

# **TRIO-UPWARD BOUND**

## **STUDENT AND PARENT HANDBOOK**



Upward Bound Staff:

**Program Coordinator and Student Support Specialist**

David Czarnecki [czarnecki@ltcc.edu](mailto:czarnecki@ltcc.edu)

**Instructional Specialist**

Nicole Robinson [nmrobinson@ltcc.edu](mailto:nmrobinson@ltcc.edu)

**TRiO Programs Director**

Jonathan King [jking@ltcc.edu](mailto:jking@ltcc.edu)

**TABLE OF CONTENTS**

General Program Information.....	3
Office Contact Information	
Mission Statement	
Program Policies.....	4
Program Services.....	4
Academic Planning and Advising	
College Exploration	
Career Exploration	
Summer Program	
Tutoring and Academic Support	
Post-Secondary Test Preparation	
Post-Secondary Tracking	
Guidelines for Addressing Disruptive Behavior.....	9
Field Trip Protocol.....	9
Staff Decision-Making Process.....	10
Parental Concern/Complaint Procedures.....	10
Student Eligibility and Probationary Process.....	10
Ways in Which Parents can Support Their Students.....	11
Ways UB can Help Support Parents.....	11
Appendix .....	12

## **General Program Information**

Phone: (530) 541-4111 ext. 1845

Website: <http://www.ltcc.edu/campusresources/upward-bound.php>

Office Location:

South Tahoe High School, Room A-4  
1735 Lake Tahoe Blvd, South Lake Tahoe, CA

## **MISSION STATEMENT**

Upward Bound (UB) is a federally funded program designed to develop the skills necessary for success in post-secondary education. The program at Lake Tahoe Community College provides sixty high school students, representing diverse cultural, social, and economic backgrounds, with the following:

- The opportunity to experience academic and personal growth through intellectual challenge.
- The opportunity to explore career options and college majors by visiting both corporations and university campuses.
- The opportunity to develop self-management and leadership skills.
- The chance to attend cultural and recreational activities.
- Assistance in college admissions, financial aid, scholarship, and standardized test preparation processes.
- A safe environment where fun and interactive learning is encouraged through a rich academic curriculum including activities that are challenging, exciting, and engaging.
- Students and staff are asked to be creative, listen attentively, become actively involved, be sensitive to differences in others, and promote life-long learning.

## **UB PROGRAM POLICIES**

All students enrolled in UB have made a commitment to cooperate with other students and staff and participate fully in classes and activities. In order for quality teaching, learning, and social interactions to occur, a positive attitude, respect and consideration for others must be present.

## **Student Expectations for UB Participation**

It is my educational goal to graduate from high school and enter an institution of higher learning.

The UB program is a way to help me reach my educational goal. In order to gain full benefits from this program, I understand and agree to the following expectations:

- Attend regularly and consistently throughout both the school year and the Summer program.
- Have an open mind with a positive attitude toward tutoring, classes, workshops, and recreational and cultural activities.
- Give honest feedback to UB staff, teachers, and tutors.
- Follow through with appointments, projects, and commitments.
- Show respect for others and their property.
- Practice tolerance and cooperation when interacting with others in academic and social activities.

## **UB SERVICES**

### **Academic Planning / Advising**

Each UB Student will have a minimum of two meetings each term with our Instructional Specialist. The purpose of the advising meeting is to evaluate student progress. Current and future course selection will be discussed along with student's career goals, grades, cumulative GPA and strategies to improve grade point average. Advisors will also discuss progress in current courses and collaborate with students in determining tutorial needs for each course.

### **College Exploration**

Students are required to attend college fairs and field trips as part of their participation in UB. Check the bulletin board next to room A4 or check in with UB staff for upcoming college visits. Students are expected to learn about careers through workshops, guest speakers, and career visits. Students will learn the correlation between various majors and career paths and ways to identify the best-fit career based on their strengths and interests.

### **Summer Program**

The six week long summer program is required of all UB students, unless the student is participating in an alternate summer program. Summer Academy provides students with rigorous yet innovative classes that prepare them for the coming school year. It is designed to enrich our students' high school curriculum and help prepare them for college.



Along with academic classes, students participate in cultural/educational activities and field trips throughout the summer.

