



CUYAHOGA COMMUNITY COLLEGE

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Upward Bound Program



## 2021-2022 Program Year Student Handbook

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# Upward Bound Program

## Introduction

We are excited that you will be part of another exciting year with the Cuyahoga Community College Upward Bound Program. As a participant in the program, you should strive to fully participate in all program activities. In return, you will receive an academically challenging pre-college experience that will prepare you for the demands of college life.

## What is Upward Bound?

Upward Bound is a college-preparation program for high school students. It is designed to motivate students and develop within them the skills necessary for success in education beyond high school. Upward Bound is one of seven national federally funded TRIO programs that are designed to help high school students develop academic skills and motivation needed to enter college and receive a college degree.

We are very pleased to offer encouragement in personal growth and development by helping the student discover self-worth, uniqueness and individual strengths. Participants receive academic-enrichment classes and tutoring to strengthen skills which need further development, counseling and encouragement to explore careers and higher-education opportunities, and exposure to new experiences through a variety of cultural activities.

## Benefits of Upward Bound

Upward Bound strives to provide a challenging, creative, and supportive environment to encourage participants to believe in their own potential and open their minds to the many choices and opportunities available to them. Through the development of academic skills, interpersonal skills, motivation and a positive self-concept, participants become involved in the larger world where more choices exist and their personal power is increased. Participants also obtain assistance in the development and exercise of leadership skills.

Additional benefits are in the form of stipends. Stipends are monetary awards for attending and participating in program activities and services. Students receive \$8/week for participating in weekly academic-enrichment activities and \$10 for attending each Saturday seminar.



## Program Components

- **Academic Year Component**

Students participate in weekly academic-enrichment and tutoring sessions to develop their skills in math, science, writing, and reading. Monthly Saturday Seminars feature guest speakers, special topics, and leadership activities. **These opportunities will be provided virtually or in person.**

- **Summer Academy**

The Summer Academy is a six-week, non-residential, intensive, academic enrichment program designed to simulate a college experience. From June to July, students attend the Academy for five days a week on the college's Metropolitan campus. The Institute also incorporates cultural and social activities to assist participants in developing their personal skills and increase their motivation to attend college. Like the Academic Year component, participation in the Summer Academy is a requirement.

- **The Bridge Component**

Through the Bridge program, graduating seniors can enroll in up to two college courses, in the Ohio Transfer Module, free of charge, at Cuyahoga Community College. Credits earned in the courses are transferable to 2- or 4-year academic programs. The experience assists students in making a smooth transition from high school to college.



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## Academic Year

The Academic Year component is the most critical part of the program. To help you accomplish the goals you have established for yourself, you will be provided with a full scale of services and activities that will help you advance academically, grow personally and identify realistic and attainable college and career goals.

The Academic Year component begins in the Fall of the school year and ends in May of the following year. During the year, you will receive the following services and activities:

- Academic Tutoring in Math, Science, English
- Individual & Group Advising on College, Career and Financial Aid Options
- Individual Academic Plan
- SAT/ACT preparation
- College and Career Readiness
- Daily Bus Tickets and transportation to and from all Upward Bound sponsored events (when applicable)
- Virtual and In Person College Tours ( In-State & Out-of-State)
- Monthly stipends

## Academic Enrichment

After-school Academic Enrichment (AE) and Saturday Seminars are interactive, academic-based activities complete with tutoring in math, science, and English. They also incorporate proficiency preparation, counseling and advising, career preparation and student development and leadership.



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## Attending Academic Enrichment

You are required to attend the Academic Enrichment classes throughout the week. It is strongly encouraged that you attend a minimum of 3 virtual or in person sessions. You or your parent or guardian should call the Upward Bound office at (216) 987-4958 if you are going to be absent. At every session, we encourage you to have your homework assignments or study materials.

## Educational Resources

Upward Bound will utilize IXL to support academic enrichment. This learning platform will create a learning path that is aligned to the state standards, ACT and SAT and end of course exams. Students can log in and complete assignments 24/7. Tutors may also utilize this platform to reinforce concepts covered during services.

Virtual Job Shadowing is an online platform that will support college and career exploration. Students will be able to save identify career interests, view relevant videos, create a resume, compare and contrast colleges and much more! Your work will be saved and you will have access from year to year as you continue your journey with Upward Bound.



