



STUDENT HANDBOOK

Academic Year

2017-2018

TRIO



Works!

WELCOME

Dear Upward Bound Participants:

We, the Upward Bound Program at CSUSB are please to share with you that our program has been funded for another five years! The Upward Bound team works tirelessly every year to develop and coordinate a robust, rigorous and fun curriculum for the academic year. We are committed to your academic and personal success, but we cannot do this alone, we need your 100% commitment and investment.

This Student Handbook has been developed for you in order to provide you with guidance on your rights, responsibilities and expectations as an Upward Bound Program participant. This handbook describes not only the Upward Bound purpose and philosophy, but it also contains important details about the roles each individual is anticipated to play. Read it carefully, and feel free to ask any questions you may have.

Finally, on behalf of the Upward Bound team at CSUSB, we look forward to working with you and providing you with the tools and resources for success and to empower you to be an *Upward Bound Student* who exemplifies the mission, purpose and values of our program. Upward Bound is “Your Access to Success”. Remember that you are part of a national community of TRIO participants.

TRIO Works!

Sincerely,

Dalia Hernández
Director



TRIO PROGRAMS OVERVIEW

A Look at TRIO

Our nation has asserted a commitment to providing educational opportunities to all Americans regardless of race, ethnic background or economic circumstances.

In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life. These programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social and cultural barriers to higher education.

How It Works

More than 1,000 colleges, universities, community colleges, and agencies now offer TRIO Programs in America, the Caribbean, and the Pacific Islands. TRIO funds are distributed to institutions through competitive grants.

Why Are TRIO Programs Important?

The United States needs to boost both its academic and economic competitiveness globally. In order to foster and maintain a healthy economy as well as compete globally, the United States needs a strong, highly-educated, and competent workforce. To be on par with other nations, the country needs students, no matter their background, who are academically prepared and motivated to achieve success.

Low-income students are being left behind. Only 38% of low-income high school seniors go straight to college as compared to 81% of their peers in the highest income quartile. Then, once enrolled in college, low-income students earn bachelor's degrees at a rate that is less than half of that of their high-income peers — 21% as compared with 45%.

The growing achievement gap in our country is detrimental to our success as a nation. There is a tremendous gap in educational attainment between America's highest and lowest income students - despite similar talents and potential. While there are numerous talented and worthy low-income students, relatively few are represented in higher education, particularly at America's more selective four-year colleges and universities. While nearly 67% of high-income, highly-qualified students enroll in four-year colleges, only 47% of low-income, highly-qualified students enroll. Even more startling, 77% of the least-qualified, high-income students go on to college, while roughly the same proportion of the most-qualified low-income students that go on to college. (ACSFA 2005)

Established TRIO Programs

UPWARD BOUND

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of post-secondary education. Upward Bound projects provide academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Tutoring, counseling, mentoring, cultural enrichment, and work-study programs are also supported.

UPWARD BOUND MATH & SCIENCE

The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue post-secondary degrees in math and science. Services include: summer programs with intensive math and science training, year round counseling and advisement, exposure to university faculty members who do research and computer training.

McNAIR PROGRAM

The goal of the McNair program is to increase the attainment of Ph.D. degrees by students from underrepresented segments of society. Projects provide academic seminars, summer internships, and tutoring. Guidance for students seeking admission and financial aid for graduate programs is also supported.

EDUCATIONAL TALENT SEARCH

The goal of Talent Search is to increase the number of youths who complete high school and enroll in post-secondary institutions of their choice. Projects provide tutorial services, career exploration, aptitude assessments, counseling, mentoring programs, workshops, and information on post-secondary institutions.

VETERANS UPWARD BOUND

Veterans Upward Bound is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of post-secondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction.

STUDENT SUPPORT SERVICES (SSS)

The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Projects include: instruction in basic study skills; tutorial services; assistance in securing admission and financial aid for enrollment in graduate and professional programs; guidance on career options; mentoring and special services for students with limited English proficiency; and college scholarships.

Upward Bound Program - CSUSB

The Upward Bound Program at CSUSB is comprised of two regular (formerly known as classic) Upward Bound grants and one Upward Bound Math-Science grant serving the Rialto and San Bernardino City Unified School Districts. Each grant under the Upward Bound Program serves 65 students per year. The Upward Bound Program has two main components, Academic Year and Summer University.

ACADMEMIC YEAR

August through May, students participate in weekly tutoring, academic advising, personal & educational counseling, various workshops, cultural enrichment, college entrance exam preparation, supplemental instructions, research, field trips. FAFSA and college admissions assistance, guidance lessons and so much more!

SUMMER UNIVERSITY

Summer University takes place over a six week period in June & July. Summer University allows participants to experience college first hand, as they live in the CSUSB residence halls for one week, eat in the Common Dining Room, and learn in a college environment. Field trips, service projects, research and other recreational activities are scheduled during this time as well.

Any student who has fulfilled the requirements and satisfies program policies will earn a space in the summer program. Eligible students are **REQUIRED** to attend the six-week summer session, including a one week residential component. First year and continuing students that have never participated in Summer University are highly encouraged to participate. Students who wish to work over the summer should seek weekend employment. A student's lack of participation in Summer University may result in suspension and/or dismissal from the Upward Bound Program.

Students who failed any class are expected to make-up that course in summer school and will not be eligible for Summer University. Enrollment is required and will be verified contingent on summer school availability.