### Daily Schedule

Summer Academy Schedule	
<b>Dates for upcoming Summer Academy</b> JUNE 25- AUGUST 2	<b>Tentative Daily Schedule:</b>
<b>College Tour:</b> CSU Stanislaus, UC Merced, UC Santa Barbara, Cal Poly SLO, CSU Channel Islands.	Town Hall, 10:00 AM – 10:55 AM
<b>Schedule will vary based on activity.</b>	1 <sup>st</sup> Period, 11:00 AM – 12:00 PM
	<b>Lunch, 12:00PM– 12:45 PM</b> <b>(provided)</b>
	2 <sup>nd</sup> Period, 12:45 PM – 1:45 PM
	3 <sup>rd</sup> Period, 1:55 PM – 2:55 PM
	4 <sup>th</sup> Period, 3:00 PM-4:30 PM (if scheduled)

### Grading Policy

In order to measure student progress, we give the students a report card at the end of the program for which they may receive up to 10 units of elective credit at South Tahoe High School.

All instructors are required to adhere to our grading policy.

- A** Outstanding work
- B** Good work
- C** Average progress
- CR** Class grading option for CR/NC courses and for students who have passed the class and earned credit.
- NC** Student did not pass the class because of too many absences and/or low academic performance.

Attendance is integral to the program. Students with **more than 3 excused or unexcused absences** receive a Credit or No Credit; **they are not eligible for either a letter grade or elective credit.**

Please note the distinguishing criteria between a Credit and No Credit:

**\*Credit** – Student has more than 3 absences but satisfactorily completed missing assignments.

**\*No Credit** – Low academic performance and/or student has more than 3 absences and did not satisfactorily complete missing assignments.

### **Tutoring & Academic Support**

UB students have access to tutors four days a week. Based on GPA and academic performance, students will be advised to come to tutoring on a weekly basis.

Tutoring Days: Monday-Thursday

Hours: Lunch (12:37-1:15pm) and after school (2:40-4:30pm)

Location: Room A-4

Tutoring Policies:

The goal of the tutoring program is to assist students with their academics. To better facilitate learning, the tutoring atmosphere must be one in which all students can excel. In order to accomplish this goal, the following tutor room policies have been established.

1. Upon arrival to tutoring, each student will sign a Tutoring Record Sheet and inform the tutors what subject area(s) you need assistance with.
2. While in the tutor room, you are expected to do your homework, use the tutoring services, refrain from disruptive behavior, and seek help when needed.
3. Be sure to bring all books and materials necessary for tutoring. Be sure to bring old tests and papers so that you may review them with a tutor.
4. Be aware that all cell phones must be turned to “vibrate”, and iPods and mp3 players must be turned off while you are in the tutoring room.
5. Snacks: UB provides snacks for the after school tutoring program and students are welcome to them as long as they are actively working on homework, projects, etc.

Tutoring Documentation:

It is the student’s responsibility to have the tutor(s) with whom you have worked document your session by signing the Tutoring Record Sheet. The tutor room is for academic use only. Those students not actively working with a tutor or completing homework will be asked to leave.

How to Use Tutors:

**ALWAYS REMEMBER TO BRING COURSE TEXTBOOKS**

1. Review key terms, concepts, and vocabulary (especially in foreign languages)
2. Review specific homework assignments
3. Show your syllabus to a tutor; make study plans for the week, month, or semester
4. Review material on previous and upcoming tests and quizzes
5. Have the tutors review essays and papers for content and grammar
6. Review grammar principles
7. Practice solving math and science problems

8. Review essay and multiple-choice test-taking skills
9. Review notes regularly

### **Post-Secondary Testing Information**

1. PSAT: We recommend that all Juniors take the PSAT in October. The PSAT primarily consists of old SAT tests, and taking the test can qualify students for scholarships.
2. SAT: We recommend that students take the SAT at least two times, usually in the Spring of their junior year and the Fall of their senior year. Vocabulary development is essential to performing well on the Verbal SAT. UB offers ongoing SAT/ACT preparation courses throughout the year and during the Saturday and Summer Academies. UB can provide students with only two SAT fee waivers; others must be obtained from high school counselors. Students must attend at least four of our test prep courses in order to be eligible for a fee waiver.
3. ACT: UB can offer one fee waiver for students taking the ACT. UB will offer ACT preparation courses during the months leading up to ACT test dates.

### **Post-Secondary Tracking Information**

UB programs are mandated by the U.S. Department of Education to track student performance throughout college. To do this, we use an online database from the National Student Clearinghouse. This service gives access to TRIO programs to track students in the various colleges across the country. Using the student's social security number, we are able to provide to the Department of Education hard documentation of our students' success.

