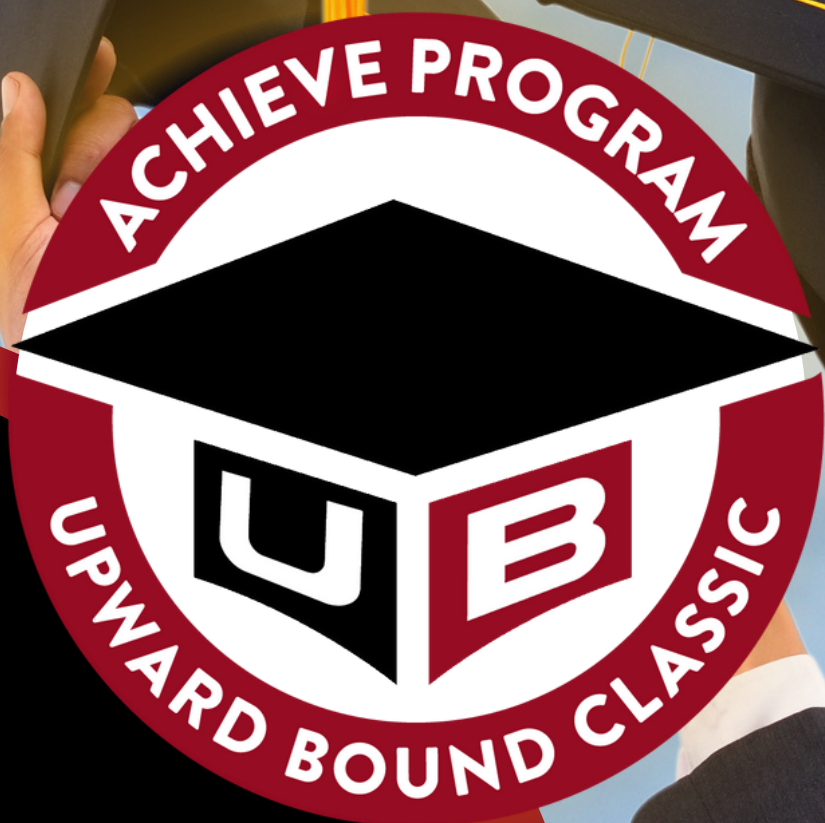


STUDENT & PARENT HANDBOOK

2023-2024

ACADEMIC & SUMMER
COMPONENT



WHAT IS UPWARD BOUND?

Upward Bound (**UB**) is a college preparatory program for high school students funded by the **U.S. Department of Education** and sponsored locally by the Greater Houston Community Partners of Innovative Schools. **UB** is specifically designed to generate the skills and motivation necessary for success in education beyond high school by providing college, career and financial aid awareness through tutorial services, workshops, and field trips.

WHAT DOES UB PROVIDE?

Academic Preparation for College:

- College preparatory, academic enrichment in math, science, English and foreign language
- Tutoring and homework help, as well as test preparation seminars during the academic year and summer session
- 5 – week Summer Session at Houston Community College – Missouri City Campus

Educational & Career Planning:

- Academic Advising
- College & Career Exploration
- College, Career, and Cultural Field Trips

College & Financial Aid Information:

- Individual Assistance with PSAT, SAT/ACT, and TSI registration applications & fee waivers
- Individual assistance with college admissions applications
- Individual assistance with scholarship & financial aid applications

WHO CAN JOIN UB?

Students meeting the following federal TRIO eligibility criteria may be considered for selection as Upward Bound participants:

- Students with an interest in attending college
- Qualify as *Low Income and/or Potential First-Generation Student* (neither parent has received a 4-year degree)
- Demonstrate an academic need
- Commit to remain in UB until high school graduation.

Academic Component

UB Academic Component

The UB Academic Component is held during the months of August through May each school year. The UB staff meets with participants in individual/group sessions to provide college, career, and financial aid information as well as educational and cultural field trips. UB participants are also required to participate in our Saturday sessions. Additionally, UB students who receive a **"78" or below** in any math, science, English or foreign language class at the end of any third, sixth and/or nine-week grading period must attend mandatory tutoring sessions held before and/or after school, and utilize PhotoStudy for homework help, as prescribed by their assigned program advisor.