## Stipends

- Upward Bound bases the amount you receive in your stipend on the times you attend your Academic Enrichment services and Saturday Seminars.
- Your class participation and good behavior factor into whether you will receive a stipend.
- You will receive \$2.50 for each tutoring class or activity (excluding student advising) that you participate in.
- You will receive \$2.50 for every 2 lessons completed in IXL and Virtual Job Shadowing. You will receive \$10 for Saturday seminars.
- Four weeks and one Saturday Seminar per month add up to the total of \$40.00 which is the maximum stipend you can receive per month.
- Stipends will be loaded on to a Key Bank debit card monthly.
- Students **MUST** contact the Office Assistant within 30 days of NOT receiving their stipend

When a new student starts attending the program, stipends are held for the first 60 days.

After two months, new students will begin receiving their stipend and the amount that added up from their previous attendance will be released.



*The benefits of attending Upward Bound are not just about the stipend.*

- *You receive tutoring in your school subjects.*
- *You receive career information and counseling.*
- *You receive opportunities to visit colleges and cultural events*
- *You receive college planning, FAFSA assistance, and scholarship information*



The stipend money you receive for four years of attendance will add up **if you save it**. You can put away a nice sum of money to use for college!

## Participation Guidelines

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Being part of the Upward Bound Program is a privilege. Knowing this, students should feel a sense of pride as a result of being a member of program. We expect, during all program-related activities and events, that Upward Bound students exhibit positive behaviors by acting maturely and being attentive.

### Code of Conduct Policy

The Upward Bound Program adopted a **Code of Conduct Policy** to help students and parents understand what behaviors are allowed and which ones are not. In addition, the Code of Conduct Policy states the consequences when a student violates the code.

- Students are expected to participate in all assigned program activities (tutoring, classes, and workshops).
- Students are expected to be courteous and respectful of staff, peers, chaperones and guest speakers at all times.
- Vandalism and theft/removal of college property and the personal property of others will not be tolerated. Students who do not adhere to this policy will be dismissed from the program.
- Weapons of any type are not permitted. Students who do not adhere to this policy will be dismissed from the program.
- Participants must be chaperoned by a staff member or designated adult volunteer chaperone at all times during field trips. During trips requiring overnight accommodations, program staff will have the authority to conduct room checks as often as necessary. Participants will not be permitted to leave their rooms after the established curfew, nor occupy the rooms of the opposite sex.
- Verbal or physical abuse of any kind (e.g., profanity, offensive language, horseplay, threats, fighting, and racial slurs) toward Upward Bound program staff, college employees, program participants, field- trip chaperones or other individuals is not allowed. Any violation will result in permanent dismissal from the program.
- Participants need to dress appropriately at all times. Inappropriate clothing will not be accepted. Inappropriate clothing includes: sagging pants, very short shorts, extreme form-fitting clothing, mid-riffs, see-through shirts/tops, halter tops, low-cut blouses or shirts revealing cleavage, clothing with gang symbols or symbols promoting gang affiliation, underwear worn as clothing and any other clothing items deemed inappropriate by full-time program staff. □ In addition, head rags, skull caps, headbands, bonnets and wave caps should not be worn on the head. Students wearing inappropriate clothing will be asked to leave the college immediately.
- Cell phones, radios, ear buds and personal music players should not be visible during classes, workshops, and tutoring sessions and must be turned off.
- The use of alcohol, cigarettes, controlled substances/drugs, and drug-related items is not permitted. Students who do not adhere to this policy will be dismissed from the program.
- Friends, siblings, or other non-related guests are not permitted to attend sessions with students.
- Permission is required for early dismissal from Academic Enrichment sessions, Saturday seminars, and the summer session. Parents/guardians must contact the Upward Bound office with the request



- There will be a deduction in stipends if a student does not attend a field trip event he/she signed up for that has been pre-paid by the program. Students must give at least 24 hours notice if they cannot attend.
- \*\* A violation of the Code of Conduct Policy will result in one or more of the following disciplinary actions:**
- Verbal and/or written warning to student. Parent/s or guardian/s will be contacted and notified of behavior immediately. If necessary, participant will be sent home.
  - Temporary or permanent loss of field-trip privileges.
  - Temporary suspension or permanent dismissal from the Upward Bound Program.
  - If necessary, a report will be filed with Tri-C Public Safety Department.

### **Note**

Upward Bound is not a disciplinary or rehabilitative program. Participants, who demonstrate serious emotional or psychological issues, will be referred to an appropriate agency or organization for consultation, support or treatment. Participants and their parents or guardians will be held financially responsible for any damages or loss of property incurred by the Upward Bound Program and Cuyahoga Community College as a result of the participants' inappropriate behavior.

## **Online Classroom Expectations**

Online education is nothing like the traditional classroom. You must be disciplined. Following a strict schedule will ensure your success in the virtual classroom. Listed below are expectations that ALL students must follow. Failure to follow the rules set forth by Upward Bound will result in removal from the Summer Program and forfeiture of your stipends.