The only reason for which a student may forgo the summer component is for:

- Obtaining dual credit/Concurrent Enrollment
- Attending summer school to makeup credits
- Enrolling in another TRIO Summer Program
- Attending another summer program for an academic purpose

Eligibility for Upward Bound

To be eligible for Upward Bound, a student must be enrolled in grades 9-12 at Carter, Eisenhower, Rialto, San Bernardino, Pacific, or Arroyo Valley High Schools and must meet the participant eligibility requirements set forth by the U.S. Department of Education, outlined in §645.3 :

Who is eligible to participate in an Upward Bound project?

An individual is eligible to participate in a Regular, Veterans, or a Math and Science Upward Bound project if the individual meets all of the following requirements:

- (a)(1) Is a citizen or national of the United States.
 - (2) Is a permanent resident of the United States.
 - (3) Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident.
 - (4) Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands.
 - (5) Is a resident of the Freely Associated States—the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau.
- (b) Is—
- (1) A potential first-generation college student;
 - (2) A low-income individual; or
 - (3) An individual who has a high risk for academic failure.
- (c) Has a need for academic support, as determined by the grantee, in order to pursue successfully a program of education beyond high school.
- (d) At the time of initial selection, has completed the eighth grade and is at least 13 years old but not older than 19, although the Secretary may waive the age requirement if the applicant demonstrates that the limitation would defeat the purposes of the Upward Bound program. However, a veteran as defined in §645.6, regardless of age, is eligible to participate in an Upward Bound project if he or she satisfies the eligibility requirements in paragraphs (a), (b), and (c) of this section

Services Provided

As a college preparatory program, Upward Bound provides its participants with a wide range of free services aimed at improving their academic skills, motivation and determination to pursue a post-secondary education. The purpose and allowable activities of the Upward Bound Program support the National Education Goals:

- Academic tutoring
- Advice and assistance in secondary and postsecondary course selection;
- Assistance in preparing for college entrance examinations and completing college admission applications;

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- Information on the full range of Federal student financial aid programs and benefits (including Federal Pell Grant awards and loan forgiveness) and resources for locating public and private scholarships; and
- Assistance in completing financial aid applications, including the Free Application for Federal Student Aid;
- Guidance on and assistance in—
 - Secondary school reentry;
 - Alternative education programs for secondary school dropouts that lead to the receipt of a regular secondary school diploma;
 - Entry into general educational development (GED) programs; or
 - Entry into postsecondary education; and
- Education or counseling services designed to improve the financial and economic literacy of students or the students' parents, including financial planning for postsecondary education.
- Instruction in—
 - Mathematics through pre-calculus;
 - Laboratory science;
 - Foreign language;
 - Composition; and
 - Literature.

Additional Services (Provided as funding permits)

- Exposure to cultural events, academic programs, and other activities not usually available to disadvantaged youth;
- Information, activities, and instruction designed to acquaint youth participating in the project with the range of career options available to the youth;
- On-campus residential programs;
- Mentoring programs involving elementary school or secondary school teachers or counselors, faculty members at institutions of higher education, students, or any combination of these persons;
- Work-study positions where youth participating in the project are exposed to careers requiring a postsecondary degree;
- Programs and activities that are specially designed for participants who are limited English proficient, participants from groups that are traditionally underrepresented in postsecondary education, participants who are individuals with disabilities, participants who are homeless children and youths, participants in or who are aging out of foster care, or other disconnected participants; and
- Other activities designed to meet the purposes of the Upward Bound Program

Grant Objectives

ACADEMIC PERFORMANCE – GRADE POINT AVERAGE (GPA)

40-45 % of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

ACADEMIC PERFORMANCE ON STANDARDIZED TEST

50 % of UB seniors served during the project year, will have achieved at the proficient level on state assessments in reading/language arts and math.

SECONDARY SCHOOL RETENTION AND GRADUATION

80-90% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

SECONDARY SCHOOL GRADUATION (*Rigorous secondary school program of study*)

45% of all current and prior year UB participants, who at the time of entrance into the project had and expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.

POST-SECONDARY ENROLLMENT

80% of all current and prior UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester)

POST-SECONDARY COMPLETION

60% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

Primary Program Goals

ACADEMIC DEVELOPMENT

- Develop academic skills necessary for high school and college success
- Assist students with selecting high school courses
- Improve academic weaknesses. Building on strength through tutoring and Saturday University
- Provide academic advising and guidance

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- Assess each student's needs and implement programs/services to meet them
- Prepare students for standardized tests

CAREER PREPARATION AND DEVELOPMENT

- Provide opportunities for students to obtain information
- Provide guidance and direction regarding their career aspirations
- Offer mentorship opportunities from professionals

COLLEGE PREPARATION

- Prepare students for college entrance exams
- Guide participants through the admissions process
- Inform students about financial aid packaging and scholarships

PERSONAL DEVELOPMENT

- Assisting students in making realistic choices consistent with their interests, needs, and abilities
- Acquaint students with resources available at the university and in the community
- Provide opportunities for personal growth and development, quality-of-life workshops and community service opportunities

ACADEMIC TUTORING

Tutoring is conducted at the CSUSB campus. The weekly tutoring sessions will operate in accordance with the Upward Bound objectives to develop the participant's academic and professional skills, prepare them for college entrance exams, aid them in general academic readiness for college, and assist with homework.

Tutoring Procedures

- Upon arrival on campus the student is to immediately check-in in the Upward Bound Program office.
- The student will then be offered a snack and directed to the tutoring check-in location.
- The student will report to the check-in room, where they will be provided with their tutoring log and assigned to a *Small Learning Community (SLC)*.
- The student will check in with their SLC tutor and fill out the daily objectives in the tutoring file.
- The objective will be reviewed by their assigned tutor and the student will then begin to complete the objectives they outlined.
- Students who would like to request specialized tutoring support will inform their SLC tutor and the tutor will in turn place them in the cue for the subject requested.

