Table of Contents

Administrative Staff 3
  Mailing Address / Fax / Website 3
  Schools Served 3

Program Purpose and Expectations 4
  Overview 4
  Awards and Stipends 4

Participation Requirements 5
  Probationary Period 5
  Participation Requirement Overview 5
  Academic Year 5
  Summer Program 5
  Program Requirements 6
  Math/Science Academy 6

Academic Rules and Regulations 7
  Academics 7
  Standardized Testing 7
  Student Education Plan 8
  Technology Policies 8
    Electronic Devices 8
    Computer Usage 9

Dress Code 10

Conduct Code 11
  Overview 11
  Behavior 12
  Incident Reports 12
  Sanctions 13
  Zero Tolerance Policy 13
  Prohibited 13

Standards for Upward Bound Math/Science Students 14
  Accountability Standards 14
  Leadership Standards 14

Participation Contract Student and Parent Commitment to UBMS 15
Cuyahoga Community College
Upward Bound Math/Science Program
Participant Handbook
Administrative Staff

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High Schools Served
East Technical High School
Garrett Morgan High School
Jane Addams High School
New Tech East High School

Instructional Subjects
English
Math
Science
Congratulations and welcome to the Upward Bound Math/Science (UBMS) Program at Cuyahoga Community College! Upward Bound Math/Science students and parent(s)/guardians must read this handbook thoroughly to understand what is expected of program participants. Participants must agree to abide by the rules and regulations of the program, as well as the rules and regulations of Cuyahoga Community College.

**Students and parents/guardians who agree to the terms and conditions of the program must sign the attached participation contract and return it to the UBMS office.**

The guidelines established for the UBMS Program are in place to increase student success in secondary and postsecondary education. UBMS will guide and assist participants in gaining academic, social, and personal skills that they will use throughout college and life. We know participants will have high expectations of UBMS; please know that we will have high expectations of our participants.

Participants need to take part fully in all program meetings, activities and events. Each participant is expected to behave as a responsible young adult and represent themselves, their families, their school, their community and the UBMS program in a respectful manner. We expect participants to be helpful and courteous to all staff, peers, instructors and campus community members.

Academic year and summer program requirements are outlined within the handbook. (The summer addendum will be distributed prior to the start of the summer program.) Students must complete the stated requirements and expectations of the program or the administrative staff will initiate specific actions to help the participant align with program requirements. Students who do not follow program requirements will be removed from the program.

**Awards and Stipends**

Upward Bound Math/Science students may earn awards and stipends for participation in the Academic Year and Summer Program. Awards and stipends are based on students’ participation of 80%.

- Successful completion of assignments/projects/work
- Grades meeting programmatic established minimums
- Attendance/participation in M/S Academy, academic meetings, workshops and volunteer activities (cannot miss more than one activity a month)
- Behavior

The UBMS staff will make every effort to present participants with educational, social and cultural experiences. In return, participants must make a sincere effort to work hard and embrace their UBMS experience.
Participants must complete the Academic Year and Summer Components of the program to maintain good standing in the program.

All new students are placed on a 60-day probationary period when they first begin participating in UBMS. Throughout the probationary period, students will be monitored closely and will be evaluated on attendance, participation, and motivation. Successful completion of the probationary period will allow students to realize all of the rights and privileges of an Upward Bound student. Failure to successfully meet the requirements of the probationary period will result in non-admittance to the program.

Holding a position of “Good Standing” earns participants opportunities to participate in field trips, cultural events, and a monthly stipend. During the academic year and summer components, students have the potential of earning a monthly stipend of $40/month and $60/month, respectively.

Participants are required to adhere to all Upward Bound Math/Science and Cuyahoga Community College policies and procedures.

**Academic Year**

The integrated curriculum of the M/S Academy, workshops, and special events are designed to help high school students with the successful completion of a college preparatory curriculum, enrollment, and graduation from a college/university.

In order to advance the success of each participant, UBMS has established academic requirements to maintain good standing in the program and participation in the academic year and summer components. In order to participate in the Upward Bound Math/Science Program, receive awards, and stipends, participants must comply with program requirements, policies, rules and regulations.

**Summer Program**

Attendance is required unless a student is excluded per the UBMS Program administrative staff. Completion of required coursework is in accordance with the guidelines of the UBMS grant.

The summer program is six weeks in length and will start in June. Students will be governed by all academic year requirements, rules and regulations, or policies and procedures, with some additional specifications for the summer program. Students and parent(s)/guardian(s) will receive a detailed calendar of summer classes and events.

