

**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 University is a TRIO program funded in the yearly amount of \$442,000 by a grant from the United States Department of Education.

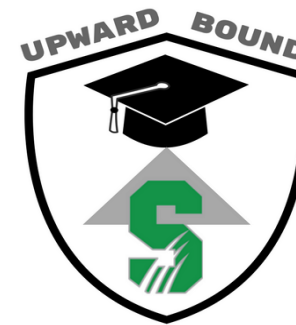


www.upwardboundsalem.com

UPWARD BOUND

STUDENT HANDBOOK

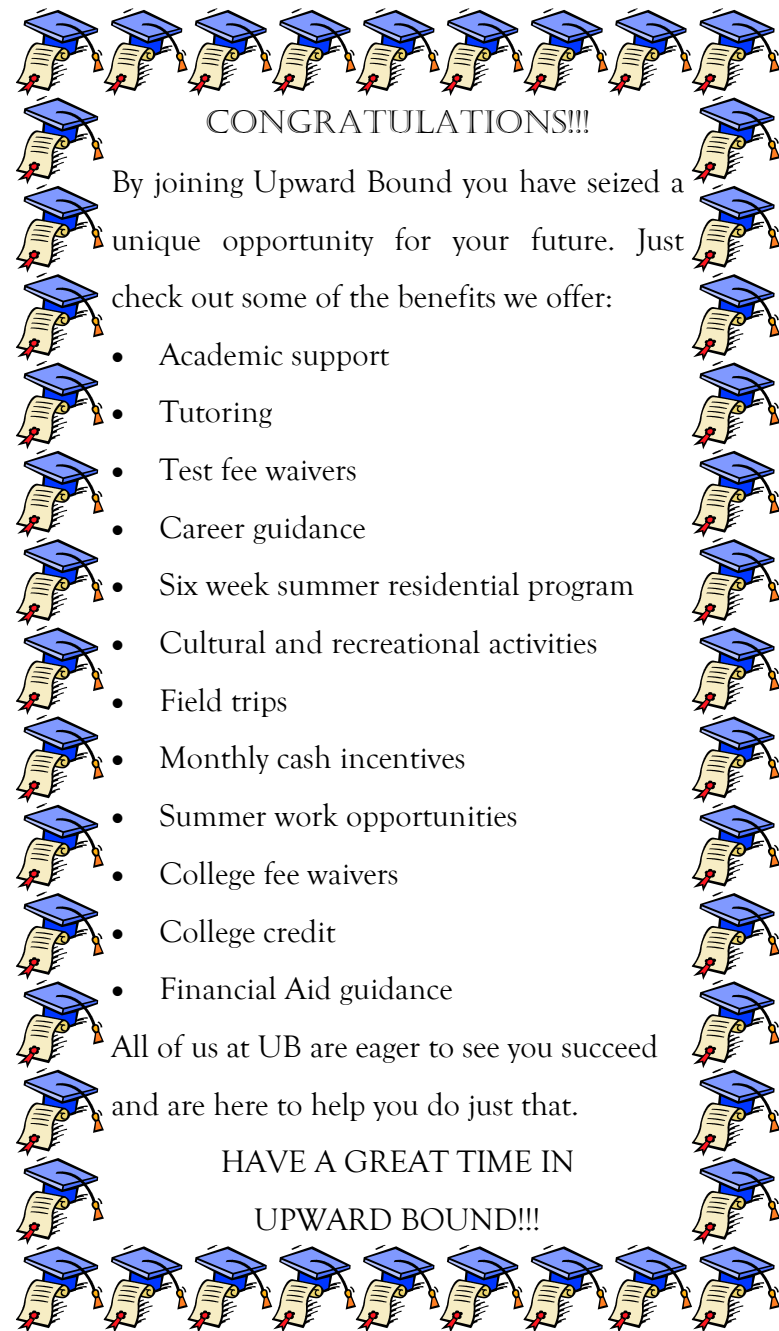
2019-2020 ACADEMIC YEAR



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

2019-2020



CALENDAR OF SATURDAY SESSIONS

2019-2020

		January	18
September	21	February	15
October	19	March	20, 21 & 22 Sr. Trip
November	16	April	11
December	14	May	9

IN-SCHOOL CONTACTS

2019-2020

Michael Lemley	Buckhannon-Upshur High School
Mona Mayle	Doddridge County High School
Diana Minutelli	Liberty High School
Danny Sharp	Lincoln High School
Greg Der	Ritchie County High School
Jennifer Cook	Robert C. Byrd High School
Raelynn Michael	South Harrison High School
John Mundy	Webster County High School

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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.

