University of North Georgia
Upward Bound Programs
Student Handbook
2022 – 2023

University of North Georgia
Upward Bound Programs
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Letter from UB Project Director

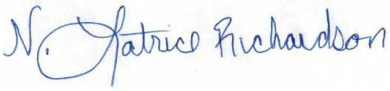
Dear Upward Bound Family:

On behalf of the University of North Georgia and the Upward Bound Programs administration, faculty and staff, I would like to thank you for taking the time to read this manual. This guide includes information on the Program's policies, procedures, and services.

Polices in this manual reflect Upward Bound's mission to provide high-quality service and meet the college preparatory needs for our scholars. This manual also serves as a contract between the Upward Bound Programs and participants/parents.

It is my hope that you find the manual transparent and easy to follow as you navigate through the Upward Bound Program experience. The UNG UB Programs are committed to ensuring student success in the global community and workforce by providing young scholars with the knowledge, skills, and disposition needed to gain admission to college and earn a college degree.

Best Regards,



N. Latrice Richardson, Ed.D
UB Project Director

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University of North Georgia Upward Bound
Vision & Mission Statement

Vision. Upward Bound's vision is to empower independent thinking scholar who are prepared to leverage their academic capabilities and social networks to transform their educational outcomes and uplift their communities. We value education, growth, and integrity as crucial components in meeting the challenges and high expectations of the 21st century.

Mission. The Upward Bound programs at the University of North Georgia endeavors to create a learning and social environment for underrepresented students that leads to the attainment of a postsecondary degree, followed by gainful employment, and full participation in global citizenship.

Upward Bound: A Federal Program

The TRIO programs were the first national college access and retention programs to address the serious social and cultural barriers to education in America. (Previously only college financing had been on policymakers' radar.) TRIO began as part of President Lyndon B. Johnson's War on Poverty. The Educational Opportunity Act of 1964 established an experimental program known as **Upward Bound**. Then, in 1965, the Higher Education Act created **Talent Search**. Finally, another program, Special Services for Disadvantaged Students (later known as **Student Support Services**), was launched in 1968. Together, this "trio" of federally-funded programs encouraged access to higher education for low-income students. By 1998, the TRIO programs had become a vital pipeline to opportunity, serving traditional students, displaced workers, and veterans. The original three programs had grown to nine, adding Educational Opportunity Centers and Veterans Upward Bound in 1972, Training Program for Federal TRIO programs in 1976, the Ronald E. McNair Post-baccalaureate Achievement Program in 1986, Upward Bound Math/Science in 1990, and the TRIO Dissemination Partnership in 1998.

In 2017, the University of North Georgia was awarded two UB grants to serve 120 students at two high schools: Johnson High School (Gainesville, GA) and Gilmer High School (Ellijay, Georgia). There is **NO** cost associated with program participation, with the exception of a few optional, special activities.

PROGRAM DESCRIPTION

Upward Bound (UB) is an intensive intervention program that prepares students for higher education through various enrichment courses. Campus-based UB programs provide students instruction in literature, composition, mathematics, science, and foreign language during the school year and the summer. UB also provides intensive mentoring and support for students as they prepare for college entrance exams and tackle admission applications, financial aid, and scholarship forms. Recent analysis from the U.S. Department of Education showed that 86 percent of Upward Bound students in the 2013–14 high school graduation cohort enrolled immediately in college following high school graduation.

TYPES OF PROJECTS

Program services include: summer programs with intensive math and science training; year-round counseling and advisement; exposure to university faculty members who do research in mathematics and the sciences; computer training; and participant-conducted scientific research under the guidance of faculty members or graduate students, who are serving as mentors; education or counseling services designed to improve the financial and economic literacy of students; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

PROGRAM OBJECTIVES

Objectives	JHS	GHS
Funded to Serve Ratio – UB participants served during the project year	60	60
Academic Performance – Grade Point Average (GPA) – X% of participants served during the project year will have a cumulative GPA of 2.5 or better based on a four-point scale at the end of the school year.	85%	95%
Academic Performance on Standardized Test – X% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.	45%	52%
Secondary School Retention and Graduation – X% 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.	90%	90%
Secondary School Graduation (rigorous secondary school program of study) – X% of all current and prior-year UB participants who graduated from high school during the school year with a regular secondary school diploma will complete a rigorous secondary school program of study.	62%	50%
Postsecondary Enrollment – X% of all current and prior-year UB participants who graduated from high school during the school year with a regular secondary diploma will enroll in a program of PSE 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).	75%	65%
Postsecondary Completion – X% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or	35%	35%

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.		

