

Dear Students & Parents/Guardians,

We are happy that you have decided to join our program. This will prove to be an exciting and rewarding venture for you. Through your commitment and involvement in the program activities, you will become an important part of the Upward Bound Program and Monroe County Community College. The contents of this handbook will provide you with information about Upward Bound in general and specifically the Monroe County Community College Upward Bound Program.



History of the Upward Bound Program

The Upward Bound Program, established in 1965, is a program funded by the U.S. Department of Education. It is a pre-college program designed to assist students who are willing to make sacrifices to achieve academic and personal goals. The purpose of the program is to provide high school students with support in developing and enhancing skills necessary for graduation from high school, enrollment in a college or university and ultimately graduation. It is the oldest and largest of the federal TRIO programs, all sharing the objective of helping students achieve success at the post-secondary level. Upward Bound programs offer extensive academic instruction as well as counseling, mentoring, and other support services. Students meet throughout the school year and participate in a summer program for six weeks. It is mandatory that the student attend Upward Bound tutorial sessions and other academic enrichment and cultural events scheduled during the academic year. In addition, students must attend the six-week summer program, which is held on the campus of Monroe County Community College. The Upward Bound staff is concerned with the academic, cultural, and social growth of each student. The program aims to motivate students toward attainment of realistic educational goals beyond high school. The Upward Bound experience is a developmental one; therefore, the student is encouraged to continue participation in the program until after high school graduation. Parents are encouraged to be involved with the Upward Bound Program by supporting the attendance of their students in all phases of the program

Mission

The Upward Bound Program at Monroe County Community College assist students in grades nine through twelve in the successful completion of high school and to prepare them for post-secondary education. The program encourages life-long learning by providing academic support, college preparation, social, cultural, and career exploration.

Communication

As a student in the program, you have both the right and the responsibility to discuss problems or concerns you have with the program staff. If there are changes you would like to see, bring them up to the staff for discussion. Also, if you think a staff member has been doing a terrific job, or a student has really been working hard and you'd like his/her efforts acknowledged, mention it to a staff person.

UB File/Forms

- If a student has not submitted a required form OR if the student has missing information in their Upward Bound File:
- The student will not be allowed to participate in field trips and/or activities other than After-School Tutoring until the required form/information is submitted.
- The student will not receive a stipend check until all required forms and/or information is submitted.

Eligible Students

- Student who is low-income and parents did or did not receive a baccalaureate degree. Or, Student who is high income and parents did not receive a baccalaureate degree
- Student who has a 2.0 grade point average or higher.
- Student who has not entered the eleventh grade and who is enrolled at Airport High School, Jefferson High School or Monroe High School.
- Student who is committed to the academic school year program and the six-week summer program.

Upward Bound Goals

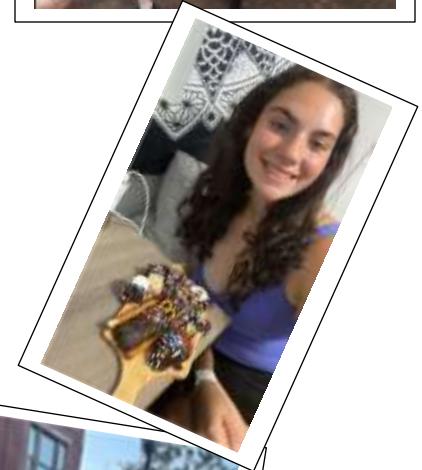
- Provide students with the opportunity to develop the motivation, skills and belief in their ability to succeed in high school and a post-secondary program.
- Encourage youths in the program to complete the secondary level of education.
- Encourage youths to enroll in a post-secondary institution and graduate.
- To further students' academic, personal, social and cultural development.

What is Provided

- Individual and Group Tutoring
- Supplemental Instruction and ACT and SAT Review
- On-campus six- week summer program at Monroe County Community College
- College Preparatory Classes
- Academic Counseling and Workshops

Benefits of Participation:

- * Assistance with college applications
- * Fee-waiver for college entrance exams
- * Meet new friends
- * Recognition Banquet
- * Travel
- * Cultural/Social Events
- * College/University visits
- * Stipends
- * In-school tutoring
- * Leadership Skills



PROGRAM POLICIES

It is our desire that parents and students will enjoy the Upward Bound experience and that the students will develop and grow as an individual. All participants will have the opportunity to sharpen academic skills, explore new avenues for future ventures, learn through travel, and cultivate social development skills. We are a program that is academically oriented and want to expand as much time and energy as possible with students who share this goal. For this reason, it is possible that any student who does not share the goals or displays counter-productive behaviors will be dismissed from the program. It is our aim to provide the support and guidance necessary to retain all students selected for the program. Upward Bound students are subject to the policies and procedures contained within the Student/Parent Handbook as well as their home school policies.

