

**TRIO Programs:
Serving Students Since 1965**

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

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 as 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.

Upward Bound at Salem International University is a TRIO program funded in the yearly amount of \$416,000 by a grant from the United States Department of Education.

TRIO
UPWARD BOUND



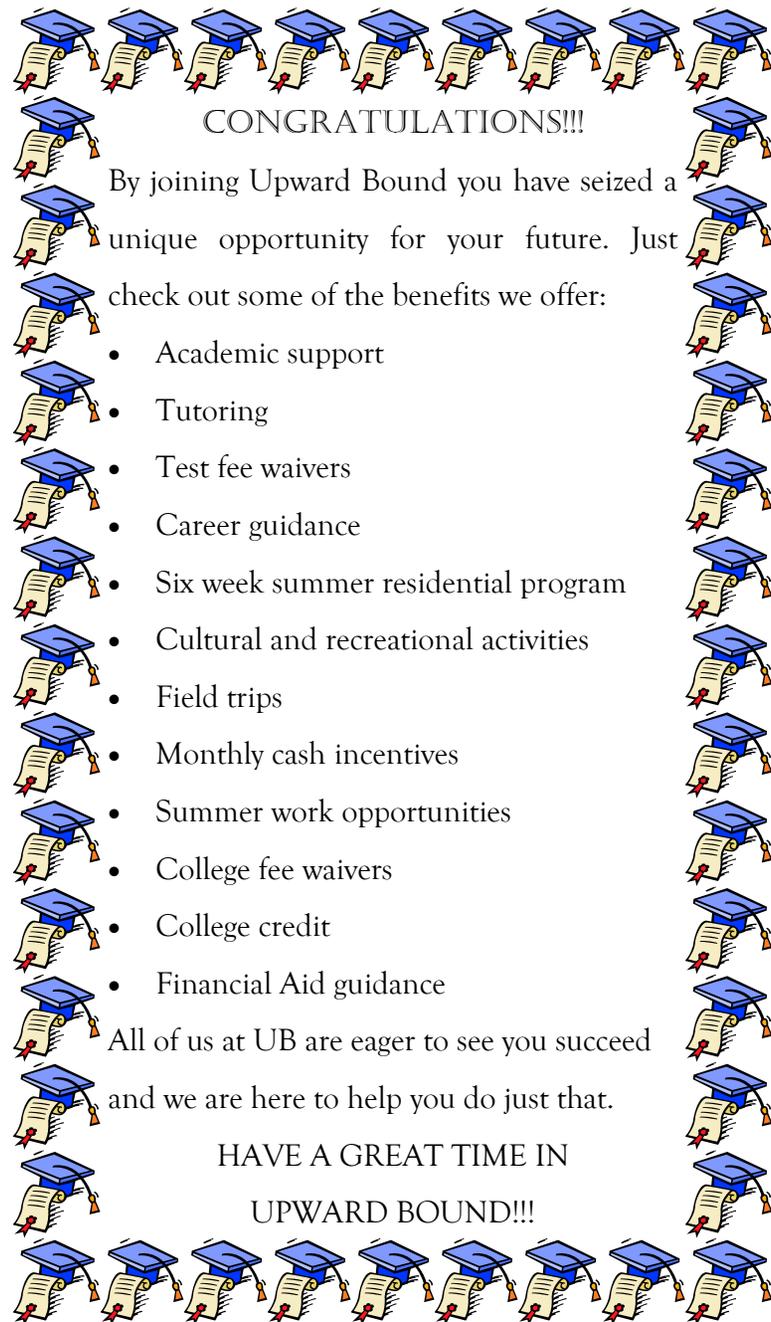
UPWARD BOUND

STUDENT HANDBOOK 2016-2017 ACADEMIC YEAR



UPWARD BOUND PROGRAM
SALEM INTERNATIONAL UNIVERSITY
SALEM, WEST VIRGINIA 26426
Phone (304) 326-1261
Phone (877) 391-0029
Cell (304) 672-9107
Fax (304) 782-4882
www.upwardboundsalem.com

The Upward Bound Program at Salem International University provides equal opportunities to all prospective and current members without regard to race, gender, religion, national origin, sexual orientation, or handicap.



CONGRATULATIONS!!!

By joining Upward Bound you have seized a unique opportunity for your future. Just check out some of the benefits we offer:

- Academic support
- Tutoring
- Test fee waivers
- Career guidance
- Six week summer residential program
- Cultural and recreational activities
- Field trips
- Monthly cash incentives
- Summer work opportunities
- College fee waivers
- College credit
- Financial Aid guidance

All of us at UB are eager to see you succeed and we are here to help you do just that.