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- Student will continue to work on other assignments, etc., until called upon for their individual tutoring appointment.
- Once the student has worked with the specialized tutor they will return to their SLC.
- If the student requires additional assistance, they need only ask their SLC leader to add their name to the cue once again.
- When the student is ready to leave tutoring they must complete the reflection portion of their tutoring file, inform their SLC tutor and check-out with the tutor monitor in the check-in room.
 - Students must immediately leave campus upon signing out.

Tutoring Availability

Tutoring is available on most Mondays, Tuesdays and Wednesdays (see academic calendar for schedule):

- Monday, Tuesday, Wednesday: 4:00 p.m. – 7:00 p.m.
- Additional tutoring appointments may be scheduled upon request and are subject to location and tutor availability.
 - Please note that if an individual appointment is scheduled and the student does not show up or cancels with less than 2 hours notice, no additional individual appointments will be scheduled for the student and the parent may be responsible for compensation of the tutor.

Tutoring Requirement

All students in good Academic & Participation standing (see section on probation) are required to attend a minimum of two hours of tutoring per week. The hours may be completed in one day or spread out across the week. There is no maximum number of hours that a student can complete, and students are encouraged to attend tutoring as much as possible/needed.

Students on Academic or Participation probation (see section on probation) may be subject to an additional tutoring requirement based on their IEP and an individualized needs assessment conducted by, and at the discretion of, the UB staff.

CSUSB History Club Partnership – Additional Tutoring Requirement

The CSUSB History Club has partnered with the Upward Bound Program to provide supplemental instruction, intensive tutoring, and AP exam preparation for students taking History and Political Sciences courses. All students in an AP History or Political Science classes will be required to attend mandatory additional workshops and tutoring sessions geared specifically towards being successful in an AP History or Political Science class. While these

classes are mandatory for AP students, students in honors and college prep History and/or Political Sciences courses are strongly encouraged to attend.

SATURDAY UNIVERSITY (SAT U)

Saturday University (SAT U) is conducted at the CSUSB campus on select Saturday's (see academic calendar). SAT U, like tutoring, will operate in accordance with the Upward Bound objectives to develop the participant's academic and professional skills, prepare them for college entrance exams, aid them in general academic readiness for college, counsel on financial and economic literacy, provide supplemental instruction, explore careers, and create a college-going environment.

SAT U Procedures

- Upon arrival on campus the student is to immediately check-in at the designated check-in spot.
 - Students will be notified prior to each SAT U of the check-in location
 - Check in time is 7:45 a.m. (unless otherwise stated)
- Upon check-in, students will be provided with a daily schedule that outlines their classes, workshops, speakers and/or activities for the day.
- Students will follow their schedule throughout the day and sign-out at the end of the day.
 - Students must immediately leave campus after signing out.
 - Check out time is 1:35 p.m. (unless otherwise stated)
- Lunch will be provided at each SAT U.

ACADEMIC ADVISING

Advising will focus on four primary areas: Academic Development, Career Preparation & Development, College Preparation, and Personal Development throughout the participants' program career.

The objective of advising is to assist each student:

- In developing, reviewing and updating an individualized 4 year graduation and college requirement plan (IAP)
- Exploring colleges
- Tracking grades and providing interventions as necessary.
- In setting life goals, by having the students write his/her individual goals, examine them periodically, and place them in his/her individual folder.
- In developing a self-concept and awareness of the need to have good self-feelings in order to achieve success academically and socially
- In organizing an expanding file on career and college information, occupational information, and the post-secondary schools available for further training. The student's

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file will become his/her own source of career information, and will be discussed in individual career/college guidance sessions

- In improving their study skills
- In selecting appropriate high school courses, which will prepare them for college admission and potential success in college.
- In providing instructions in careers in which disadvantaged youth are underrepresented
- To design an individual work plan on the basis of an individual needs assessment, this includes high school subjects to be taken, and counseling areas to be explored
- With clarifying his/her own values
- In developing positive methods for managing stress

Individual and group sessions will be offered. Students are encouraged to contact administrative staff concerning their individual needs. Workshops and/or seminars emphasizing these primary areas will be conducted on an as needed basis.

Individualized Academic Plans (IAP)

The Upward Bound Program will provide the following academic advisement services to participants in the effort of promoting high school graduation and increasing post-secondary education success. The Individualized Academic Plan (IAP) is designed to meet Upward Bound Program objectives and primary goals.

The IAP will address the following content areas: academic advisement, college awareness and admission assistance, financial aid awareness and application assistance, and career awareness & exploration.

ACADEMIC ADVISING

Planned Activities/Services	9th	10th	11th	12th
Academic Advising	X	X	X	X
Grade Checks	X	X	X	X
HS Course Selection	X	X	X	X
Transition to HS	X			
Study and Test Taking Skills	X	X	X	
Standardized Tests/CAHSEE Info and Prep	X	X	X	
Individual Education Plan (4 yr plan)	X	X	X	X

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COLLEGE AWARENESS & ADMISSIONS ASSISTANCE

Planned Activities/Services	9th	10th	11th	12th
College Information	X	X	X	X
College Field Trip	X	X	X	X
College Fair	X	X	X	X
College Planning Portfolio	X	X	X	X
PSAT/ACT/SAT Info and Prep	X	X	X	X
PSAT/ACT/SAT Fee Waiver	X	X	X	X
College Admissions Application Assistance				X
Postsecondary Enrollment Advising and Guidance	X	X	X	X
Referral to SSS Project				X