ACADEMICS

1. **WARNING STATUS** - A student whose GPA falls below a 2.0 for one grading period and will receive a letter explaining that and must meet with the Academic Skills Coordinator. A Plan of Action will be developed which will identify specific steps the student will implement in order that he/she return to a status of Good Standing.
 - a. **The student will forfeit their stipend during the period that they are on Warning Status.**
 - b. Must utilize a Bi-weekly Progress sheet for each subject in which there is a grade of C- or lower.
 - c. Must attend and meet with a tutor for subject(s) in which there is a grade of C- or lower and review their Bi- weekly Progress sheet with the tutor for each subject area in question.
2. **PROBATION** - A student whose GPA falls below a 2.0 for two (2) consecutive grading periods. During the following grading period the student:
 - a. Must attend scheduled tutorials.
 - b. Student, along with, parent/guardian must meet with the UB Director and Academic Skills Coordinator and revisit the student's Academic Plan of Action and make any appropriate adjustments to the plan.
 - c. May not attend any social or cultural events sponsored by Upward Bound.
 - d. **Will forfeit his/her stipend for the following grading period.**
 - e. Must earn at least a 2.0 GPA by the following grading period, or is demonstrating significant academic progress as indicated by the Academic Skills Coordinator and tutor reports.
4. **DISMISSAL** - A student whose GPA falls below a 2.0 for three (3) consecutive grading periods (an entire school year) can be **DISMISSED** from the MCCC Upward Bound Program.

HIGH SCHOOL CURRICULUM

Upward Bound members are required to take courses that are designed to prepare them for college. A college preparatory curriculum meets the guidelines necessary for college admissions. These courses include:

- a. Algebra I and two additional years of advanced math
- b. Four years of high school English
- c. Two years of a single foreign language
- d. Two years of scientific problem-solving laboratory courses
- e. One computer applications course



SENIOR YEAR EXPECTATIONS

Senior members are expected to participate in all required senior year activities and complete all college related paperwork by deadlines provided below.

- Must submit at least three college & scholarship applications by the requested deadline.
- Must take or be registered to take the ACT or SAT by the October/November test date.
- Must turn in a completed FAFSA (financial aid form) no later than January 31.
- Copies of college and scholarship applications as well as ACT test scores and financial aid award letters are required by Upward Bound for auditing purposes. It is imperative that students provide copies of all of the above information to Upward Bound by the requested deadlines.
- Seniors must also complete an exit evaluation before graduating from high school.

ATTENDANCE

Students must attend the after-school program during the academic year. Students are required to attend a minimum of two days per week (approximately 16 hours per month).

- 1) Students who do not, or cannot, meet this requirement must have a valid reason approved by the Academic Skills Coordinator.
- 2) Students who attend less than 33% of the available hours each month (approximately 8 hours) may not be eligible for the summer cultural trip.
- 3) Students who participate in sports which prevent them from attending the after-school program are excused from this requirement, with the following stipulations:
 - Complete and return an Excused Absence Form, which includes their practice and game schedule, signed by the coach and parent or guardian.
 - Visit the Academic Skills Coordinator's office on a bi-weekly basis to review grades and academic progress, and to receive important information about the program, college applications, financial aid, etc.
 - Attend the after-school program between seasons and on days when there are no games or practices.
- 4) Students who are not able to attend the afterschool program due to employment, lack of transportation, or other reasons, may be excused from the attendance requirement under the following conditions.
 - The reason has been communicated to the Academic Skills Coordinator and approved
 - Complete an Excused Absence Form, signed by the parent/ guardian and employer (if applicable)
 - Visit the Academic Skills Coordinator's office on a bi-weekly basis to review grades and academic progress, and to receive important information about the program, college applications, financial aid, etc.
 - Attend the after-school program on days when transportation is provided (if lack of transportation is the obstacle).