**HAVE A GREAT TIME IN
UPWARD BOUND!!!**

**CALENDAR OF SATURDAY SESSIONS
2016-2017**

September	17	January	21
October	15	February	18
November	19	March	Sr. Trip
December	17	April	22
		May	20

**IN-SCHOOL CONTACTS
2016-2017**

Michael Lemley	Buckhannon-Upshur High School
Mona Mayle	Doddridge County High School
Jessica Ashcraft	Liberty High School
Danny Sharp	Lincoln High School
Greg Der	Ritchie County High School
Rudy Durci	Robert C. Byrd High School
Raelyn Michael	South Harrison High School
Mary Ross	Webster County High School

LAPTOPS

In order to provide its participants with increased access to computers and computer resources, Upward Bound has provided some target schools with one to two laptop computers. The laptops are equipped with a modem for internet access and a free dial-up account to an internet service provider (all users should check with their phone company regarding charges to their service).

In-School Contacts coordinate the laptop borrowing program at every school.

Parents of participants must give written permission before a participant is eligible to borrow the laptop. The participant must also undergo training with a member of the Upward Bound staff before they can borrow the laptop.

SPECIAL ACCOMODATIONS

Upward Bound provides reasonable accommodations for its participants. Students needing special academic or physical accommodations need to make a request to the director and submit all necessary documentation.

SUMMARY

This program works. When the staff, the students and their parents work together, success is the norm. Just like the saying goes, "You can't spell SUCCESS without "U" (you)." In addition, there cannot be Upward Bound without you, either.

CONTENTS

Introduction	4
Student Rights and Responsibilities	5
Due Process	6
Your Responsibilities	7
Periodic Review	7
Saturday Sessions	8
Expectations for Saturday Sessions	8
After School Sessions	9
Expectations for After School Sessions	10
Stipends and Grade Money	11
Grade Point Average	12
New Student Probation Period	12
Tutoring	13
Counseling	13
Laptops	14
Special Accommodations	14
Summary	14
Calendar of Saturday Sessions	15
In-School Contacts	15



INTRODUCTION

Welcome! As an Upward Bound member you have accepted a valuable opportunity. The staff is looking forward to working with you.

The staff is always searching for students who are interested and qualified to become new Upward Bound members. If you know students who would benefit from the program, please encourage them to apply.

The goal of Upward Bound is to provide academic motivation and assistance to qualified high school students seeking to enroll and be successful in college. This handbook describes your rights and responsibilities in the Upward Bound program. The academic year component of Upward Bound is a supplement to your high school program. Upward Bound provides support through counseling, academic assistance, and individualized plans for development.

When you make a commitment to join Upward Bound, you are also making a commitment to your local high school program and to yourself. In return, the Upward Bound program agrees to provide you with services which will enhance your efforts in achieving the above goals. The services offered are 1) group meetings at each high school 2) Saturday Sessions 3) a monthly stipend 4) academic assistance 5) counseling 6) cultural activities and 7) a six week Academic Summer Residential Program.

Upward Bound pledges much effort and many resources to help you reach your goals. There are many rewards for those who actively participate in the program. Upward Bound expects that you will make full use of the services and will work diligently throughout

TUTORING

The goals and purposes of tutoring are more than just to give immediate and specific advice in the subject. Tutoring is designed to teach study skills, improve performance in specific subjects, reduce anxiety, and to overcome personal blocks to learning.

Students in need of tutoring are required to utilize the existing tutoring programs at their schools. If additional tutoring is needed, Upward Bound will provide students access to tutoring programs and paying for individual tutoring. Tutoring will be provided at our target schools during After School Sessions. Tutoring may also take place during Saturday Sessions and at other times and places to meet the convenience of the student and tutor.

Individual program-paid tutoring sessions maybe limited to two hours per meeting and no more than four hours per week, pending student needs. A student receiving tutoring services must attend regularly to continue receiving this service.

COUNSELING

An Upward Bound staff member will visit each school weekly to follow up with students and to provide academic, career, financial aid, and personal counseling, as needed. Counseling may be arranged at other times as needed. All sessions will be strictly confidential. Confidentiality is not binding in cases that suggest that the individual or others may be in danger or may have been harmed.

The Upward Bound counselor will develop an individualized Student Progress Report with each student, including periodic review times. The staff can be especially helpful for seniors in the process of applying to college and seeking financial aid, for juniors in preparing for the ACT, and for all students in career planning, scheduling of rigorous high school classes, and with personal or family problems.