FINANCIAL AID AWARENESS & APPLICATION ASSISTANCE

Planned Activities/Services	9th	10th	11th	12th
Financial Aid Information	X	X	X	X
FAFSA Workshop	X	X	X	X
FAFSA Assistance			X	X
Scholarship Information	X	X	X	X
Financial Aid Packages				X
Financial Literacy	X	X	X	X

CAREER AWARENESS & EXPLORATION

Planned Activities/Services	9th	10th	11th	12th
Career Information		X	X	X
STEM Disciplines Exploration	X	X	X	X
Job Preparation Skills			X	X
Interest Inventory	X			X
Career Planning Profile		X	X	X
Career Planning Portfolio				X

COLLEGE ENTRANCE EXAM PREPARTION

Upward Bound students are provided with the resources and tools to prepare for college entrance exams (i.e. SAT or ACT). Resources provided are in the form of tutoring, SAT/ACT preparation workshops, SAT/ACT fee waivers, and assistance with the SAT/ACT registration process. In addition, students are highly encouraged to participate in SAT/ACT prep through:

- Khan Academy
- College Board

Students are encouraged to follow the following college exam entrance preparation scheduled:

- Juniors and seniors are required to complete a minimum of two hours per week
- Sophomores are required to complete 1 hour per week
- Freshmen are required to complete ½ hour per week

FIELD TRIPS & CULTURAL ENRICHMENT

The Upward Bound Program takes pride in providing our students opportunities for hands-on learning. As such, educational field trips are planned to supplement classroom learning. In additions, selection for participation in any of the Upward Bound Program activities and/or fieldtrips is at the discretion of the Director and/or Program Coordinator. Students who reserve and or confirm a space for a fieldtrip and/or activity and do not attend the fieldtrip/activity may be financially responsible for the cost of their participation.

Upward Bound will adhere to the following fieldtrip schedule:

- All 9th & 10th graders will have one college/cultural fieldtrip in the fall and one college/cultural field trip in the Spring.
- Eligible 11th graders will have the opportunity to participate in a college campus tour scheduled during spring break or a date determined by project staff.
- Eligible 12th graders will have a Leadership activity (Senior Retreat) in the Spring (see criteria).
- Incentive/Additional activities may be added contingent on funding. Eligibility for incentive trip is based on academic performance, program participation, and attendance and at the discretion of the UB staff.
- Summer U participants will participate in available trips including college/cultural events.

Field Trip Procedures

- Student must turn in a Field Trip Reservation Request Form (FRR) by the specified deadline
 - Generally FRR's are available about 6-8 weeks before the field trip.
- FRR's will be reviewed by the UB staff and checked to make sure that the student is eligible (at that time) to attend the trip
- The field trip will be planned, reservations made and payments disbursed.
- Once all details have been set, the students who turned in an FRR will be given a permission slip, which must be signed and turned in by the specified deadline.
 - Generally details are announced and permission slips are handed out 3-4 weeks before the trip.
- On the day of the trip, students must show up by the specified check in time, wearing their UB t-shirt (unless otherwise stated)
- At the conclusion of the trip students are expected to sign-out and immediately leave campus.

- Students who are not picked-up within a reasonable time (as determined by UB staff), may be taken to University Police to wait for their ride.

COLLEGE CAMPUS TOUR ELIGIBILITY

In order to be eligible for the junior trip the following requirements must be met:

- All students must have completed a minimum of 25 hours of verifiable community service per year enrolled in the Upward Bound Program before January 25th 2017.
- Students may not have a standing D' or 'F' grade in A-G courses, including A-G courses that were made up or are in the process of being made up.
- Students must have a minimum GPA of 2.75.
- Students must have a 100% attendance at all Upward Bound Program SAT Us and complete a minimum of two hours per week of tutoring.
- Student must submit the FRR Form by the designated deadline.
- Students must complete and submit the College Campus Tour Essay Project.
- Student must complete SAT prep as assigned by Upward Bound staff.
- Student may not have excessive school absences or discipline forms on school file.
- Parents must attend an information session and meeting.
- Student must adhere to all Upward Bound Program rules and regulations and may not have any discipline forms in his/her file.

SENIOR LEADERSHIP ACTIVITY & STOLE ELIGIBILITY

In order to earn an Upward Bound Program stole and be eligible for the senior leadership activity the following requirements must be met:

- All students must complete a minimum of 25 hours per year enrolled in the Upward Bound Program of verifiable community service before January 25th, 2015.
- Students may not have received any grade of D or F in their 10th-12th grade year. Must make up any D's or F's.
- Student must submit a well-organized portfolio two weeks prior to the Senior Leadership Activity with all of the following:
 - Submit proof of application to at least five institutions of higher education
 - Submit proof of FAFSA completion
 - Submit proof of application for at least 3 scholarships.
 - Submit SAT/ACT Scores
 - Submit AP Exam Scores (if applicable)
 - Complete and submit Senior Exit Survey
 - Complete and submit National Clearinghouse Form
- Student must be in good standing (no referrals or suspensions) and be eligible for High School graduation.
- Student must not have any discipline forms on file during his/her senior year.

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- Students must have a weighted GPA above a 2.5.
- Students must not have more than three unexcused absences for Sat Us and/or tutoring.
- Student must adhere to all Upward Bound Program guidelines and regulations.