UB Academic Component Schedule

The UB office will be available Monday – Friday 7:30 a.m. – 4:30 p.m., for students and parents/guardians, as well as personal counseling and academic advising.

Academic Component Field Trips & Activities

Field trips and other activities have been arranged to expose participants to local colleges, career sites and community service opportunities. **All students are required to participate in all scheduled activities and field trips.** All rules governing student behavior apply during field trips and activities. When touring a career or college facility, students must maintain a respectful attitude toward our hosts. As their guests, we wish to leave them with a good impression. Therefore, students will not be allowed to use cell phones, ear pods, or portable video game systems during any of the field trips (except on the bus) and are not allowed to leave the group at any time. All meals will be provided.

Students who miss class time due to a scheduled UB field trip are responsible for any missed in-class assignments, quizzes, tests and/or homework given by teachers.

Academic Component Transportation

Students participating in field trips will be transported by one of the following:

1. FBISD School Bus Transportation- roundtrip from the high school to field trip destination;
2. Contract charter buses; and/or
3. UB staff.

Academic Component Parent/Student Drop Off & Pick Up Policy

Times and dates will be distributed as far in advance as possible. Students must arrive at their school no later than 15 minutes before the designated departure time. Parents are encouraged to chaperone. Times for returning from field trips will be given in advance so parents are asked to pick up students on time. The UB program will not assume responsibility for students who are not picked up on time. The UB staff must have written permission from a student's parent/legal guardian if someone other than the parent/legal guardian will be picking up the student and transporting him/her off campus. The UB staff must also be notified if students use public transportation.

Academic Component- Leaving the Campus

Leaving the campus or the premises of an off-campus activity for **ANY** unauthorized or non-approved reason is strictly forbidden.

Visitor Policy

In order to maintain the safety and security of students, no outside guests are allowed to visit students during UB programming hours. Parents and guardians are welcome and allowed to visit students at any time.

Academic Component-Illness or Injury

Students must call their **UB program advisor at 713-482-1840** by 8:00 a.m. if they are ill and will not be attending tutorials, Saturday session, or field trip for that day. Additionally, a written note explaining your absence and signed by parent/legal guardian must be submitted to the UB staff upon your return.

If at any time while on a field trip, a student feels sick or has an injury, he/she must notify a UB staff member immediately. Parents/legal guardians will be notified immediately should something major occur and treatment administered at a local hospital is needed. Please note that UB has copies of all the medical release forms signed by all parents/legal guardians to cover these situations.

Academic Component-Stipends

UB students will receive their stipends in January, June, and end of summer program (July) based upon their individual academic progress and good behavior. Student stipends may be held as a security deposit for any school damages. In case of any damage, an assessment will be made and the student and/or family shall make payment to cover assessed damages. Please note that this stipend amount may also be reduced due to poor behavior and/or excessive absences or tardiness.

Attendance Policy

The time students spend in classes, tutorials, workshops, and field trips is extremely important. Thus, students will be disciplined if they miss any scheduled activity. Therefore:

Four (4) days of unexcused absences will result in a student being dismissed from the UB Program.

Three (3) days of unexcused absences will result in a student not attending the one-week summer trip.

Two (2) days of unexcused absences is considered grounds for students to be placed on probation for the remainder of the year.

Tardy Policy

Students are expected to attend all assigned activities on time and throughout the duration of the five - week summer session. Cutting tutorials or classes will be considered grounds for immediate suspension from the program. Therefore:

Three (3) unexcused tardies will equal one (1) class unexcused absence and result in a stipend reduction.

Academic Component-What to Bring

All students must bring the following items to:

Saturday Workshops

1. UB Notebook/Binder
2. Writing utensils
3. Any required documents requested by your program advisor

College Tours/Cultural Trips

1. UB backpack
2. UB t-shirt (must be worn)

Student Behavior & Conduct

As students selected for participation in the UB Program, you are held to a high standard. Many people associated with the ACHIEVE Program and your high school, as well as members of the community, are very interested in our program. As a result, they frequently observe our activities and classes. It is very important to remember that your actions affect the entire UB family. By accepting a place here with us, you have accepted the responsibility of maintaining our good reputation.