Due to variations from county to county and school to school, students may ask for a more detailed explanation for their individual situation. Students are required to meet all deadlines set by the Upward Bound office to complete tasks necessary for successful participation in the program (ACT registration, college application, financial aid application, etc.). Stipends will be held, reduced, or lost if tasks are not completed. The staff will review special cases individually, should a student request an extension/change of the deadline.

ATTENTION NEW STUDENTS

New students must attend at least one (1) After-School Session each month of their first two months and at least one Saturday Session. No stipends earned will be distributed until the student has completed the 60 day trial period.

GRADE POINT AVERAGE (GPA)

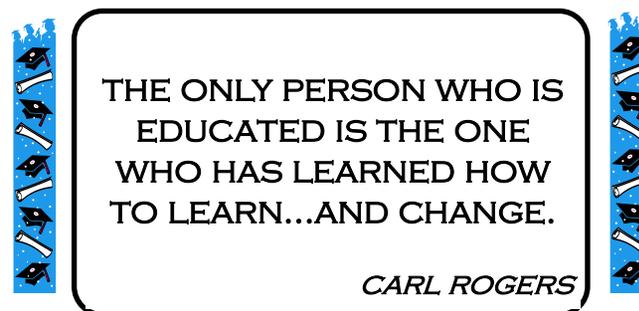
High school grades are a very important factor influencing the amount of financial aid that a college student may get, and their acceptance to their desired college. Most scholarships have a grade point requirement that needs to be earned for eligibility. In general, the higher the GPA, the better the financial aid package. For this reason, Upward Bound students are encouraged to have at least a 2.5 GPA by the end of the first semester of their senior year in high school. The Upward Bound program will provide guidance, tutoring, and support to help its students reach this goal.

the year to strive for the best academic performance. This means seeking help when you are not succeeding on your own. Being a member of Upward Bound allows certain privileges but carries certain responsibilities, too. The Upward Bound staff welcomes a partnership with you where you work as hard as we do for your success. Let's strive together to make this the very best academic experience ever.



STUDENT RIGHTS AND RESPONSIBILITIES

Students are entitled to certain rights while involved in any activity sponsored by Upward Bound. These include, but are not limited to: 1) the right to utilize the services provided by Upward Bound and the facilities provided by Salem International University 2) the right to be treated with respect 3) the right to receive services in a safe and healthy environment 4) the right to confidentiality in personal counseling sessions with Upward Bound staff (confidentiality is not binding in cases that suggest that the individual or others may be in danger or may have been harmed), and 5) the right to an individualized plan with periodic reviews.



STIPENDS AND GRADE MONEY

If at any moment a student feels that their rights are not being respected by another student or by a staff member associated with Upward Bound, the student should feel free to take the following steps:

- At the school: report the incident to the Upward Bound counselor. If the student feels that they cannot report the incident to the Upward Bound counselor, they can report the incident to the In-School Contact, or directly to another Upward Bound staff member by calling (304) 326-1261 or (877) 391-0029 (toll free).

DUE PROCESS

Any student that has violated Upward Bound policies or that is facing disciplinary action by the Upward Bound program can expect the following:

- Investigation of the violation or misconduct and evidence gathering.
- An opportunity to defend themselves.
- A judicial process fitting to the accusation.
- Continuation of being treated with respect, a safe and healthy environment, and confidentiality.



We offer stipend money to students for the following reasons: (1) to help defray the costs of attending high school including clothing, supplies, extracurricular activities, etc., (2) to provide a reward for responsible effort and behavior, (3) to promote money management skills, and (4) to serve as a motivation for participation in program activities.

Participation Stipends

Monthly stipends of \$15.00 are based on participation in program activities. Students must fully attend and participate in at least one After School and Saturday Session each month in order to earn their stipend. Once a student has completed their Probationary Period (see p. 12), they may miss two Saturday Sessions with consequence, And their stipend check will be mailed to them.

Academic Stipends

Academic stipends are given each grading period and are based on a student's grades on their report card. Students must earn a C or higher in ALL college preparation courses (Math, Science, English, History, Foreign Language) in order to earn the stipend. If a student earns a D or F in one of these classes, they have the opportunity to earn back the stipend money they lost if they are able to bring their grade up to C or higher during the next grading period (within the same semester). Students can earn up to \$125.00 in academic stipend money per semester. For an individualized explanation, students should talk to their Upward Bound Counselor.