LAPTOPS

In order to provide its participants with increased access to computers and computer resources, Upward Bound can provide computers when requested. The laptops are equipped with a Wi-Fi capability or modem for internet access.

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.



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THE TWO BASIC PROCESSES
OF EDUCATION ARE
KNOWING AND VALUING.



INTRODUCTION

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

The staff are 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 the year to strive for the best academic performance possible.



of their senior year in high school. The Upward Bound program will provide guidance, tutoring, and support to help its students reach this goal.

PEER 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 may be 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

in ALL college preparation courses (Math, Science, English, History, and 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 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.

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



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 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.

If 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).



SAFETY AND SOCIAL CONCERNS WHILE PARTICIPATING IN UPWARD BOUND

1. Tobacco— Salem University attempts to maintain a smoke-free campus.” Smoking/chewing is prohibited in ALL buildings, property and University vehicles. This includes electronic/vapor smoking devices.
2. Fire Equipment—Tampering with the fire equipment and the sounding of false alarms are prohibited by state law and by the University. Disiplinary action will be taken by the appropriate agency.
3. Vandalism—Damage to or destruction of property is wasteful and disrespectful. Students will be held financially liable for any damage for which they are responsible. Students and their peers may be assessed for damages when no one is identified as responsible for damages in a community area. Additional consequences may be imposed.
4. Firecrackers and Fireworks— The use of any type of firecrackers and/or fireworks are prohibited. Students involved in setting off firecrackers and/or fireworks will be subject to immediate suspension or expulsion.
5. Weapons and Firearms— No student is permitted to keep weapons on his/her person at any time. Students in possession of firearms or weapons will be subject to immediate suspension or expulsion.
6. Bomb Threats—A student involved in false information concerning a bomb will be subject to immediate suspension or expulsion, state prosecution, and Salem International University disciplinary action in any case where University buildings or facilities are involved.
7. Personal Threats/Assaults— It is expected that any personal differences will be handled in a mature fashion. The staff is available to mediate any disputes. Any student involved in any form of violence or threatened violence against a student or staff member will be subject to immediate suspension or expulsion.



2. Students' scheduling conflicts and other commitments are not considered excuses for lack of participation.
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.



STIPENDS AND GRADE MONEY

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 without 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

5. 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. Drugs or alcohol use, sexual activity, and violence will not be tolerated
6. 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.

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



8. Theft— Other people's property is to be respected at all times. Students involved in attempted or actual theft of property while participating in Upward Bound will be subject to immediate suspension or expulsion
9. Alcohol—NO Alcoholic beverages are to be used by Upward Bound students. Use and/or misconduct resulting from use of alcohol will constitute reason for disciplinary action by Upward Bound. Students involved in the use or possession of alcoholic beverages will be subject to immediate suspension or expulsion.
10. Drugs—Use of controlled substances without medical prescription and without physician's supervision is prohibited. Use, possession, or the distribution of any drug or controlled substance is subject to federal and state prosecution as well as immediate suspension or expulsion.
11. Sex—All sexual activity is prohibited while participating in Upward Bound activities and is a direct violation of the purpose and goals of Upward Bound and of the social contract between students and the Upward Bound Program. Public display of affection is inappropriate and will be grounds for disciplinary action. Romantic relationships between Upward Bound students and Salem University students are strictly forbidden. Violations of this category are subject to immediate suspension or expulsion.

All violations that may result in suspension will be followed up by negotiations and counseling for re-admission.

DUE PROCESS

Any student who has violated Upward Bound policies or 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.

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 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.
5. Transportation to Saturday Session 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 10AM until 2:30PM. 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 and actively participate in the workshops, academic activities, training, off campus visits and guest speakers.