Some of the general conduct standards of the UB Program are listed on the following pages. Appropriate disciplinary action and parental notification will be the consequences of any infraction of these rules.

- Dishonesty (stealing, lying, etc.) will not be tolerated. Please treat others and their property with respect. Violations of this rule will result in immediate disciplinary action.
- Profanity is **not acceptable**. To avoid offending anyone, refrain from using profane language.
- Alcoholic beverages, illegal drugs, tobacco products and cigarettes are not permitted at any time. Anyone who is caught under the influence or in possession of these will be dismissed from the program immediately and parents will be notified.

Annual Banquet

Students will be recognized for their achievements at the UB Annual Banquet. More details will be provided later.

Student Behavior & Conduct, continued

- Any type of sexual activity is inappropriate. Violation of this rule will result in immediate dismissal from the program. Parents will be notified immediately.
- Public displays of affection (PDA) will not be permitted! DO NOT make a public display of your affections for someone else. If such displays are made, the offending parties will be expelled.
- Students are not allowed in motor vehicles other than those with a staff member unless the Director has received permission from parents. In an emergency, it may be appropriate for a specified staff member to have a student in their personal car.
- Students may not return home with friends and/or relatives during regularly scheduled UB hours.
- Students are to arrive promptly to participate in all scheduled activities and are to stay until the activity is over. Attendance will be taken at each activity.
- Possession of weapons (guns, knives, karate weapons, etc.) or fireworks is not permitted. If these are found in a student's possession, they will be confiscated and turned over to the proper authorities and immediate dismissal will occur.
- Practical jokes and/or pranks are not appropriate behavior at any time.
- Students will be held responsible for damage to furniture, fixtures, college/university classrooms, equipment, computers, etc.
- Fighting and failure to follow staff instructions are not allowed at any time.

Grounds for Immediate Program Dismissal

All UB students shall be subject to disciplinary actions that may eventually include dismissal from the program. The following actions are grounds for immediate program expulsion without warning:

- 1) Causing, or threatening physical injury to another person, whether a fellow UB student, staff member, or other outside person
- 2) Possessions of any type of lethal weapon, fireworks, matches/lighters, illegal drugs, drug paraphernalia, cigarettes, tobacco products or alcohol
- 3) Sexual activity or misconduct of any kind
- 4) Stealing, extortion, or causing intentional destruction of the school or university property or facilities, or the personal property of another person
- 5) Disrupting program activities or defying the authority of any UB staff member.

Summer Session Handbook

UB Summer Session

The summer session of UB consists of five-weeks, in May/June through July, and is held on the Houston Community College – Missouri City campus. During this phase, UB students are responsible for arriving on-time daily and are enrolled in college preparatory courses developed to improve their academic skills. Students also participate in various social, cultural, and educational events.

UB Summer Session Days & Times

The 5-week **mandatory** summer session will begin on **Tuesday, May 28, 2023**, and end on **Friday, June 28, 2023**.

The one-week summer trip will be open **only** to participants who have successfully fulfilled their UB commitment during the academic component and summer session. Our travel dates are **Monday, July 1, 2023 – Friday, July 5, 2023 (tentatively scheduled)**.

Tentative Summer Session Daily Schedule

Students must arrive at Houston Community College – Missouri City by 7:45 a.m., Monday – Friday.

Monday – Thursday Schedule

7:30 a.m. – 8:00 a.m.	Breakfast/Celebration
8:00 a.m. – 8:55 a.m.	Academic Course
9:00 a.m. – 9:55 a.m.	Academic Course
10:00 a.m. – 10:55 a.m.	Academic Course
11:00 a.m. – 11:55 a.m.	Academic Enrichment (Research/Service-Learning/Leadership Development Academic Enrichment, mentoring, career development, computer training, health/wellness)
12:00 p.m. – 1:00 p.m.	Lunch & Social

Friday Schedule

8:00 a.m. – 8:30 a.m.	Student Pick-up (HCC Missouri City)
8:30 a.m. – 12:30 p.m.	Departure to field trip or service-learning project
12:30 p.m. – 1:00 p.m.	Student Drop-off (HCC Missouri City)