LINK CREW LEADERS

Upward Bound has adopted the Link Crew Leadership Program. As such, each student will have a leader at his/her school that will be available for mentoring, disseminating information, and planning of UB activities. Link Leaders will also be available to answer questions, and help guide and encourage the students at their school. Link leaders will serve as peer mentors/advisors to participants while at the high schools and during program activities. Please note that unless otherwise specified, Link Leaders will be given contact information for each of the students in their group. Participants interested in being selected as Link Leaders will undergo an application process. The Link Crew Leaders requires an additional commitment of up to 10 additional program hours per month.



ACADEMIC RESOURCES

GOOGLE APPS for EDUCATION

In an effort to improve communication, efficiency, and to foster collaboration, the Upward Bound Program will continue utilizing Google Apps for Education.

Within this system, all students will be given a Google Apps account. Students and parents will have access to this account.

Your login information is as follows:

students' username: first initial, full last name, and is followed by "@upwardbound.csusb.edu". The passwords are as follows :- "ubcsusbxxxxxx" (x = student id #).

GOOGLE APPS for EDUCATION



vluong@upwardbound.csusb.edu

ubcsusb123456



Please go to www.google.com

Once signed in, students and parents will have access to Gmail. Please note that all email correspondents will be directed to each student's Google Apps account. If necessary, emails can be forwarded to personal email accounts.

Additionally, students and parents will have access to shared documents under "Drive". A digital copy of this handbook, as well as important forms and permission forms can be found online.

Working collaboratively within this system has never been easier. For example, if a student is working on a writing assignment and wishes to get some feedback from the staff, he/she simply needs to create a word document within Google drive and share the document with a staff member. The staff member will gain access to this document, and will be able to provide live feedback to the student.

Please take some time to explore this platform. The potential uses for Google Apps are truly limitless.

COMPUTER LAB USAGE

California State University, San Bernardino is an institution of higher learning whose community is composed largely of persons above the age of 18 years old. To support free inquiry, research and study, the university provides uncensored access to many resources. Although measures are taken by the Upward Bound staff to monitor student lab activity and efforts made to direct student usage for research and educational purposes only, controversial publications and web sites do exist and there is a possibility your student will discover them. Lab usage for entertainment or business purposes is prohibited. Upward Bound Participants who abuse this privilege can anticipate loss of computer lab privileges and/or program suspension/termination.

- Computers are for academic and professional use. All other activities are prohibited.
- No food or drinks are allowed in the lab area
- Store all personal files to a portable drive. Files stored on the hard drive are erased daily.
- You may not check Facebook, MySpace, or any other online social network.
- Viewing of objectionable or pornographic material is prohibited.
- Unauthorized use or copying of software is illegal and subject to disciplinary actions as well as civil and criminal penalties.
- Upward Bound participants are not authorized to add or delete program documents.
- Downloading or installing of software is prohibited.
- Print responsibly, unnecessary copies deplete toner and paper supplies.
- Report any computer-related problems.
- Upward Bound is not responsible for lost or stolen items.

CHROME BOOKS

In an effort to streamline our online processes and provide easy online access to our students, Upward Bound has purchased several Chrome Books. Chrome Books are available to be checked out by the student during tutoring or SAT U. Please note that all Chrome Books must be kept in the location where it was checked out and cannot be taken off campus under any circumstance. All of the rules outlined in the Computer Lab Usage section of this handbook apply.

STUDENT/PARENT RESPONSIBILITIES

PARTICIPATION

Students are expected to participate fully in all Upward Bound sponsored activities including tutoring, SAT U, field trips, and Summer University. If a student needs to be absent for any reason the following absence procedures should be followed:

For Scheduled Absences: The student must submit an absence request form to their respective coordinator at least one week in advance of a scheduled activity. It is the student's/parent's responsibility to ensure that the coordinator has reviewed and approved the absence before the student misses a day. Absence Requests Forms can be found in the front office.

For emergency/illness: Parents are required to call the Upward Bound Office at 909.537.5023 if their child is unable to attend a scheduled session. After hours, leave a message on the voicemail that includes the student's name and the reason you will not be able to attend. Upon return, the student must submit documentation verifying the absence.

For emergency/illness while at UB: If a student becomes ill he or she must notify UB Staff. Students may not call parents during UB activity hours. If a parent needs to reach a student we also ask that they contact the UB office. Please note that only parents and adults given permission on the Parent/Guardian Student Release Form will be allowed to pick up the student during a scheduled UB activity.

All Absences: The student must make up all work that is missed within the time specified by the staff.

Note on Extracurricular Activities:

- Upward Bound students are responsible for meeting all program requirements.
- Students should provide a copy of the Upward Bound calendar to the supervisor, coach or advisor of their other extracurricular activities.
- Students must turn in a copy of their activity schedules for each extracurricular activity.
- Every attempt should be made to plan in advance so that students in extracurricular activities are able to fully commit to UB and their outside engagements.

STAYING INFORMED

It is the responsibility of each Upward Bound student & parent to be informed about Upward Bound activities and policies.

- Students and parents are expected to read the current student handbook thoroughly to understand program policies and procedures.
- Students and parents are also responsible for reading any memos, e-mails, newsletters and correspondence that may be mailed or given out, paying careful attention to any oral announcements.

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- Students and parents must promptly inform the Upward Bound office of any change of address or telephone number so that communication is not disrupted.
- Failure to receive pertinent mail, phone, or text messages will not be accepted as a valid excuse for missing an activity for failing to comply with program requirements.
- As available, Upward Bound uses the following methods of communication:
 - Instagram: csusb_ub
 - Facebook: facebook.com/ubcsusb
 - Remind Text
 - Website: csusb.edu/UpwardBound
 - All-Call System
 - Email: upwardbound@csusb.edu
 - Postal Mail

GRADE CHECKS

Grade checks are used as a means to assess student performance and devise plans for improvement and/or intervention each grading period.