### **Guidelines for Addressing Negative or Disruptive Speech and Behavior**

The following behavior will warrant review of a student's eligibility and status of the program by UB Staff:

- Being under the influence of drugs or alcohol.
- Being in possession of drugs, alcohol, or weapons.
- Extreme verbal or physical harassment of others.
- Willful destruction and/or theft of property.
- Problematic speech (i.e., insults, constant interruption of others, put downs, etc.) or disrespectful behavior.

## **Field Trip Protocol**

### Notification of Field Trips

Throughout the year, UB will notify students through a variety of media, including: flyers, e-mail, Facebook, phone calls, and meetings.

### Signing up for Field Trips

For the most part, students are welcome to sign-up for events in the UB classroom where we post sign-up sheets. These sign-up sheets are also made available at mandatory meetings during lunch, and the staff will often reserve spots for students whom they deem well suited for a particular event.

### Student Eligibility for Field Trips

Eligibility for trips is most often dictated by the student's academic performance. If a student has a D or an F on their transcript and they have not made up the class with a C or better, they are not 4-year school eligible and therefore, are not eligible for our trips. The flyers and other media we create advertising an event will list eligibility criteria.

Students must also be in "good standing" by either having a minimum 2.25 cumulative GPA, or by demonstrating consistent attendance in tutoring in efforts to raise their GPA.

### No-show Policy

If a student cannot attend an event, we ask for a 24 hour notice, so that we may make that spot available to another person. If a student continually signs-up for an event and does not attend that event, nor does the student inform our office of their absence, then we reserve the right not to allow the student to attend trips out of town or to attend overnight visitations.

### Parents may be called under these circumstances:

#### a) Classroom Behavior

1. Rude behavior will be dealt with by the instructor in the classroom
2. Expulsion from classroom will result in a phone call and referral form

#### b) Academic Performance

1. GPA or specific grade/course concerns UB staff may have
2. Low class attendance and or lack of participation in UB activities

### c) Health Reasons

1. Required hospital care
2. Not eating on an extended field trip or at UB Summer Academy
3. Any physical injury (ie. sprained ankle, burns, bee stings).
4. Giving OTC medication (Advil, Benadryl, Tylenol, etc.)

### d) Student Behavior on Field Trips

1. Fighting
2. Swearing or rude interpersonal behavior to other students or staff
3. Sexual or inappropriate touching behavior of other students or staff
4. Disobeying any rules or guidelines established for any trip
5. Alcohol or drug use
6. Theft from any merchant, staff, or fellow Upward Bound students.

### **Staff Decision-Making Process**

#### 1. Student Contracts

Advisors will be responsible for all contracts created with students. If students do not fulfill their contracts, the advisor will determine whether to revise the contract, or transfer the student to a different TRiO program, or exit the student from the program. Appeals can be made by parents by setting up a joint meeting involving the UB Staff, the student, and parents.

#### 2. Student behavior on field trips or during other UB sponsored activities

Staff will hold a short behavioral review session and obtain all information prior to deciding to send a student home from a field trip. The decision will be made by at least two staff members present on the trip. Parents/Family will be called immediately with the decision and they will be informed how to pick up their child and when to attend a follow-up meeting addressing the concerns.

### **Parental Concern/Complaint Procedure**

1. We recommend that you speak first with the UB staff primarily involved with the issue or incident to work towards a resolution.

2. If you and the staff cannot come up with a satisfactory resolution, you should then make an appointment to speak with the Director, Jonathan King (530) 541-4660 ext. 751.

## **UB Eligibility and Probationary Process**

Students who enter the UB program are admitted for a 60-day probationary period where we assess their participation in the program and their eagerness to attend UB sponsored events. Since the program only serves 60 students each year, we need to take these measures to ensure our participants are committed and will participate in our services.

If students do not meet the UB expectations (listed below in the Student Agreement) during the first term of their acceptance into the program, they will be placed on a participation contract.

If participants pass the initial probationary period of 60 days, but later fail to show at UB activities, a probationary letter will be sent home to the parents, identifying the issues and proposing a set of expectations the student will need to meet in order to remain in the program. If the conditions of the participation contract are not fulfilled, we will remove the student from the UB program and may offer to transfer the student to the TRiO- ETS program.