REQUIRED SERVICES & PERMISSABLE SERVICES

An Upward Bound project **MUST** provide the following services:

- Academic tutoring to enable students to complete secondary or postsecondary courses, which may include instruction in reading, writing, study skills, mathematics, science and other subjects;
- Advice and assistance in secondary and postsecondary course selection;
- Assistance in preparing for college entrance examinations and completing college admission applications;
- 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;
- 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
- Any project that has received funds for at least two years must include as part of its core curriculum in the next and succeeding years, instruction in mathematics through pre-calculus; laboratory science; foreign language; composition; and literature.

An Upward Bound project **may also** provide:

- 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 UB Program.

OUR EXPECTATION OF STUDENTS

- Upon acceptance, sign a contract for participation outlining student commitment and responsibilities while in Upward Bound. Also, students and families fill out our release of information, transportation permission, and health and liability forms.
- Make individual contact with the UNG UB Counselor bi-weekly, and notify the office when your address, telephone number, and/or e-mail address changes, and before making academic decisions, such as changing classes.
- Attend academic residential summer programs, weekly in-school meetings, meetings on the UNG campus or respective high school, and participate in all Upward Bound functions during the academic year. Should students have a serious scheduling conflict, they should notify the Upward Bound office.
- Complete Upward Bound assignments during the academic year and summer program.
- Maintain a satisfactory attendance record at school.
- Demonstrate a consistently good effort in all classes; if a grade of C- or below is received, contact the UB Counselor to review the academic year progress plan and seek additional support if needed.
- Work to improve performance in high school course work. Students must maintain a 3.0 to remain in good academic standing. If the GPA is below a 3.0, but above a 2.5, students are required to attend after school academic support with UB personnel OR submit the academic tutoring form to be signed by a teacher(s) upon receipt of academic support each week.
- Enroll in a college preparatory curriculum, by completing 4 years of English, at least 4 years of mathematics (including Algebra II), 3 years of science (at least 1 lab), 3 years of social studies and 2 years of the same foreign language. Must be enrolled in 2 or more college preparatory classes each quarter.
- No use of drugs or alcohol, or behavioral issues in school or during UB activities/events.
- Overall demonstrated commitment and interest in pursuing postsecondary education.

WHAT STUDENTS CAN EXPECT FROM US

- A thorough commitment to getting students prepared for post-secondary education.
- Educational opportunities designed to build students' academic resumes.
- Personalized Support throughout high school career and beyond. Students experiencing academic problems can contact the Upward Bound Office for assistance in determining how best to resolve those problems

- Upward Bound will assist seniors with the entire college application and financial aid process.

- The 6-week Upward Bound Summer Institute which will include SAT/ACT preparation, a residential component on the UNG Dahlonega campus, and a culminating cultural tour to include college visits.

- College advising during the summer and throughout the academic year.
- SAT, ACT, and College Application Fee Waivers.

- Assistance in identifying and applying for scholarship opportunities to support postsecondary education

- Letters of Recommendation for college and scholarship applications.

- Opportunities to earn stipends during the academic year and summer program, based upon level of participation and involvement with the program, as well as grades.

- Travel Opportunities including: College tours, leadership conferences, community service opportunities, and more.

    - We will notify schools of any upcoming field trips to avoid conflicts with classes and other programming in the school. We try not to pull students out of core academic classes. If students would need to miss school, we will notify the school ahead of time. We hope that these rare events will be excused absences for students.

CONFIDENTIALITY

The confidential relationship between students and staff is implied. However, in cases where an Upward Bound staff member becomes aware of issues that threaten a student's educational welfare, health, and/or safety of someone else, the integrity of the student or the institution, or societal/legal concerns, it becomes the responsibility of the Upward Bound Director to act accordingly. This may include, but is not limited to contacting/involving UNG Public Safety and local law enforcement.