- Note: Participants will receive bus passes for travel to and from campus for all UBMS sponsored activities and events throughout the academic year and summer components.
The Math/Science Academy, academic meetings, workshops, and special events are all important parts of the Upward Bound Math/Science Program. The purpose of Upward Bound Math/Science is to provide students with the necessary knowledge and information to pursue academic success in higher education. Consequently, we have established specific requirements to assist students in achieving their goals.

**Program Requirements**

*These regulations include, but are not limited to the following:*

- Maintain a minimum GPA of 2.50
- Attend the M/S Academy for a prescribed number of sessions per week
- Attend all required academic meetings, workshops, and events
- Complete all paperwork, testing and other assessments as directed by UBMS
- Arrive on time to UBMS meetings and events with a positive attitude
- Treat UBMS staff, teachers, peers, and campus community members with respect at all times

M/S Academy will be in operation during the Academic School Year. Students and parents/guardians will be given times for each student at his/her Student Education Plan appointment.

- Students are expected to abide by all rules, regulations, during M/S Academy
- Students will only be excused from M/S Academy, academic meetings, workshops and special events when they:
  - Have valid medical reasons
  - A family emergency
  - A conflicting school-sponsored event(s)

**Students and/or parent(s)/guardian(s) must contact the UBMS office if the participant will be absent from a scheduled event/activity.**

- If the Cleveland Metropolitan School District (CMSD) is closed due to inclement weather, professional days, or any other school sponsored release days, M/S Academy WILL NOT BE IN SESSION.
Academics

The purpose of this program is academics; students must do their part to achieve and advance academically. It is an honor to be selected for this program.

Advancing academically is important while attending the Academic Year and Summer Program components. Students are responsible for following appropriate standards of conduct when working on their academics, making sure to complete their own work.

UBMS has determined that students caught cheating or plagiarizing during tests, on homework assignments or projects will receive disciplinary sanctions as determined by the UBMS program staff.

- Students are required to complete and/or turn in paperwork, forms, assignments, or other related items
- Complete mandatory tutoring as assigned or be placed on probation
  - Students not progressing adequately will be placed on probation and may be suspended from participation in all non-academic UBMS activities until improvement is made.

Standardized Testing

Standardized tests help us assess participant academic growth. The program will administer and chart participant’s standardized marks on a yearly basis. The test scores are part of the yearly report the program submits in order to maintain federal funding. Standardized testing also helps students develop self-confidence and test-taking skills, both of which will increase success in post-secondary education.

Students will take the following standardized assessments:

- Accuplacer (All Grades)
- ACT (11th and 12th Grades)
- Aspire (All Grades)

Students scoring below college-readiness benchmarks will work with the Academic Coordinator to put an academic plan in place for improvement.
Student Education Plan

Students will complete an individualized Student Education Plan (SEP) fall semester, each year of their participation. A Student Education Plan (SEP) identifies your academic goals, recommended services, measures, and outcomes on a yearly basis. SEP’s will be monitored on a monthly basis with a UBMS staff representative.

- Students and a parent/guardian will be required to meet with a UBMS staff member to discuss and agree on the Student Education Plan for each academic fall term.

- Students must self-identify areas in which they would like to receive help and/or improve.

- The SEP is a work in progress; at any point, changes may be made to the Student Education Plan and the student’s required services (at the staff’s discretion).

Technology Policies

Electronic Devices

Cell phone and music player use is not permitted at any time during the M/S Academy or the Summer Preparation Academy, or any UBMS activity, event, or function. This includes texting and wearing headphones/earbuds!

- All phones and electronic devices must be turned off, or placed on silent (not vibrate) and stored in a pocket, backpack or purse during any scheduled UBMS event or function.

- A repeat offense may result in a parent conference, a loss of stipend money, and/or program dismissal.
Computer Usage at Cuyahoga Community College

- Technology Learning Center (TLC) computers and lap-top resources are for individual learning, class instruction and research purposes only! No web surfing unless it pertains directly to an assignment or research! Downloading is for class and/or research materials only.

- The computers on campus will be available to all students throughout the academic year and summer component only with staff supervision.

- No food or drinks are allowed in the TLC or near any computer equipment on campus.

- When using any computer, be courteous to other people using computers around you.

- No use of computer games such as Yahoo Games. No e-mail, chat rooms, instant messenger, Twitter, Facebook, Snapchat, etc. are permitted unless directed by UBMS staff or instructors. Absolutely no visitation to any site considered inappropriate or pornographic.

- Check your work area before leaving the computer work area. Collect your belongings (such as your jump drive) and deposit all trash in the appropriate receptacles.

- TLC and Library staff, monitor sites visited by UBMS students. Visiting sites that are adult or inappropriate in nature is unacceptable and a violation of UBMS and Tri-C codes of conduct. Student activity on computers is monitored by UBMS staff and instructors as well.