- All students must turn in a completed grade check weekly.
- Grade checks may be hard copies filled out by teachers or printed reports from the school records management website (i.e. AERIES)
- Additionally, UB staff will collect all poor work notices, quarter, and semester grades.

Note: Not turning in weekly grade checks may result in probation, possible suspension or termination.

Importantly, IEP's, are dependent upon information received therefore it is advantageous for each student to submit their progress report on a consistent basis.

COMMUNITY SERVICE

Students in the Upward Bound Program are responsible for completing a minimum of 25 hours of community service per year. Upward Bound will supply the student with a community service log that will be due by May 4, 2017. Please note that juniors and seniors must have their hours complete as indicated in the eligibility requirements to be eligible for the College Campus Tour, Senior Leadership Activity and Senior Stole. While Upward Bound may have additional community service opportunities available throughout the year, it will be the responsibility of each student to ensure that all required hours are completed.

TRANSPORTATION

Parent Driver: Parents are encouraged to drop off/pick up students from UB activities. Please be sure to pick up your student immediately following dismissal. Students who remain beyond a reasonable amount of time will need to be picked up from the University Police Station.

Bus Pass: Students requiring a bus pass must notify their coordinator at least a week in advance.

Student Driver: Only students with a valid California Driver's License (CDL) and proof of insurance will be allowed to drive themselves to UB activities. Additionally, a written consent signed by the parent must be on file. Please note all violations (traffic, parking and other) will be at the parent's expense. Any student violating this policy will be suspended from the Upward Bound program.

PLEASE NOTE THAT CSUSB CURRENTLY CHARGES \$6 A DAY FOR PARKING. ALL CHARGES AND VIOLATIONS ARE THE RESPONSIBILITY OF THE PARENTS AND STUDENTS.

UPWARD BOUND WILL NOT PAY FOR VIOLATIONS/CITATIONS.

PROGRAM TESTING

Upward Bound monitors progress towards high school graduation requirements and all test scores including SBAC, State Assessments and College Entrance Examinations.

High School Graduation Requirements

- To receive a high school diploma, students must fulfill state and district graduation requirements. State-mandated graduation course requirements (the state minimums) follow:
 - Three years of English
 - Two years of mathematics (including Algebra I)
 - Three years of social science (including U.S. history and geography; world history, culture, and geography; one semester of American government; and one semester of economics)
 - Two years of science (including biology and physical science)
 - Two years of physical education
 - One year of foreign language or visual and performing arts or commencing with the 2012–13 school year, career technical education. For purpose of satisfying the minimum course requirement, a course in American Sign Language shall be deemed a course in foreign language
- Students who successfully complete Algebra I in middle school must still complete a minimum of two years of mathematics in high school. Recognizing that these 13 courses of preparation are state minimum requirements, local school boards often set local graduation requirements that exceed the state-mandated requirements.

SBAC/Standardized Assessments/Exams:

- Students who take the SBAC must submit a copy of this score report to the Upward Bound Staff.
- Students are tested during their junior for proficiency in English and Mathematics.
- If, for any reason, a student did not take the SBAC Upward Bound needs to be informed.
- State Assessment/Standardized Tests scores are collected on an annual basis by Upward Bound and serve as an evaluation tool.

- Students who do not place as proficient or advanced in any subject may be required to attend additional tutoring and/or workshops in that subject.

College Entrance Examinations:

- All Upward Bound students are required to take the SAT or ACT.
- Score reports must be provided to the Upward Bound Office as soon as they become available.
- Scores from all EPT/ELM or other college proficiency assessments must be submitted to Upward Bound as soon as they become available.

SIGN IN/OUT PROCEDURES

Upward Bound students will be required to sign in and out at all UB sponsored activities using the laminated QR code (Figure 1.1). Students must bring their ID card to each UB activity, and may be marked absent if they forget to bring it.

On arrival, all students are responsible for locating a staff member. Using an accompanying application (Figure 1.2) on either an iPad or iPhone, the staff member will scan the QR code and effectively sign-in the student.

Please note that it is each student’s responsibility to sign out each time. Failure to sign out will count as an absence.

Figure 1.1



Figure 1.2



PROGRAM EXPECTATIONS

All Upward Bound participants are expected to meet the following program expectations:

- To abide fully by program policies and guidelines and to cooperate fully with all persons associated with the program.
- To participate regularly in the academic year and the summer program.

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- To enroll in high school coursework that will prepare them for post-secondary education.
- To demonstrate satisfactory academic performance in their classes by maintaining a C or better semester average in each class.
- To participate fully in the Upward Bound Program for the remainder of their high school education and to enroll in a post-secondary institution upon completion of high school.

SNACKS AND MEALS

The Upward Bound Program at California State University, San Bernardino is no longer participating in the USDA after school snack program, as the program has been discontinued. However, snacks and meals will continue to be provided to all eligible children free of charge during the academic year. When feasible, the Upward Bound Program will continue to provide snacks that meet the USDA snack pattern requirements.

Snacks:

Upward Bound will provide a snack to every student participating in tutoring on Mondays, Wednesday, and Thursdays. Snacks will be distributed between 4:00 and 6:00 PM.

Meals:

Upward Bound will provide lunch at each SAT U, and/or all meals when on field trips or on a UB sponsored activity.

Students with special diets (Vegetarian, etc.), must notify program staff to ensure that their diet is accommodated.