The personal information requested of you by the UB staff is a requirement of the U.S. Department of Education, and is considered necessary to substantiate your eligibility to participate. No one may view this information, unless they work for the Upward Bound Program, are involved with the Upward Bound tracking and evaluating, or are otherwise specifically authorized to see the information.

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C 552A), you are hereby notified that the Department of Education is authorized to collect information to implement the Upward Bound program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, sec. 402C). In accordance with this authority, the Department receives and maintains personal information on participants in the Upward Bound Program. The principle

purpose for collecting this information is to administer the program, including tracking and evaluating participant's academic progress. Providing information, including Social Security Number (SSN), is voluntary; failure to disclose a SSN will not result in denial of any right, benefit, or privilege to which the participant is entitled. The information that is collected will be retained in the program files and may be released to other Department officials in the performance of official duties.

ACADEMIC YEAR COMPONENT

The academic year component begins in September of each academic with afterschool academic support (at Gilmer High School & Johnson High School), meetings/workshops with UB staff, educational and cultural activities, Saturday sessions, college visits, and other cultural enrichment activities.

SUMMER INSTITUTE

The summer program simulates the college experience for all program participants, generating skills and motivation students will need to successfully transition from high school to college. Each summer begins with a new student orientation. **All** invited students are required to participate in the six-week Upward Bound Summer Institute. Students' summer classes will include Math, Science, English, Foreign Language, and STEM curriculum.

Classes are between 8:30 a.m. – 5:00 p.m. Monday through Thursday. Experiential learning activities are held on Friday of each week during the Upward Bound Summer Institute. If a student will be absent or tardy, they must notify a staff member the day before the planned absence. When a student is absent and does not call, this will count as an unexcused absence and will result in a reduction of the stipend.

BRIDGE PROGRAM

A Bridge student is a student that participates in the summer program after high school graduation, but before the start of their first fall semester of college (summer after graduation).

The Bridge program is conducted during the Upward Bound Summer Institute. Bridge students will have the opportunity to take courses at any of the UNG campuses and will have the opportunity to apply for the residential component at the UNG Dahlonega campus. Upon review of the applications, qualified students will be selected to participate in all activities during the summer program. If selected, they will follow the same rules and guidelines as all other residential students.

The UB programs highly recommends all Bridge students to apply for summer federal financial aid so that he/she is able to enroll in more than one general studies course if so desired. The UB programs may be able to pay tuition for a participant, up to 3 hours. UB will also pay for the room and board of any student participating in the Bridge program.

AFTERSCHOOL ACADEMIC SUPPORT (tutoring)
GUB: Tuesday – Thursday from 3:00 pm – 5:00 pm
JUB: Tuesday – Thursday from 3:45 pm – 5:45 pm

A. Purpose:
   a. Afterschool academic support is designed to meet each student's academic challenges by providing two-hour sessions of specialized tutoring help in difficult academic areas. In some sessions, small group tutoring may be provided.
   b. After school academic support is also a time for enrichment in SAT, ACT, ACCUPLACER test preparation, college application, scholarships, and writing & study skill workshops.

B. Afterschool academic support is required for all UB students.
   a. New and Freshmen Students are required to attend 3 hours per week.
   b. Sophomore, Juniors, and Seniors are required to attend 2 hours per week.

C. Tutorial hours may increase for students who are on probation (GPA below 3.0).

E. Expectations: Students are expected to come with their textbooks and other materials needed, ready to receive assistance. Students unprepared or that are disruptive will be asked to leave.

F. Location:
   1. Johnson High School: Annex Computer Lab and/or Redwine United Methodist Church (32 Poplar Springs Rd., Gainesville, GA 30507)
   2. Gilmer High School: Room 1102.