Summer Session Field Trips & Activities

Friday field trips and other activities have been arranged to expose participants to colleges, career sites and community service opportunities. **All students are required to participate in all scheduled Friday activities and field trips.**

All rules governing student behavior apply during field trips and activities. When touring a career or college facility, students must maintain a respectful attitude toward our hosts. As their guests, we wish to leave them with a good impression. Therefore, students will not be allowed to use ear pods, cell phones, or portable video game systems during any of the field trips (except on the bus) and are not allowed to leave the group at any time.

All **CONTINUING** and **ELIGIBLE** students that successfully complete the six-week summer component will be eligible to attend the end of year trip.

To be eligible for the trip, a student must: **1) Have no more than 3 Unexcused (without notice or approval) absences during the summer component, 2) Receive no stipend reductions during the summer component, and 3) Made a 80 or higher in all summer classes.**

Meals

All UB students will receive a free breakfast and lunch every day. UB students are expected to arrive on time.

Transportation

Students attending the mandatory 5-week summer session will be provided with the following two transportation options:

1. Transportation will be provided by the UB Program for all summer travel.
2. Bus Passes (if needed)

Summer Session Parent/Student Drop Off & Pick Up Policy

Buses will pick up and drop off students at HCC Missouri City Campus on Fridays for all field trips during the summer programming.

The UB program will not assume responsibility for students who are not picked up on time. The UB staff must have written permission from a student's parent/legal guardian if someone other than the parent/legal guardian will be picking up the student and transporting him/her off campus.

Summer Session-Leaving the Campus

Leaving the Houston Community College Missouri City Campus or the premises of an off-campus activity for **ANY** unauthorized or non-approved reason is strictly forbidden.

Summer Session- Illness or Injury

Students must call a **UB staff member at 713-482-1840** by 8:00 a.m. if their student is ill and will not be attending classes that day. Additionally, a written note explaining your absence and signed by parent/legal guardian must be submitted to the UB staff upon your return. A parent/guardian must call the **UB Director at 713-482-1840** if their student will be absent for more than one day.

If, at any time while on the campus of Houston Community College, a student feels sick or has an injury, he/she must contact a UB staff member immediately. Parents/legal guardians will be notified immediately should something major occur and treatment administered at a local hospital. Please note that UB has copies of all the medical release forms signed by all parents/legal guardians to cover these situations.

Summer Session-Stipends

UB students will receive their stipend at the end of the 5-week summer session based upon their individual academic progress and good behavior. Student stipends may be held as a security deposit for any school damages. In case of any damage, an assessment will be made and the student and/or family shall make payment to cover assessed damages. Please note that this stipend amount may also be reduced due to poor behavior and/or excessive absences or tardiness.

Summer Session-What to Bring

All students must bring the following class items (provided by UB and distributed on the first day of the summer session) in a backpack each day of the summer session:

- 1.) Binder
- 2.) Notebook Paper
- 3.) Pens/Pencils

What NOT To Bring

Do not bring: Any items that are expensive or of value.

Summer Session- What to Wear - Dress Code Requirements

Our appearance reflects the entire Upward Bound Program and we want that reflection to be a positive one. Therefore, the following items of clothing are deemed acceptable:

- Sensible shoes like tennis shoes (no house shoes or flip flops)
- Well-fitting tops, blouses, shirts, and t-shirts (no tank tops girls or boys)
- Well-fitting jeans with a belt, pants, and shorts (no biker shorts or short shorts)
- **UB t-shirts MUST be worn during field trips.**

Students who do not meet the dress code requirements **will** be sent home to change; additionally, the student will receive point deductions for improper attire. This will affect the student's ability to participate in the one-week summer trip.

What Not to Wear

Short shorts, leggings, spandex, sleepwear, torn clothing, and biker shorts are **not appropriate** for either males or females.

Shirts, hats, or other articles of clothing with profanity, other inappropriate word/phrases, or drugs/drug paraphernalia printed on them **are not permitted.**

- No caps.
- No midriff, low-cut, or tank tops.
- For fieldtrips, no open toe or heel shoes (unless formal event).