RESPECTFUL BEHAVIOR

Dress Code

Appropriate clothing is expected of students at all times. Clothing with suggestive, explicit, offensive, or obscene slogans; that advertise alcohol, drugs, weapons or tobacco; that inadequately cover the body; that exposes undergarments; or that is disruptive, disrespectful or distracting is not appropriate. Students choosing to violate the dress code will be subject to wear loaner clothes and/or be sent home and counted as an absence. Multiple offenses will result in further disciplinary action up to and including termination.

Dating

Dating between participants is strongly discouraged. Under no circumstances will the Upward Bound staff tolerate public displays of affection (hugging, kissing, holding hands, etc.), as this behavior interferes with a student's ability to stay focused on their classroom assignments and the program's goals and objectives.

Language

The use of profanity is prohibited on and off campus. Also, derogatory comments of any sort, including epithets, slurs and jokes will not be permitted and will result in disciplinary action.

Noise

At any time, excessive noise and other disruptive behaviors are not permitted in facilities (on or off campus including busses) in use by the Upward Bound Program.

Cell Phones

Cell phones and all other electronic devices are to be turned off during all class and group activities. Headphones should not be worn in class or group activities. Students who violate this standard will be given a warning. If the behavior continues the UB staff reserves the right to take the device until the end of the day. Multiple offenses will result in disciplinary action up to and including termination.

Conduct

It is expected that all staff members, students, and the campus community are treated with respect. Adhere to all standards of good moral conduct. Be polite to speakers and guest and attentive during all presentations, workshops, field trips and classes. Students must also be cooperative and polite with other persons brought into contact by the program, such as bus drivers, tour guides and museum docents.

Lost & Found

It is expected that all found items be turned into the Upward Bound office so that the owners may claim them. Items not claimed by the end of each week will be turned over to University Lost & Found at the police station.

EXPECTED BEHAVIOR

All Upward Bound staff persons, including instructors, have the duty to enforce all program rules, policies, and regulations as well as report negative behaviors. Every Upward Bound participant is expected to respect authority and to comply with their directives

- **SUPPLIES:** Students are expected to come prepared with paper and a writing utensil
 - Student should have assignments and textbooks at each tutoring session.
- **PROMPTNESS & ATTENDANCE**
 - Students are expected to be **ON TIME** for all sessions.
 - Students are to remain in their classes during the scheduled class time.
 - Students must complete any work missed for any reason.
 - It is the student's responsibility to ask about makeup work that is due and complete that work in a timely manner.
- **FOCUS IN CLASS:** Students are expected to be alert and awake during class time.
 - Sleeping or putting one's head down on the desk is not permitted.
 - Students are responsible for getting enough rest the night before class.
- **PARTICIPATION:**
 - Students are expected to cooperate fully with their teachers and take an active interest in class activities.
 - Students are to complete all in-class and out-of-class assignments made by their teachers **ON TIME**.
- **STUDENTS ARE TO REFRAIN FROM THE FOLLOWING TYPES OF BEHAVIOR**
 - Any behavior that interferes with the instructor's ability to conduct the class.
 - Any behavior that interferes with any student's ability to benefit from the instruction being provided.
 - Any behavior that has a negative impact on the overall learning environment.
 - Rude or disrespectful behavior.
 - Use of any electronic devices including iPods, laptops, cell phones and hand held games.
 - Earbuds and/or headphones may not be worn during class.
- **BEHAVIOR TOWARD STAFF**
 - Students will not argue, question or challenge staff, assignments or curriculum.
 - Students will show the utmost courtesy, respect, and attentiveness to the instructor and to any staff person, guest, or visitor who is present in the classroom.
- **DISRUPTIVE BEHAVIOR**
 - If a student's behavior is so disruptive that a staff member finds it necessary to send the student out of the class, the student will report to the Program Director or Coordinator.
 - Rude or disruptive behavior in the classroom is unacceptable and will not be tolerated.

RULES & REGULATIONS

The following expectations and guidelines represents non-negotiable norms of behavior for Upward Bound Program participants. Violation will result in immediate termination from the program and possible reporting to University Police:

1. The possession, presumed possession or use of alcohol, non-prescribed drugs, tobacco or weapons.
2. Sexual Activity
3. Theft or possession of stolen property
4. Any type of harassment (sexual, verbal and/or physical)
5. Vandalism
6. Wandering away from the UB group at any time (classroom, travel, dorm stay). Leaving the university or field trip grounds at any time without permission.
7. Fighting

General Conduct

Upward Bound requires proper conduct to be displayed at all times, especially on campus and at all project activities. Students are to show respect to all Upward Bound staff, speakers, and visitors. The appropriate disciplinary measure will be taken for any student who disrespect or violates program policies. Appropriate actions will be taken at the discretion of the Program Coordinator.

DISCIPLINARY POLICY

The Upward Bound Program Disciplinary Committee addresses student behavior in a way that is intended to be just, purposeful, and educational for the student who has violated the behavior expectations of the Upward Bound Program.

If a student chooses to violate Program Rules, he or she will be subject to the penalty imposed by the disciplinary committee. Members of the committee will be the Director, Coordinator and Link Crew Leader. Possible sanctions that could be imposed at the discretion of the disciplinary committee include:

- A warning
- An academic assignment, such as an essay
- Phone call to the student's parents and a referral will be given
- Meeting with program staff
- Meeting with non-program college staff, such as an officer of the Campus Police
- Custodial duties in one of the campus buildings. Loss of free time
- Loss of field trip privileges and/or other program opportunities
- Dismissal from the summer component and from Upward Bound

The Upward Bound rules have been created to ensure that this program functions effectively and efficiently. They are also designed to protect program participants and to keep them safe while participating in UB activities. We feel responsible for the safety of program participants and staff when the summer program is in session, and we take this responsibility very seriously.