### **Ways in Which Parents Can Support Their Student's Education:**

- ✓ Become familiar with your student's class schedule, teachers, and attendance.
- ✓ Support and encourage participation in UB activities
- ✓ Review homework completion on a daily basis (Parents don't have to understand the course content to ensure that homework is completed).
- ✓ Communicate questions, concerns, etc. to the UB Coordinators.
- ✓ Encourage as much reading as possible. Visit the library or attend community events such as the Writer's Series hosted by Lake Tahoe Community College.
- ✓ Attend UB parent workshops or other family events
- ✓ Meet with your student and UB staff once per term.

### **Ways in Which UB Can Support Parents:**

- ✓ Inform parents about UB events.
- ✓ Communicate with parents about student participation in UB activities, especially the tutorial program.
- ✓ Invite parents to participate in and assist with events and activities.
- ✓ Encourage parents to continue their education by taking classes.
- ✓ Ask parents for suggestions for improving UB curriculum and activities.
- ✓ Invite Parents to Financial Aid and other College Readiness workshops to provide information on the upcoming processes and changes involved with college admissions.

# APPENDIX

Access to School Records Form.....	12
Student Agreement.....	13
Parent Agreement.....	14
Activity and Medical Release Form.....	15

Student Name: \_\_\_\_\_  
(First) (Last)

### TRANSCRIPT AND OTHER ACADEMIC RECORDS WAIVER

#### Transcript and Other Academic Records Waiver

I hereby **authorize** my student's school(s) to provide Lake Tahoe Community College's Upward Bound Program and Lake Tahoe Community College **access to copies of my student's academic records** for the duration of the program and through completion of post-secondary education. I understand that these records will be kept confidential and will be used to follow my student's educational progress or to determine when extra scholastic services are needed on his/her behalf.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

---

#### SUMMARY

#### Parent/Guardian

I understand that by signing this document, I am authorizing the above-mentioned student to participate in the Upward Bound Program at Lake Tahoe Community College, if selected. I also authorize the Upward Bound Program to have access to my student's academic records. **I understand my son/daughter is making a commitment to participate in all Upward Bound Program activities and to pursue the appropriate high school college preparatory classes necessary to enroll in a four-year college or university.** Before my student is accepted into the Upward Bound Program, I agree to submit my current year's income tax or other income verification. I understand that my student will not be considered for acceptance into the Upward Bound Program if I fail to submit all required documents and signatures.

I certify that all the information on this application is complete and accurate to the best of my knowledge.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Student

I understand that I am making a commitment to fully participate in all Upward Bound Program activities and to pursue the appropriate high school college preparatory classes necessary for my enrollment into a four-year college or university.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Upward Bound Student Agreement

---

Please read carefully and initial all:

\_\_\_ I will work hard to make progress toward my educational goals

\_\_\_ I am committed to graduating with a high school diploma

\_\_\_ I am committed to the following UB activities:

I will enroll in courses that are required for admission to college

I will work to maintain a GPA of 2.5 or greater

I will apply for college during my senior year (with the assistance of UB)

I will apply for financial aid by the spring of my senior year (with the assistance of UB)

I will enroll in college the semester after I graduate from high school

I will meet with an UB tutor and or meet with UB staff as advised

I will do everything possible to attend the Summer Academy  
(5 weeks of instruction, 1 week residential campus visit)

I will attend the Saturday Academy that meets twice a month  
(either at LTCC or in the community)

\_\_\_ I understand that if I do not meet these requirements, I may no longer be eligible to participate in Upward Bound.

\_\_\_ I understand that Upward Bound is a long-term program and that I will participate in the program until I graduate from high school.

**I understand this agreement and my responsibilities. I understand that it is an honor and a privilege to be a part of Upward Bound, and I will use the support Upward Bound offers to reach my goals.**

---

Student Printed Name

Student Signature

Date

---

Upward Bound Staff Signature

Date

## Upward Bound Parent Agreement

---

Please read carefully and initial all:

- ☐ I will support my student's transportation needs to and from events and workshops (Bus fare is available through the UB program)
- ☐ I will attend parent workshops hosted by UB
- ☐ I will contact UB staff if my student cannot attend scheduled field trips or events
- ☐ I will support the educational goals of my student
- ☐ I will contact UB staff when I have questions about my student's academic performance or participation in the program
- ☐ I understand UB is a long-term program and that my student will be a participant until he/she graduates from high school
- ☐ I understand that if my student does not participate in UB activities and services, they may be removed from the program