Girls:

Shorts and skirts must reach fingertips when standing. All shirts must have a minimum of 2-inch straps on both sides of shirt (no spaghetti straps). Crop tops, halter-tops, tube tops, see-through clothing, "daisy dukes", short skirts, along with any other revealing apparel is **not** appropriate. **You will not be allowed to attend the activity and your absence will be unexcused.**

Boys:

Muscle shirts and saggy jeans/shorts are **not** appropriate. **You will not be allowed to attend the activity and your absence will be unexcused.**

Again, students that show up wearing any of the above-mentioned items of inappropriate clothing **will be sent home and their absence will be unexcused.**

Electronic Device Policy

Ear pods and portable video game systems are allowed to be operated **ONLY** at breakfast, lunch or while on the bus. These items are not permitted for use during classes, guest speaker sessions, general assemblies, field trips (except on the bus), and dismissal times.

Failure of students to adhere to this policy will result in the following:

Items will be confiscated and not returned to the student until the end of the day. After the third offense, participants will receive a stipend reduction and/or disqualification to attend the week-long trip.

Summer Session-UB RULES & REGULATIONS

All participants **MUST** follow all rules and regulations. Violations may result in a reduction in stipend and/or dismissal from the UB Program.

1. Everyone is to be present at all classes, workshops, and field trips **ON TIME**.
2. You may not leave HCC Missouri City campus. If you must leave the campus for any reason, a note from your parent/guardian is required.
3. You are to leave campus by 3:30 p.m. unless other arrangements have been made and discussed with UB staff.
4. No alcoholic beverages permitted. Smoking is not permitted.
5. **Visitors are NOT allowed.** Parents are welcome at any time.
6. Dress appropriately according to the Dress Code Requirements.
7. **UB t-shirts MUST be worn at all times during field trips.**
8. Proper conduct (in and out of class!!) is required at all times. This includes no running in the halls, loud noises, excessive talking, or congregating in unauthorized areas. Regular college classes will be going on. Be considerate!!!
9. Eat all meals in the designated areas of HCC. No food or drinks are allowed at any time in the computer labs.
10. Restrooms are to be left clean--no paper on floor or other trashing.
11. Pick up ALL trash.

REMEMBER: BE SAFE BE COURTEOUS NO HORSEPLAY

We hope the UB Program will be exciting and fun. Thank you for conducting yourself in a way that will allow everyone to have a great experience.

Important Phone Numbers

Dr. Lawrence Williams	UB Director	Office: 713-482-1840
		Cell: 832-498-9914

Angela Lundy-Jackson	UB Program Advisor	Office: 713-482-1840
		Cell: 832-549-0168

FORMS

**UPWARD BOUND
ACADEMIC COMPONENT 2023-2023
STUDENT AGREEMENT**

The UB Program is committed to maintaining standards of excellence. We must ensure that all UB students are safe and have an environment that allows each one to do his or her best. Therefore, we require that all students and their parents understand and agree to these rules before we finalize a student's admission. Remember, though our program standards are high, they are very attainable.

IMPORTANT: Be certain you and your parent(s) or guardian(s) read this **STUDENT AGREEMENT** very carefully! Think about each item before you sign the Student Pledge. Initial each one to show you understand and agree to follow it. Thank you for your cooperation!

ATTENDANCE

_____ I am aware that daily attendance is MANDATORY.

_____ I understand that I may be dismissed from Upward Bound:

- After the fourth unexcused absence.
- If I am late or leave early more than five times.
- Inappropriately clothing outside of the Dress Code Requirements.
- Causing or threatening physical injury to another person.
- Disrupting program activities or defying UB staff.
- Possession of any type of lethal weapon or illegal drugs.
- Stealing or causing intentional destruction to personal/school property.
- Sexual activity or misconduct of any kind.

If I am late or leave early more than five times:

_____ I understand that, for an absence to be considered "excused"

- The Director must approve the absence.
- Absence must be approved in advance, except in an emergency.
- UB must receive a note signed by a parent/guardian or doctor.
- The absence must be for a family illness or emergency only.