Sanctions will be applied as deemed appropriate by the UBMS staff.
Dress Code

The dress code is aligned or in agreement with established school guidelines for appropriate dress. UBMS Staff will monitor and make decisions regarding appropriate dress. Use discretion in the choice of clothing. Please be respectful of others concerning clothing that may be suggestive or offensive.

- T-shirts and/or tank tops having vulgar*, degrading*, or violent* messages and images on them are considered inappropriate and not allowed. (No drug/alcohol promotions)
- Undergarments are not to be visible.
- No sagging pants are allowed.
- Shirts and blouses should be modest and appropriate for the school setting. Low cut tops, bare midriffs, tube tops, spaghetti straps, halter-tops, or backless garments are not permitted. The bottom of shirts is to cover the top of pants on all sides. Skirts, shorts and dresses are to be modest in length. All clothing must cover and conceal undergarments at all times.
- The use of any gang symbols, jewelry, paraphernalia, and/or colors is prohibited.
- Head coverings (except for religious requirements) including but not limited to hats, bandanas and do-rags are not to be worn in any building, classroom, workshops, lectures, or on the Tri-C grounds.
- Sunglasses are not to be worn indoors.
Every decision a participant makes has a consequence. UBMS members must use good judgment; and display a positive and respectful attitude at all functions.

The conduct code is designed to promote responsible behavior while giving each student the opportunity to express him/herself in his/her own unique manner. Students chosen to participate in Upward Bound Math/Science are extended this opportunity as a result of demonstrating respect for their success in life.

Accepted participants have demonstrated that they are exceptional among their peers and know how to conduct themselves appropriately, participate, and respect each other and the staff. The conduct code for UBMS is simple and is subject to the discretion of the Upward Bound Math/Science staff.

Requirements stated throughout this document are expected to be met. **Students who engage in poor or unacceptable behavior can expect consequences for their actions.**

Each student is personally responsible for knowing the program rules and upholding these standards through his/her actions and behavior. Violations will be dealt with at the discretion of the Upward Bound Math/Science staff.

When an Upward Bound Math/Science participant is in violation of academic and behavioral requirements, rules and regulations, or policies or procedures, actions will be taken to correct the situation and bring the student, if possible, in line with accepted program requirements.

- Disciplinary actions will range from counseling to dismissal.
- Policy standards are based on appropriate academic and safety standards and the UBMS staff’s goal for students to advance academically and socially.

When appropriate:

- Written notice to the student and his/her parent(s)/guardian(s) that the student has not followed through with specific program requirements or rules and regulations.
  - Notification of the violation and measures that will be taken to correct the situation. For example, mandatory tutoring (see sanctions).
  - If necessary, individual consultation with the student, and his/her parent(s)/guardian(s) regarding the situation to establish a resolution, and align the students with compliance.
Behavior

UBMS participants are expected to conduct themselves as young adults, in an appropriate and respectful manner. Disrespectful or disruptive behavior during Upward Bound Math/Science sponsored activities will result in consequence.

- Students must observe standards of classroom behavior established by the instructor and the UBMS program to maintain an appropriate learning environment. Students shall participate in classroom/tutoring discussions and activities and complete all class work/homework assignments.

- Public displays of affection are not acceptable. Students must keep their “hands to themselves.” Any behavior deemed inappropriate will not be taken lightly and will be addressed by the UBMS staff.

- Students are strongly encouraged to use the “buddy system”—travel in pairs for safety—while walking across campus, riding the bus, attending field trips, or at any UBMS event or activity.

Examples of Disruptive / Distracting Behavior

- Talking during quiet homework room, class sessions and tutoring
- Immature behavior in the hallways (running, fighting, yelling, etc.)
- Verbal combativeness with peers, instructors and staff
- Attending UBMS unprepared (no supplies, homework, notes, etc.)
- Not paying attention to instructor or not participating in class discussion or assignment
- Listening to music, sleeping or texting in class
- Inappropriate comments to students, staff or instructors

Incident Reports

- Students who break rules or display unacceptable behavior will receive a written incident report and a loss of stipend money, and possible other sanctions as determined by the UBMS staff.

- A second incident report will result in a phone call and/or letter to parent(s)/guardian(s), a loss of stipend money, and possibly probation; if improvement is not evident the student will be removed from the UBMS program.
**Sanctions**

- Sanctions will range from a verbal warning, loss of stipend, probation, mandatory tutoring, loss of privileges, and/or expulsion from the program.
- Probation: When a student is placed on probation, consequences vary based on the violation and circumstances. Sanctions will be determined by the UBMS staff.
  - Length of probation will be mandated by Upward Bound Math/Science staff to allow the student the opportunity to align with academic and behavioral requirements.
- Suspension of awards or stipends
- Suspension from trips or social activities
- Possible expulsion from the program

**Zero Tolerance Policy**

These are non-negotiable violations that will result in a student being terminated from the program during the academic year or summer component. *These regulations include, but are not limited to the following:*

- Possession and/or use of weapons, alcohol and/or other drugs/contraband/tobacco
- Sexual misconduct
- Leaving campus without permission from the UBMS staff
- Any criminal code violation of Ohio revised statutes ([http://codes.ohio.gov/orc/](http://codes.ohio.gov/orc/))
- **Fighting**

**Prohibited**

Any prohibited item will be taken from the participant and locked in a secure place until the end of the UBMS event/activity.