Note: A student must meet with the UB Counselor before they can be excused from attending tutorials**.** ***Active participation is vital to your success in Upward Bound. Students who do not meet the attendance requirements will be excluded from the field trips and attendance incentives.***

EDUCATIONAL/CULTURAL ENRICHMENT ACTIVITIES

During the school year, Upward Bound offers at least one educational or cultural activity per month. During the Upward Bound Summer Institute, Fridays are designated as mandatory activities or field trips. Transportation will be provided for all trips, and meals will be provided when appropriate. Students will be notified well in advance regarding field trip information. During the school year, field trips will take place primarily after school, on days off, or on Saturdays. Field trips will include college tours, visits to businesses, government agencies, research facilities; culturally diverse metropolitan cities; historic sites; and team building activities.

STUDENT EVALUATIONS

As a federally funded program, the Upward Bound program is required to document programmatic activities and services. Students in the UB program will periodically be asked to complete evaluations to ensure that the program provides the best quality services to all participants. Evaluations will request student feedback, comments, and suggestions in order to make improvements to the program. The evaluation will be administered by UB staff on paper or online.

LEARNING LEVELS

Each student will progress through established levels based on his/her academic record and standardized test scores. Levels are not solely based on grade level. General expectations for each level are outlined below:

Level A: Acheiver (usually 9th grade)	**Level B: Learner (usually 10th grade)**	**Level C: Scholar (usually 11th grade)**	**Level D: College Bridge (usually 12th grade)**
Attend all UB workshops	Attend all UB workshops	Attend all UB workshops	Attend all UB workshops
Attend 3 hours of after-school tutoring weekly	Attend 2 hours of after-school tutoring weekly	Attend 2 hours of after-school tutoring weekly	Attend 2 hours of after-school tutoring weekly
Check-in with UB Counselor at the high school at least once per week	Check-in w/UB Counselor at high school at least once per week	Check-in w/UB Counselor at high school at least once per week	Check-in w/ UB Director at high school at least once per week
Start Individual Assessment Plan Goals	Continue building Individual Assessment Plan Goals	Continue building Individual Assessment Plan Goals; complete Alg. II	Finalize Individual Assessment Plan
Join a school sport or club	Prepare for and take PSAT's	Take PSATs, SAT/ACT in spring	Take SAT/ACT or other entrance exams in fall semester
Prepare for Georgia Milestone Assessments	Explore colleges and majors, learn about financial literacy & scholarships	Narrow down college search and career pathways, search for scholarships	Apply to 4 colleges in fall; work with UB staff and H.S. guidance counselors
Volunteer with a community organization or engage in civic activity	Continue to explore extracurricular activities at school or in community	Continue to explore extracurricular activities at school or in community	Submit FAFSA and apply for scholarships
Attend UB Summer institute	Attend UB Summer Institute	Attend UB Summer Institute	Attend UB Summer Institute and/or Bridge Program at UNG (general education courses)
	Investigate dual enrollment/AP course options	Dual enroll at UNG or Dalton State and/or take AP courses and exams	Establish plans for college transition and continue building resume

ATTENDANCE

Students are expected to attend all Upward Bound sessions, including Saturday workshops and evening tutoring as scheduled. It is your responsibility to sign the attendance sheet when you arrive at Upward Bound meetings and tutoring sessions. If you fail to do this, you may be counted absent.

TESTING and FEE WAVIERS

Junior and Senior UB students will be given four (4) Testing Fee Waivers for the SAT (2) and the ACT (2) Tests. A member of the UB staff will register the student for testing dates. If the student missed the test date for ANY reason, the original testing fee will be deducted from the student's stipend. ***Please also note: College Board and ACT will charge a Test Changing Fee to reschedule your test date, which will be the responsibility of the student.***

UNEXCUSED TERM OFF FROM UPWARD BOUND AND RE-ENTRY PROCEDURE

Students that stop their participation in the Upward Bound Program without notification will be automatically suspended from the program. Reinstatement will be considered on a "case-by-case" basis. To be considered for reinstatement the student must:

A. Submit a letter stating why he/she did not participate, why Upward Bound should allow them back into the program and how his/her attendance will improve.
B. Submit a letter from a parent/guardian stating why their child should be given another opportunity and how they (parents) will assist us in keeping the student active.
C. The student must contact the Director of the Upward Bound Program to discuss their absence before the upcoming term. No appointments will be taken after that time and no student will be re-admitted unless they have met with the Director.
D. If no contact is made prior to the beginning of the term following their absence, the student will automatically be dropped from the program and must go through the application process to be re-admitted.