Expectations for After School Sessions

1. Full participation in the After School Sessions includes, but is not limited to:
 - Showing up on time with homework material.
 - Staying for the full length of the session
 - Participating in all lessons and activities
 - Displaying mature and respectful behavior
2. Students' scheduling conflicts and other commitments are not considered excuses for lack of participation. New students must attend at least one each month for the first two months.
3. A student may choose not to participate in the After School Sessions with the understanding that they will not receive a participation stipend and that continued lack of participation may result in a reevaluation of their status in the program.
4. Students are expected to display mature, courteous and respectful behavior at the After School Sessions.
5. Snacks are provided for all participants. If a student wants seconds they will have to wait until everybody else has had their snack.
6. Students may not bring a guest without prior approval. After School Sessions are planned to provide services and activities for participating members only.

**IT IS IN FACT A PART OF THE FUNCTION OF
EDUCATION TO HELP US ESCAPE, NOT
FROM OUR OWN TIME—FOR WE ARE
BOUND BY THAT—BUT FROM THE
INTELLECTUAL AND EMOTIONAL
LIMITATIONS OF OUR TIME.**

T. S. ELIOT

YOUR RESPONSIBILITIES

1. To meet with the Upward Bound staff during their visits to your high school.
2. Attend all required programs. (Sat. Sessions, After Schools, Tutoring, etc). The Summer Program is a requirement to remain in the Upward Bound Program.
3. Successfully complete the 60 day probationary period.
4. Work to the best of your abilities to achieve your highest possible academic performance.
5. Follow guidelines of appropriate behavior similar to those at your high school and those reflected in the handbook.
6. Complete all required paperwork and activities (forms, assessments, etc.).
7. Keep the office informed of any changes in address, telephone number or academic status.
8. Follow through with goals and objectives of your Upward Bound Student Progress Report.

Periodic Review

A periodic review of your performance and participation will be conducted to determine what action, if any, should be taken if your behavior, participation or performance deviates from expectations in this handbook. Counseling will be the preferred method of dealing with such matters, however, Upward Bound reserves the right to impose warnings, individual contracting, probation, suspension, or expulsion.

If any student is unable to participate in their regular high school program due to illness, suspension, or other reasons, they are not eligible to participate in Upward Bound activities during that time.



SATURDAY SESSIONS

1. Saturday Sessions are held once a month, usually on the Salem International University campus.
2. They provide a designated time for presenting educational programs such as career fairs, special workshops, and academic enhancement.
3. They furnish an opportunity to meet in small groups for special services and information.
4. They enable students to maintain a connection to the larger group and its goals.
Transportation to Saturday Sessions is provided. The transportation schedule for each date will appear in the newsletter or will be provided to each student in their Orientation Packet. The meetings usually run from 10:00 AM until 2:30 PM. Lunch is provided.

Expectations for Saturday Sessions

1. Attendance is expected of all students. Absences should be reported in advance to assist in planning. New students must attend at least one Saturday Session in their first 60 days.
2. Students should use the transportation provided. This is more efficient and safer. Students not using the transportation provided are required to arrive on time and to submit a note from their parent/guardian authorizing other transportation plans prior to or upon arrival at the Saturday Session.
3. Students are expected to stay the full day on Saturdays, unless otherwise approved by the Upward Bound staff. If a student must miss part of the session, a note of authorization from parent/guardian is required. Students should leave campus when planned activities end.

4. Conduct their behavior appropriately during and actively participating in the workshops, academic activities, training, off campus visits and guest speakers.
5. While at Salem International University on Saturdays all students are to remain in the upper circle of academic buildings and not to visit the university residence halls or go to downtown Salem.
6. The following regulations apply: Smoking, tobacco products and electronic/vapor devices are prohibited in all university buildings and vehicles. Students will be held financially liable for any damages incurred. Public displays of affection are considered inappropriate during Upward Bound activities. Drug or alcohol use, sexual activity, and violence will not be tolerated.
7. Students may not bring guests without prior approval. Saturday Sessions are planned to provide services and activities for participating members only.

AFTER SCHOOL SESSIONS

1. After School Sessions are offered twice a month at every target school. Full participation is required at least once each month.
2. They provide a designated time for academic support (homework, tutoring, ACT prep) and enrichment programs (relationships, leadership, character, etc.).
3. They enable students to meet and interact with other Upward Bound students, the Upward Bound Counselor, and with the In-School Contact.
4. Students are responsible for arranging their own transportation on the days of the After School Sessions.