Students must attend their classes on time.

Students are to be prepared for their classes. Late and/or incomplete assignments will not be tolerated.

Students must sign in at the designated times and complete work by the established deadlines.

Students must be dressed properly when attending any sessions that require video. No pajamas or inappropriate clothing.



When attending any video conferencing meetings all attendees must limit distractions. No eating, drinking or texting while in video conferencing meetings.

Students must treat the instructor and classmates with respect at all times. This includes email communication or any other communication.

Always use your instructor's proper title.

Unless invited, refrain from using your instructor's first name.

Use clear and concise language.

Avoid slang terms and texting abbreviations such as "u" instead of "you."

Remember that all college level communication should have correct spelling and grammar.

Students must not display online behavior, which is abusive or threatening to anyone, including the threat of physical, psychological and/or sexual harassment.

Cyberbullying of any kind will not be tolerated!

Do not post personal information into Google Classroom.

Failure to adhere to the Codes of Conduct will result in one or more of the following consequences:

Parents or guardians will be contacted.

Suspension from or permanent dismissal from the Upward Bound Program.



## **Policies and Procedures**

Policies and Procedures assure that the Upward Bound Program adheres to the rules, regulations, and grant requirements of the United States Department of Education Office so that we may continue providing services to program participants. In addition, we require all participants and their parents/guardians to provide the following forms:

- Semester Grade Reports or Transcripts
- Emergency Medical Authorization Form
- Release from Liability and Hold Harmless Agreement Form
- Field Trip Permission Form

## Participation Status

### GOOD STANDING

All students enter the Upward Bound Program in good academic standing. To remain in that status, students must participate in assigned program activities, follow their Individual Action Plan (IAP), the Student Code of Conduct Policy, and maintain the minimum GPA requirement established for their grade level:

- **Freshman** 2.50 or higher;
- **Sophomore** 2.50 or higher;
- **Junior** 2.75 or higher;
- **Senior** 2.75 or higher

### ACADEMIC REVIEW

A student will be placed on **REVIEW** if he/she does not meet the minimum GPA at the end of each marking period. The student will be on **REVIEW** for one (1) academic marking period. Depending upon the student's situation, he or she may be required to attend more hours of tutoring in addition to reaching the goals established in the IAP in order to raise their next GPA required to be in Good Standing. If a student remains on **REVIEW** for 2 marking periods, they may be placed on **ACADEMIC WATCH**.

### ACADEMIC WATCH

A student will be placed on **WATCH** if he/she does not meet the minimum CUMMULATIVE GPA for his/her grade level. The student will be on **WATCH** for one (1) academic semester. Depending upon the student's situation, he or she may be required to attend more hours of tutoring in addition to reaching the goals established in the IAP in order to raise their GPA level to the minimum cumulative GPA required to be in Good Standing. If the student's CUMMULATIVE GPA does not meet the minimum requirement for their grade level, they may be dismissed from the Upward Bound Program.

A student will be placed on **WATCH** for failure to attend the minimum hours of services and Saturday seminars assigned in the IAP. In addition, if a student receives at least three write-ups or incident reports due to inappropriate behavior, he/she will be placed on **WATCH**.

### RECOMMENDED FOR DISMISSAL

A student will be **RECOMMENDED FOR DISMISSAL** from the Upward Bound Program if he/she was placed on **WATCH** and did not meet the minimum grade point average to be in good standing (after one semester).

If a student was on **WATCH** as a result of not meeting attendance requirements, he/she will also be **RECOMMENDED FOR DISMISSAL** after one semester, if he/she does not increase participation to the minimum of (3) hours of assigned services and Saturday seminars monthly.

In addition, if a student was placed on **WATCH**, due to behavior and received an additional write up or incident report, after within one semester, he/she will be **RECOMMENDED FOR DISMISSAL**.

A letter will be sent to the student's parents/guardians explaining the nature of the Recommendation for Dismissal. Parents and students have the right to appeal this recommendation.

### **APPEAL**

Parents and students have 20 calendar days to submit a letter of appeal to Upward Bound staff. Parents and students will also be required to come to the Upward Bound office for a meeting and review of their appeal. Upward Bound staff will review all appeals and supporting documents and a final decision will be made. If no appeal is filed, the termination will become effective 20 calendar days after the date that the **Recommended for Dismissal** Letter is sent to the home.

### **INACTIVE**

Students may be placed on **INACTIVE** status if they have not attended program activities for two months. Failure to participate in the program within a specified time will result in the student being **RECOMMENDED FOR DISMISSAL**.

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