GUESTS

Guests are not allowed to attend any Upward Bound activities.

DRESS CODE

While it is not the intent of the UB program to regulate student choice in the selection of clothing styles, it is necessary to teach professionalism through dress by establishing standards for participants. The objective of the UB Program is to create an environment that enhances the educational process and promotes learning, leading to increased test scores. In order to reduce disruptions, students are expected to be well groomed and tastefully dressed at all times. The following attire is **NOT ALLOWED**:

A. T-shirts with cigarette/alcohol/drug ads, obscene statements or logos, racial statements/depictions or with statement or pictures that cause disruption. Students wearing these will be sent home and counted as an unexcused absence.
B. Short shorts, low-cut shirts/crop tops or any clothing item that is excessively revealing.

C. Excessively baggy pants worn below the waist.

GENERAL RULES OF CONDUCT

As a part of the Upward Bound program, our personal philosophy is to ensure that each UB student presents their best selves at all times. With this philosophy, the ability to become personally responsible and self-disciplined is our goal. The UB programs of the University of North Georgia will cultivate an environment which supports each participant's ability to identify his/her inner strengths in order to make good choices, foster social skills, learn conflict resolution, develop leadership skills, and learn to be culturally and socially sensitive to others.

A. Be respectful when others are speaking and voicing their opinions or concerns.

B. Students must contribute to an atmosphere of harmony on campus, displaying tolerance for differences and courtesy and civility in discourse with students, faculty, and staff of diverse backgrounds and origins. There is no room for derogatory comments, actions or inappropriate language. Proper grammar is expected at all time (refrain from slang). Students are here to prepare for college, thus should know how to intelligently speak to administrators, teachers/professors, professionals, etc.

C. Students must complete all class assignments satisfactorily during the UB Summer Institute and their high school classes.

D. Students must provide Upward Bound with a copy of college entrance exam results, college acceptance letters, scholarship award letters, and financial aid award letters upon completion.

E. Use of electronic devices is not permitted during UB tutoring and workshops, unless being used for instructional purposes and approved by UB Staff. This includes the use of cell phones, iPods, mp3's, iPads, or any other electronic devices. Cell phones should be off during class and presentations. While on trips, students must place all personal belongings into book bags.

F. Attire should not be offensive or provocative. Please dress appropriately. No sunglasses, hats, head wraps, or pajamas will be permitted during meetings and class. Any student who wears offensive clothing or dress will be asked to change or remove the clothing.

G. Students are highly encouraged to participate in leadership activities at their respective high schools and in the community, such as sports, religious activities, etc.

H. Computer use while on the UNG or GHS/JHS campuses is encouraged and often necessary for coursework. When using computers, you may not access pornography, hate literature, or any degrading materials that may offend others. If you have questions related to the appropriateness of material, language or content on a site, ask a UB Staff member directly. Sexually abusive language is not permitted on web sites, e-mail, or instant messaging. UNG computers are monitored by the University.

I. Property such as textbooks, furniture and materials are financed through UB**. Damaged or lost items will be charged to the student/parent or guardian**.

J. **Upward Bound is not responsible for lost, stolen, broken, or borrowed items. It is the sole responsibility of the student and parent/guardian to replace or recuperate such items.**

K. Attend all meetings with UB staff.

L. You must maintain **satisfactory attendance** in school and follow all rules and regulations of your high school and UB.

M. Any disciplinary actions taken in your high school must be reported by the student within 48 hours via phone or email. Students who not report such incidents will be dismissed from the Upward Bound Program.

N. Any parent informational meetings are mandatory and parent/guardian attendance is required. UB understands work constraints and will give at **least 30 days' notice.**

O. The Upward Bound programs recognizes that genuine feelings of affection may exist between students; however, students shall refrain from inappropriate behaviors during UB programming and events. Public displays of affection deemed lewd or inappropriate include kissing, touching, fondling, holding hands, extended hugging/touching. The behaviors are prohibited and will result the appropriate consequence.