_____ I understand that I must be on time and attend all scheduled activities including tutorials, workshops, and field trips.

BEHAVIOR

_____ I agree to follow the UB Standards of Conduct -- to be courteous, respectful and committed to learning.

_____ I will not bring lighters, firecrackers, knives, or weapons of any type to any UB Program site.

_____ I will not chew gum or tobacco or have any food or drinks in any of the classrooms, labs, libraries, etc. I will be responsible for any damage I may cause.

_____ I agree to wear only modest, safe, and appropriate clothing and to follow the Dress Code Policy for the UB Program.

_____ I agree to follow all additional rules set by UB.

STUDENT PLEDGE

I will do my best to attend UB Program as scheduled. I have read and understand the requirements for UB students, particularly those on attendance, dress code, and behavior. I promise to abide by these policies and all UB rules.

Student Signature

Date

Student ID Number

PARENT/GUARDIAN CONSENT

I approve of my child's participation in UB. I understand this involves a commitment of attendance for the academic year. I have read and understand the requirements for UB students, that excused absences are given for illness and family emergencies only. I will ensure that my child will comply with these policies and all UB rules.

Parent/Guardian Signature

Date

Daytime Phone

**UPWARD BOUND
SUMMER SESSION 2023-2024
STUDENT AGREEMENT**

The UB Program is committed to maintaining standards of excellence. We must ensure that all UB students are safe and have an environment that allows each one to do his or her best. Therefore, we require that all students and their parents understand and agree to these rules before we finalize a student's admission. Remember, though our program standards are high, they are very attainable.

IMPORTANT: Be certain you and your parents or guardian read this **STUDENT AGREEMENT** very carefully! Think about each item before you sign the Student Pledge. Initial each one to show you understand and agree to follow it. Thank you for your cooperation!

ATTENDANCE

_____ I am aware that attendance is required for all scheduled activities.

_____ I understand that I may be dismissed from UB for:

- four (4) unexcused absences.
- causing or threatening physical injury to another person.
- possession of any type of lethal weapon or illegal drugs.
- stealing or causing intentional destruction to personal/school property.
- sexual activity or misconduct of any kind.
- if I am late or leave early more than five times.
- inappropriate clothing outside of the Dress Code Requirements.
- disrupting program activities or defying UB staff.

If I am late or leave early more than five times:

_____ I understand that, for an absence to be considered "excused"

- The Director must approve the absence.
- Absence must be approved in advance, except in an emergency.
- UB must receive a note signed by a parent/guardian or doctor.
- The absence must be for a family illness or emergency only.

_____ I understand that I must be on time and attend all classes, labs, roll calls, etc. I know I must stay with my assigned group and follow my assigned schedule at all times.

_____ I understand that I must attend the summer program to be eligible to attend the one-week summer trip.

BEHAVIOR

_____ I agree to follow the UB Standards of Conduct -- to be courteous, respectful and committed to learning.

_____ I will not bring lighters, firecrackers, knives, or weapons of any type to any UB Program site.

_____ I will not chew gum or tobacco or have any food or drinks in any of the classrooms, labs, libraries, etc. I will be responsible for any damage I may cause.

_____ I agree to wear only modest, safe, and appropriate clothing and to follow the Dress Code Policy for the UB Program.

_____ I agree to follow all additional rules set by UB.

To be completed by SENIORS:

_____ I agree to complete the annual UB Follow-Up Survey for graduates. (This is a short questionnaire to check on each student’s academic progress. It is used for research on the impact of UB).

STUDENT PLEDGE

I will do my best to attend UB as scheduled. I have read and understand the requirements for UB students, particularly those on attendance, dress code, and behavior. I promise to abide by these policies and all UB rules.

_____ Student Signature

_____ Date

_____ Student ID Number

PARENT/GUARDIAN CONSENT

I approve of my child's participation in UB. I understand this involves a commitment to attendance for six weeks in the summer. I have read and understand the requirements for UB students, that excused absences are given for illness and family emergencies only. I will ensure that my child will comply with these policies and all UB rules.

_____ Parent/Guardian Signature

_____ Date

_____ Daytime Phone