Suspension

For the purposes of the Upward Bound Program, suspension means that a student may not attend any Upward Bound Program activities for a designated amount of time. The amount of time may vary according to the reason for suspension. The student is invited to continue their participation after the designated time and will be assigned a new program standing or be reinstated to the previous program status.

Termination

Termination from the program means that a student is no longer permitted to attend any program activities and all contact from the program will cease. The student will receive a termination letter and may be required to submit an exit interview form. If termination from the program happens during Summer University, the dismissed student is to bring all belonging to the Campus Police office and be picked up by a parent/guardian.

Appeals Process

A student may appeal the termination decision by writing an official request to the UB Director. The request will be reviewed by a panel of UB and non-UB staff and an appointment may be scheduled with all parties to discuss the basis for appeal.

PROGRAM STANDING

Preparing students for post-secondary education involves teaching self-discipline, self-motivation, and striving to achieve beyond required expectations. In our effort to impart these principles, this system merit was devised that intertwines the program's academic, behavioral, and participation requirements, giving participants the opportunity to become the person responsible for their academic progress.

The levels of Program Standing are Good Standing, Probation (Continuing/Re-entry) or Probation (New). Program standing will be assessed at the end of each semester (Fall/Spring/Summer).

It should be the goal of each Upward Bound Participant to earn the merit of Good Standing each semester. However, students who are on any level of Probation may be in a safe zone but should put forth their best effort to achieve Good Standing the following semester. Parents are asked to encourage and support their child's effort to meet program objectives.

GOOD STANDING

A student is considered in good standing if they meet the following criteria:

1. Completing at least 85% of requirements for each month.
2. Semester grades for each class is C or better
3. Abides fully with all the policies of the program
4. Cooperates fully with all persons associated with the program

PROBATION (NEW)

New participants are given a 60 days evaluation period during the academic year and a 10 day period over the summer. This allows new students adequate time to acclimate to the requirements of the program and the staff the opportunity to assess each student's academic readiness and overall performance. At the end of this probationary period, the student's standing is adjusted to the appropriate standing.

PROBATION (Continued/Re-entry)

Is assigned to any student who has been fully accepted into the program and fails to comply with any of the criteria set forth to be considered a student in good standing.

PROBATION PROCEDURES

Academic: Any student receiving a grade of 'D' or 'F' or an overall weighted GPA below 2.5 will be considered on academic probation. Grades will be evaluated every six weeks based on poor work notices, quarter grades, and semester grades. Students on academic probation will be required to meet with their program coordinator to develop an intervention plan which may include additional tutoring, supplemental assignments, or other activity seen fit by the Program Coordinator.

Participation: Students must maintain a minimum of 80% attendance rate at Upward Bound events/activities including:

1. Tutoring
2. Saturday University
3. Grade Checks
4. Other UB activities

Students who fall below the 80% participation rate will be placed on Participation probation and will be required to meet with their program coordinator to develop an intervention plan which may include additional tutoring, supplemental assignments, or other activity seen fit by the Program Coordinator.

Failure to meet the conditions of Academic and/or Participation probation may result in suspension and/or termination from the program.

EMERGENCY PROCEDURES

Emergencies

Emergencies can occur at any time with little or no warning. The safety of each student, employee, and visitor depends on how well individuals respond

Please follow these guidelines to report an emergency and obtain assistance, no matter your location on campus.

What to Do

1. **NOTIFY:** University Police- CALL 911 from any on-campus phone immediately. NOTE: 911 calls made from cellular phones are routed to the California Highway Patrol and then to the University Police
2. **COMPLY** with University Police: ALWAYS immediately follow all emergency instructions given by police or emergency personnel
3. **ASSIST OTHERS:** Always provide assistance to disabled persons in your vicinity
4. **BUILDING REENTRY: DO NOT RE-ENTER** any building until it is cleared by University Police, Facilities Services Personnel, or other emergency personnel.

Earthquakes

DUCK, COVER and HOLD

1. Stay in the building
2. DO NOT immediately evacuate during the earthquake
3. DUCK under a desk, table, doorways and similar places, or against a wall.
4. COVER the back of your neck with your hands.
5. HOLD on to the object. If it moves, move with it; stay put until the shaking stops.
6. Keep away from overhead fixtures, hanging plants, windows, filing cabinets, bookcases, and other furniture.
7. Assist and person with a physical disability in the area and find a safe place for both of you.

Evacuations

In the event of a fire alarm or other mandatory evacuation, please proceed to evacuation zones as instructed Upward Bound staff.

UPWARD BOUND STAFF

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[ACADEMIC YEAR 17-18]

UPWARD BOUND PROGRAM

**ACADEMIC CALENDAR
2017-2018**

August 2017							September 2017							October 2017						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	14	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

November 2017							December 2017							January 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													

February 2018							March 2018							April 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
				1	2	3					1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28				25	26	27	28	29	30		29	30					

May 2018							June 2018							July 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Office Closed/ Holidays/No Programming	Juniors College Campus Tour Rialto 3/20-3/22 SBCUSD 4/3-4/5
Tutoring	ACT/SAT Test Date
Saturday University (Sat U)	SBCUSD Graduation/RUSD Graduation
Summer University 2018 Orientation	Summer University 2018 Tentative Dates

Note: Calendar dates are subject to change.