ACADEMIC SCHOOL YEAR STIPEND POLICY

Students will receive a stipend THREE (3) times in each school year. Stipends will be mailed to the address on the students file for each student in December, March and June. Please cash/deposit checks promptly. Stipends are based on the following:

- Participation in a minimum of two (2) hours of tutorial per week.
- Attending MANDATORY weekly supplemental instruction two (2) hours per week.
- Completing ALL ASSIGNMENTS SATISFACTORILY, both in high school and in the Upward Bound Program.
- Maintaining a 2.0 GPA or higher.
- ACTIVE PARTICIPATION in all program activities.
- Abiding by the Code of Conduct of their home school.

DISCIPLINE POLICY

The Upward Bound Program will enforce the participant's home school Discipline Code established by the Board of Education for their school district during the academic school year as well as during the summer program at Monroe County Community College (MCCC). The MCCC Student Discipline Code will also be enforced during the summer component of the program due to the students attending classes on campus.

Failure to comply with these policies and procedures during the academic year and summer component could result in dismissal from the Upward Bound Program. Disciplinary actions not described within the Upward Bound Student /Parent Handbook are administered at the discretion of the Upward Bound staff. This handbook may be amended at any time by the Upward Bound staff.

COMPORTMENT CODE

MCCC CODE OF CONDUCT - Students in the MCCC Upward Bound Program are expected to show respect for order, law, the rights of others and the mission of the college, as well as to maintain standards of personal integrity while on campus and while taking part in MCCC Upward Bound sponsored trips and activities.

- No damage, theft of, destruction, tampering, or misuse of property, this includes your classrooms, lounges, etc. You will be assessed damage charges and be held responsible for all damage charges. Students will forfeit all Upward Bound privileges, including field trips and stipends if unpaid assessed charges are incurred.
- No disruptive, disorderly, lewd or indecent conduct, i.e., active participation in disturbances or harassment (physical, sexual, or otherwise) of any member of the College Community (and MCCC visitors or others during field trips.) Please be aware that MCCC has a zero-tolerance policy for sexual harassment.
- No gambling, No energy drinks, No firearms, weapons or explosives.
- No foul language, racial epithet, and no fighting - Instigating fights will not be tolerated!
- Failure to comply with directions of Upward Bound staff, college officials, security or other law enforcement officers while acting in the performance of their duties will result in disciplinary action.
- No direct or indirect threats to the health and safety of others. No harassment or discrimination.
- No unauthorized entry or use of college facilities. This includes facilities while on trips and tours.

MCCC OFF CAMPUS CODE – In the event that the MCCC Upward Bound Program takes the students off-campus for an activity, all participants are still bound by the College and MCCC Upward Bound Code of Conduct. Illegal and inappropriate conduct will result in disciplinary action up to and including dismissal from the program and any criminal charges when such conduct is clear violation of College policy and civil law.

Students are not allowed off campus, out of classrooms or designated MCCC Upward Bound areas (such as hotel room of city visiting) without direct supervision of a MCCC Upward Bound staff member or designee. Students found in violation of this policy will be dismissed from the MCCC Upward Bound program.

DRESS CODE - In addition to your school's Dress Code

- NO, short shorts, miniskirts, cutoff shorts. low cut shirts, short tops that reveal the midriff when reaching, bending, and sitting.
- NO clothing torn and/or mutilated in inappropriate areas on the body.
- NO pajamas, see-through shirts or tops or gang dress or colors.
- NO clothing with profanity, offensive suggestions of any kind, or that promote/display alcohol or drugs.
- Undergarments (underpants, panties, bra, sports bra, etc.) must be covered at all times.
- Shoes must be worn at all times. Wear appropriate shoes for walking. Footwear should be chosen considering the activities for the day.
- **If any student is dressed inappropriately while on a UB sponsored trip or attending the summer Program the student will be asked to change clothes. If they refuse they will not be allowed on activities (or will be sent home).**

