit, or be under the influence of any of the following substances at any time:

1. Any controlled substance or illegal drug as defined by law.

2. Alcohol.

3. Abusable glue, aerosol paint, or any other chemical substance for inhalation and consumption.

4. Drug paraphernalia of any kind.

5. Tobacco of any kind, including but not limited to cigarettes, vape, cigars, pipes, snuff or chewing tobacco.

In the event a coordinator or an instructor suspects a student may be under the influence, a coordinator may conduct a search of the student's possessions for the safety of the student and other program participants.

Students caught in possession or under the influence of any illegal substances will be immediately dismissed from the Upward Bound program and will forfeit all stipends and Upward Bound services.

Weapons/Vandalism

Weapons

A student in possession of any type of weapon will be permanently dismissed from the Upward Bound program.

Vandalism

Students should not vandalize or otherwise damage or deface any property, including furniture and/or other equipment.

Parents or guardians shall be liable for any damages caused by their student's action. Students who vandalize any property face immediate dismissal from the Upward Bound Program.

This also applies to any college visits or activities. Any type of vandalism will not be tolerated.

Dress Code

Students must remember that they represent Upward Bound while they are at any program related activity. Clothing, jewelry, patches, and tattoos must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, or gang affiliation.

1. The official Upward Bound t-shirt must be worn to program sponsored fieldtrips unless UB staff approves different clothing for a particular event.

2. Shorts are permitted, but the length of shorts must be no shorter than fingertip length.

3. No hats to be worn while indoors—this covers caps and outer wear hats.

4. All tops must be long enough to cover the midriff completely and must not display cleavage in any form.

5. Refer to pages 17 & 18

It is at the advisor or chaperone's discretion to determine whether or not a student's apparel is appropriate or not — not the student. If an advisor deems a student's outfit does not follow the UB stated guidelines, students are at risk of being sent home, loss of field trip privileges, and placement in the program. See pages 18 and 19 for examples of inappropriate dress.

When in doubt, don't wear it out!

DRESS CODE STANDARDS

Inappropriate Dress at UPWARD BOUND!!!

BARE-MIDRIFF TOPS

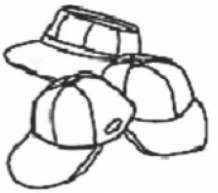
VISIBLE UNDERWEAR AND/OR SAGGING PANTS

EXCESSIVELY SHORT SKIRTS/SHORTS

REMEMBER:

School should be a positive and safe learning environment. Your clothes should reflect this!

Use good judgment when choosing your outfits and follow our dress standards.



HATS

LOW-CUT TOPS/DRESSES

CLOTHING PROMOTING DRUGS/ALCOHOL

GANG-RELATED CLOTHING/ACCESSORIES

SEE-THROUGH GARMENTS/ EXPOSED UNDERGARMENTS

"When in doubt, don't wear it out."

Gang Related Activity

Gang related activity affects the safety of all Upward Bound participants. Therefore, any student involvement in gangs or gang-related activities will result in permanent dismissal.

Physical Confrontations

Intimidation and assault of any participants and/or staff is strictly prohibited on school property or at any Upward Bound related activity. This includes but is not limited to:

1. Intentionally, knowingly, or recklessly causing or threatening bodily injury to another person.
2. Intentionally or knowingly causing or threatening to cause physical contact with another when the student knows, or should reasonably believe that the other will regard the contact as offensive or provocative.
3. Participants who physically intimidate or assault another student or staff member will be permanently dismissed from the program.

Our Mission

Who We Are:

We are a nonprofit service organization devoted to supporting educators and school personnel in their efforts to increase student achievement.

What We Do:

We provide cost-effective professional development opportunities, expert assistance, direct services and alternative certifications to educators and school personnel.

Vision & Mission

The Education Service Center Region 12 provides professional training and technical assistance for the purpose of improving student performance for all students.

Vision

Innovative Solutions. Empowered Learners. Educated Communities.

Mission

We partner with schools and communities to achieve student success.

Region 12
Education Service Center

Innovate. Empower. Educate.