- Cell phones/electronic devices/headsets must be turned off and put away during ANY UBMS activity or event; unless otherwise stipulated by a UBMS staff member.
- Gambling for personal profit/loss is prohibited.
- Verbal and/or physical intimidation, bullying, or fighting is prohibited.
- Derogatory/unpleasant/insulting gestures/verbiage is prohibited.
Accountability Standards

Accountability standards have been established for the Upward Bound Math/Science Program as a natural progression of the student into a successful post-secondary education. We have established these standards to equip our participants with an understanding and appreciation of responsibility and accountability in their success.

Our standards are designed to find appropriate ways of providing tools (used as a means of achieving) for students to create their success -- from attendance, social aptitude, study skills, time-management, as well as helping participants find an in-depth understanding of their goals, abilities, and gifts. These standards are designed to provide them with a foundation in successful management of their lives. Our goal is enforcement of established guidelines for students to learn effective use of time by successfully managing the educational, social, and cultural aspects of their high school career through college and into the workforce. Upward Bound Math/Science staff will collaborate with the student, parent(s)/guardian(s), and schools in promoting and choosing practices and standards that will aid and guide students in completing school assignments, projects, and approved extra-curricular activities that contribute positively to their growth and success.

Perseverance and adherence to these established guidelines and standards will better prepare Upward Bound Math/Science students from the Cuyahoga Community College program in achieving the successes they establish for themselves in their education, career and life. These are fundamental requirements that Upward Bound Math/Science has established for active, successful participation throughout the students’ tenure in the program. Students not meeting the minimum requirements set by the Upward Bound Math/Science program will be placed on probation. Sanctions will be based on the discretion of the Upward Bound Math/Science professional staff.

Leadership Standards

Standards established are based on students’ understanding their ability to lead in the acceptance of diverse people within their school, community, and world at large. Students actively participate and contribute during M/S Academy, academic meetings, workshops, and special events. Students can, and will be encouraged to serve as an officer in a school or community-sponsored organization; volunteer as a library, teaching, or office aide, as well as tutor another student, or serve as a volunteer in a community organization. Our goal is for students to develop a proactive approach in viewing the responsibilities that they are tackling and find several options from which to choose in order to contribute to themselves, as well as their peers, school, family, and community. Upward Bound Math/Science will work in conjunction with participants, parent(s)/guardian(s), schools, and the community to develop a responsible, accountable citizen.

Accountability + Leadership = Success
I have read and fully understand each section of the Upward Bound Math/Science Program Handbook. I clearly understand that participants in the Upward Bound Math/Science program are required to be college-bound students i.e., students planning to enroll in college after high school graduation. I clearly understand the expectations and requirements of the Upward Bound Math/Science Program. I clearly understand the consequences, if I do not follow through with the stated requirements, rules and regulations, and policies and procedures outlined in this handbook. I also understand that by not following through with Program requirements and expectations, I can be terminated from the Upward Bound Math/Science Program.

By signing this contract, I am committing to complete the Cuyahoga Community College Upward Bound Math/Science experience in its entirety; both the academic year and summer component.

________________________________   __________________________________________   ______________
Student’s Signature                            Student Print Name                            Date

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Parent(s)/Guardian(s) Commitment to Upward Bound Math/Science Program

As the parent(s)/guardian(s) of the above named student, I/we commit to supporting the administration and staff of the Upward Bound Math/Science Program in providing a safe and educational program for my/our student. I/we understand that my/our student’s success in this program is my/our responsibility as well as my/our student’s. I/we accept that responsibility and fully support the program curriculum. I/we will strongly encourage my/our student to complete the program in its entirety.

By signing this document, I/we align myself/ourselves with my/our student for his/her success in the Upward Bound Math/Science Program at Cuyahoga Community College.

________________________________   __________________________________________   ______________
Parent/Guardian Signature                            Parent/Guardian Print Name                            Date

________________________________   __________________________________________   ______________
Parent/Guardian Signature                            Parent/Guardian Print Name                            Date

________________________________   __________________________________________   ______________
UBMS Staff Signature                            UBMS Staff Print Name                            Date