GENERAL CONDUCT

- No head coverings (including hats, headbands, bandanas, visors, scarves, knit caps, sweatshirt hoods, etc.), or sunglasses worn WHILE ON A TOUR IN A BUILDING, AND/OR DURING AN INSIDE PRESENTATION.
- No public display of affection.
- No electronic devices should be on and no headphones or earbuds in your ears regardless if device is on or off during tours/presentations, in class or while instructions are being given. **Be Respectful.**
- Hair picks, combs, brushes, make-up, etc., should be kept out of sight while in the classroom or on a field trip tour.
- **STUDENTS ARE NOT ALLOWED TO GIVE MEDICATIONS OF ANY KIND TO EACH OTHER.**
- **No alcohol, tobacco, smoking or drugs (includes electronic smoking devices, marijuana or any paraphernalia).**
 "Electronic Smoking Device" - the use of which may resemble smoking, which can be used to deliver and inhale a dose of nicotine or other substance to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor.
 Definition from the American Lung Association.

SUMMER PROGRAM (Required of all participants)

Six Weeks, Mid-June to End of July

The Upward Bound Summer Program is a six-week component held at Monroe County Community College and is designed to expose students to a college campus learning environment. This experience provides participants with many opportunities for intellectual, personal and social development. It also exposes students to a realistic college experience and allows them to work out the many challenges involved with college life in a safe and supportive environment. The Summer Program consists of a full schedule of daily academic classes and workshops, structured activities, and field trips all designed to prepare students for success in college. Transportation is provided.

ABOUT THE SUMMER PROGRAM

Summer Academic Classes: The classes offered by Upward Bound during the summer are meant to enhance and enrich each student's skills in the areas of Math, English, Science, Computer Applications, Foreign Language, SAT Preparation, and Career Exploration. Students receive letter grades as an evaluation of their efforts in each class. Students are expected to earn no less than 'C's in their classes. The teachers will evaluate students at the end of the third and sixth weeks. If there are problems and improvement is not demonstrated, the student may be dismissed from the Summer Program.

Attendance and Tardiness: Students in the program are expected to attend all assigned classes and be on time. In the event of an emergency, please call the director, academic skills coordinator, or administrative assistant as soon as possible. Students are responsible for getting to all classes and activities on time. Excessive tardiness will result in lowered grades, exclusion from activities, and loss of stipend.

Materials: Each student will receive classroom materials.



Bridge Scholarship Program

Seniors who graduate in good standing with the Upward Bound program are eligible to compete for the Bridge Scholarship (6 credit hours) for the summer semester at MCCC.

1. Good standing is defined as:
 - At least an 85% attendance rate at Tutorials and Workshops sessions over the course of their entire participation in Upward Bound.
 - At least a 75% attendance rate at optional activities (field trips, college visits, etc.) over the course of their entire participation in Upward Bound.
 - Must graduate from high school with a **cumulative** GPA of 2.5 or better and/or have an ACT score of 19.
 - Must have completed all senior year requirements (listed above) by the required deadlines.
 - Must meet the admission requirements of MCCC.
2. Seniors who have met the above criteria may complete the Bridge Scholarship Application packet available in the spring of each year.
3. The Bridge Scholarship includes:
 - Tuition at MCCC for up to six credit hours of approved courses (i.e. college math & English)
 - Books and supplies not to exceed \$100.00.
4. Bridge Program participants must sign the Bridge Scholarship Program Contract agreeing to abide by all program expectations in order to begin the Bridge Program. Participants that do not adhere to the Bridge Scholarship Program Contract forfeit the scholarship and will be held responsible for all charges related to the Bridge Program including books, tuition and fees.
5. The Bridge Scholarship Program may be eliminated at any time due to the limited availability of funds for this program.

SUMMER POLICIES

Participation: The Summer Program is an integral part of the Upward Bound program. The majority of our time, energy and financial resources are concentrated on the Summer Program. Participants are required to take full advantage of all aspects of the Summer Program. It is important that appointments, family vacations, jobs and other activities are scheduled around the Summer Program as only students who make a **full** commitment to the program and all of its activities will be eligible to participate. It is important that parents/guardians pick up students from campus during the week on a very limited basis, if at all. Students are required to meet the attendance requirements for core classes as well as all exploratory workshops and field trips.

Medication: All students completed a medical release form that asked all medications the student is currently taking. Students must not take any other medication than what is listed on that form without his/her parent/guardian notifying the director or associate director. Students found taking any other medication than what is listed on the form may be removed from the program. Students are responsible for self-monitoring their medicine use as outlined by their parent/guardian on their medical release form. Upward Bound Staff will only intervene if suspected use of medication borders on or becomes abuse.