VIRTUAL POLICIES & PROCEDURES

As schools manage in-person instruction in response to COVID-19 and follow state and CDC guidance, UB programming may adjust service delivery during the 2021-2022 school year. We respect the choices parents and students make for personal well and learning in this unprecedented circumstance. The UB programs commit to serving all participants whether attending school in person or virtually. We have developed various strategies to continue delivering program services for students enrolled in virtual learning. Counselors will routinely schedule academic advisement sessions, assistance with standardize test registrations and preparation, virtual college visits, etc. Students are invited to participate in school day and afterschool workshops and tutoring via Google Meets or other web-enhanced platforms. Virtual students may still earn the UB stipend for participation in UB activities, regular school attendance, and satisfactory academic progress.

The following policies have been established:

I. **Attendance Policy** – there is a reasonable expectation that students attend virtual programming activities on a regular basis. This includes scheduled advisement appointments, workshops, and tutoring/academic support. If an absence cannot be avoided, please email your UB counselor 24-hours prior to your class

II. Virtual Etiquette

1. Join using video - using your camera adds a layer of communication and creates community.
2. Wear appropriate attire - school-appropriate clothing is expected during virtual meetings.
3. Be aware of your surroundings - ensure your video background is classroom appropriate. (Example – no offense images, students should not be lying in bed during classes or summer program activities, etc.).
4. No offensive language or gestures
5. Mute microphone when not talking - prevent background noise by muting your microphone when not talking.
6. Use "Chat" feature until appropriate time for open conversation- in classes and meetings, use the "Chat" function to share information or ask questions.
7. Give grace to meeting participants experiencing technical difficulties - technology challenges will arise, practice patience with colleagues.
8. Parents/Guardians of students should not participate summer program activities. All student information is protected. Any parent/guardian (or anyone else) that is not enrolled in the UB Summer Institute as a student or staff, will not be permitted to participate in student activities.
9. UB Code of Conduct – UB Student Code of Ethics applies to all virtual meetings. https://www.youtube.com/watch?v=DwdqQjCfWSc

III. Cyberbullying

1. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
2. The most common places where cyberbullying occurs are:
    a. Social Media, such as Facebook, Instagram, Snapchat, Tik Tok, and Twitter
    b. Text Message sent through devices

c. Instant Message (via devices, email provider services, apps, and social media messaging features)

d. Email

3. Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns because it can be permanent. Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

UNACCEPTABLE BEHAVIOR

Students are required to show respect to all Upward Bound staff, speakers, visitors and other students at all times. The following behaviors are unacceptable and may cause **immediate termination** from Upward Bound Program:

A. Excessive absences (over three times per semester).
B. Gang Activity
C. Theft
D. Gambling (cards or dice)
E. Inappropriate sexual behavior or sexual harassment
F. Racial or sexual comments that create a hostile environment
G. Harassment of any type (bulling or taunting)
H. Possession or use of any illegal drug or alcohol
I. Possession or use of fireworks or explosives
J. Any prank that result in injury to another student or staff
K. Dangerous childish pranks, including, tampering with fire alarms or smoke detectors
L. Disrespecting Upward Bound staff, teachers, tutors or Upward Bound guests
M. Disruptive behavior (disruptive students will be asked to leave)
N. Fighting and other altercation with student in Upward Bound or with other students or staff
O. Using computer lab for non-educational purposes (unless permitted by lab attendant).

Other inappropriate behaviors resulting in action being taken by the staff include, but are not limited to:

1) Excessive tardiness (over three times).
2) Eating in the computer lab.
3) Possessing, smoking or using tobacco products
4) Cheating or lying
5) Running in classroom
6) Failure to comply with dress code
7) Foul language, obscene gestures, gang signing

8) Sleeping in class
9) Unauthorized use of cell phones
10) Leaving without permission or signing out
11) Leaving assigned group while on fieldtrip
12) Unprepared for tutoring or classes (students unprepared for tutoring or class will be asked to leave).
13) Wearing headphone during class, student meetings, presentation or tours (those who do will have them confiscated by staff and returned at the end of the event).