**I understand this agreement and my responsibilities. I understand that it is an honor and a privilege to be a part of Upward Bound and will encourage my student to take full advantage of the program's services.**

---

Parent Printed Name	Parent Signature	Date
---------------------	------------------	------

---

Upward Bound Staff Signature	Date
------------------------------	------

## Activity and Medical Release

(The following information is necessary to provide appropriate medical services)

<b>Student Information</b>	Name (Last, First, MI) _____ SSN: _____ Date of Birth: _____ Gender (circle one) F or M Age: _____  Home Address: _____ Phone Number(____) _____ Number and Street: _____ City, State, Zip Code: _____
<b>Personal Medical History</b>	Have you Ever Been Diagnosed by a Medical Doctor or Counselor with Any of the Following Conditions? (Mark 'Y') <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Alcohol/Drug Addiction</div> <div style="width: 33%;"><input type="checkbox"/> Asthma</div> <div style="width: 33%;"><input type="checkbox"/> Diabetes</div> <div style="width: 33%;"><input type="checkbox"/> Thyroid</div> <div style="width: 33%;"><input type="checkbox"/> Hayfever</div> <div style="width: 33%;"><input type="checkbox"/> Heart Disease</div> <div style="width: 33%;"><input type="checkbox"/> Hepatitis</div> <div style="width: 33%;"><input type="checkbox"/> High Blood Pressure</div> <div style="width: 33%;"><input type="checkbox"/> Kidney Disease</div> <div style="width: 33%;"><input type="checkbox"/> Female Problems</div> <div style="width: 33%;"><input type="checkbox"/> Migraines</div> <div style="width: 33%;"><input type="checkbox"/> Seizures</div> <div style="width: 33%;"><input type="checkbox"/> Pneumonia</div> <div style="width: 33%;"><input type="checkbox"/> Emotional/Behavioral Disorders</div> <div style="width: 33%;"><input type="checkbox"/> Tuberculosis</div> <div style="width: 33%;"><input type="checkbox"/> Ulcers</div> <div style="width: 33%;"><input type="checkbox"/> Diabetes</div> <div style="width: 33%;"><input type="checkbox"/> Eating Disorder</div> </div>
<b>Disabilities</b>	Do You Have any of the Following Disabilities? (Mark 'Y') <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Amputation or Permanent Impairment</div> <div style="width: 50%;"><input type="checkbox"/> Hearing Impairment</div> <div style="width: 50%;"><input type="checkbox"/> Speech or Voice Impairment</div> <div style="width: 50%;"><input type="checkbox"/> Vision. If so, is it corrected? _____</div> <div style="width: 50%;"><input type="checkbox"/> Permanently confined to wheelchair</div> <div style="width: 50%;"><input type="checkbox"/> Learning Disability _____</div> <div style="width: 50%;"><input type="checkbox"/> Other. Specify _____</div> </div>
<b>Allergies</b>	Are you Allergic to any Serum, Drug or Medicine (penicillin, antitoxin, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify _____ Do you Have any Other Allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Specify _____
<b>In Case of Emergency</b>	<b>Parent's or Guardian's Information</b> Name: _____ Hm. Ph.(____) _____ Wrk. Ph.(____) _____ Place of Work: _____  <b>Emergency Contact (In case parent or guardian cannot be reached)</b> Name: _____ Phone: _____ Relation to you: _____
<b>Family Physician</b>	Doctor's Name: _____ Phone:(____) _____ Address: _____ Preferred Emergency Center: _____
<b>Health Insurance</b>	Name of Insurance Company: _____ Policy Number: _____ Expiration Date: _____

I hereby give my permission for my child, \_\_\_\_\_ to participate in all Lake Tahoe Community College Upward Bound activities, trips and events. I further give my child to receive necessary medical and or psychological attention if the need arises; such need shall be at the discretion of the medical provider on duty and or the Upward Bound employee supervising or coordinating the activity, trip, or event.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## ***Moving Upward from Altitude***



UBers at the Keep Tahoe Red, White and Blue Clean up, Summer Academy 2019



UBers building and forging metal coat racks, Summer Academy 2019



UBers on an overnight backpacking trip to Round Lake, Summer Academy 2019



Ubers at UC Irvine, Summer College Tour 2019