Campus Facilities: The UB Summer Program provides classes, activities, and services in a variety of College facilities. Students must treat these facilities with care and respect. Students will be held accountable for damages. The cost of any damages made to any campus facility will be the responsibility of the student/parent or guardian.

Field Trips: Field trips during the Summer Program are a fun and exciting way to learn outside of the traditional classroom. Field trips also serve as a reward for those students who are meeting all of the expectations both in and out of class. All students are to exhibit positive behavior and citizenship on all Upward Bound field trips. Failure to do so may result in losing future field trip privileges and being sent home during the field trip at the parent/guardian's expense. Students who are sent to the office two times or more in one week will lose eligibility for the next available field trip. They will be required to have a parent/guardian pick them up from campus.

Meals: All meals are considered a service provided by the Upward Bound program. They are paid for in advance. Therefore, all participants must attend all meals and remain in the MCCC cafeteria. Food cannot be removed from the cafeteria. Food and drinks are not permitted in the classrooms, laboratories, or library.



SUMMER PROGRAM STIPEND POLICY

UB Summer Program active participation is defined as students working diligently on classwork, a basic skills course, and/or self-development activities. Stipends are not paid to students who do not actively participate in classes, skill development sessions, workshops, and/ or Friday Field Trips. Stipends are reduced when students are absent and, in some cases, tardy. Instructors/tutors can recommend that a student does not receive a stipend if his/ her behavior in class or activities causes a disturbance or if his/her work in tutorials/skills development sessions and/or class is unsatisfactory due to lack of effort. Students are to go to the UB administrative assistant's office (Z-286) to sign-in if arriving late (after 9:30 am) and sign out if leaving early (before 3:00 pm).

Students will receive a stipend TWO (2) times during the Summer Program. Stipends will be hand delivered to each student (if possible). We will seek confirmation by the student that the information printed on the check is correct. Checks will be mailed if hand-delivery is not possible. Checks will be disbursed during the third and sixth week of the program. **CHECKS SHOULD BE CASHED ASAP** (they will be voided if not cashed within the specified time frame)

Summer stipends are based on the following:

- Attendance and promptness to classes.
- Daily attendance for skill development sessions.
- Completing ALL ASSIGNMENTS SATISFACTORILY.
- Excellent attendance at all scheduled extracurricular activities.
- Being respectful toward all staff, students and college personnel.
- Abiding by the rules and regulations of Monroe County Community College.

TUTORING

- Airport High School Tutoring Schedule Monday & Wednesday: 2:30 - 4:30 p.m. Tuesday: 3:00 – 4:30 p.m.
- Jefferson High School Tutoring Schedule Tuesday, Wednesday & Thursday: 2:30 - 4:30 p.m.
- Monroe High School Tutoring Schedule Tuesday, Wednesday & Thursday: 2:30 - 4:30 p.m.

Changes in tutoring times/locations may change due to circumstances beyond our control. FOR TUTORING SCHEDULE UPDATES – CONTACT YOUR SCHOOL COORDINATOR Contact information is listed below.

UPWARD BOUND STAFF

DR. ANTHONY QUINN Upward Bound Program Director Office Location: Z-286, Office 286 D La-Z-Boy Building
734.384.4279 (MCCC) aquinn@monroecc.edu

CHARLES FRIEDLINE Academic Skills Coordinator - Airport High School Office Location: AHS - Rm 65 734.869.7199
cfriedline@airportschools.com

STACEY WOGGON - Academic Skills Coordinator - Jefferson High School Office Location: JHS – Rm 115 734.322.2255
swoggon@jeffersonschools.org

JEFFERY RUBLEY Academic Skills Coordinator - Monroe High School Office location: MHS - Rm B-221 734.265.3643
rubley@monroe.k12.mi.us

CHERYL PRENKERT Administrative Assistant Office Location: Z-286 La-Z-Boy Building 734.384.4106 (MCCC)
cprenkert@monroecc.edu

We would like to thank the administration and staff at Airport High School, Jefferson High School, and Monroe High School for their support and commitment to the Monroe County Community College TRIO/Upward Bound Program.