In addition, due to the severity of discipline or convictions of law, if any Upward Bound student that has been placed in any alternative disciplinary environment (Expulsion, Court Mandated alternative educational placement, etc.), arrested for any infraction even without formal charges, placed on probation for any federal or state infraction during the academic year or once they have been accepted as a participant in the Upward Bound Program, they are prohibited from participating in the UB Summer Institute or academic year field trips. Academic services and tutorials will continue during the academic year. Once a student has been dismissed from the UB Summer Institute, they will be reviewed form participation at the start of the following academic year (September of each year).

INFRACTIONS / CONSEQUENCES POLICY

Upward Bound student participants are expected to maintain a college-readiness attitude and level of maturity. Upward Bound has put in place rules, with resulting consequences to keep order, civility and maturity among the group of college bound students. UB students represent themselves, as well as representing the Upward Bound Programs, the University of North Georgia, and the U.S. Department of Education. It is expected that UB students act accordingly at all times and in all situations. The UB Counselor and/or the Project Director (PD) will be responsible for addressing student issues and behavior. A conference with the Project Director may be necessary based on the infraction and/or possible expulsion from the Program.

The listed infractions and consequences are tracked and documented **per semester, not per year**.

INFRACTION	# OF TIMES	CONSEQUENCES
Fighting (in UB or Community)	1	Expulsion from program
Stealing (in UB or Community)	1	Expulsion from program
Carrying weapons:	1	Expulsion from program
Inappropriate sexual contact	1	Expulsion from program
Verbal harassment (in UB or Community)	1	Expulsion from program
Threats made to UB staff or students	1	Expulsion from program
Purchasing/smoking cigarettes	1	Expulsion from program
(in UB or Community)		
Possessions of drugs or alcohol	1	Expulsion from program
(in UB or Community)		
Violent action or sexual harassment	1	Expulsion from program

against persons or property		
(in UB or Community)		
Defacing/damaging/littering of	1	Expulsion from program
property graffiti, tagging, etc.		
(in UB or Community) pay damages/		
Use of abusive language or	1	Conference/ miss field trip
Derogatory language		Suspension/possible Expulsion
INFRACTION	**# OF TIMES**	**CONSEQUENCES**
Yelling, screaming in classrooms	1	Conference and Call Home
or University building	2	Miss Field trip
Public displays of affection	1	Conference and Miss field trip
(referred to as a " PDA" holding hands or kissing), inappropriate physical contact/actions		
Extreme forms of PDA	1	Suspension or Expulsion
Wearing hats in classrooms	1	Take away
	2	Conference
	3	Call Home and Missed field trip
Dress code violations (mini/micro skirts	1	Warning
or dresses, short shorts, midriff shirts,	2	Call Home
tank tops, spaghetti straps, see-thru	3	Missed Field Trip and
clothing, baggy pants, undergarments		Possible Suspension
showing)		
Inappropriate/negative attitude	1	Conference
during class sessions or study time	2	Miss semester field trip
	3	Expulsion from summer program
Use of cell phones, pagers, or lasers	1	Conference and Take Away
	2	Suspension from program
Tardiness	1	Conference
	2	Missed Field Trip
Students in "OFF LIMITS" areas	1	Conference, Call Home and
		Miss field trip
	2	Suspension from Program
Failure to check-in	1	Conference
During meals (summer program)	2	Suspension from Program
Disrespect Staff or starting/ joining in	1	Conference and Call Home
On Gossip, Slander, etc.	2	Suspension from Program

INFRACTIONS/CONSEQUENCES POLICY

UB Overnight Activities		
INFRACTION	**# OF TIMES**	**CONSEQUENCES**
Out of Dorm or Hotel after Lights Out	1	Warning and conference
After Lights out: Switching Room or spending the night	2 1	Suspension from Program Conference and Call Home
Outside of the room assigned	2	Sent Home
In the residence halls w/o permission	1	Conference and Call Home
Outside visitors w/o prior staff approval	1	Conference and Possible Expulsion
Playing pranks of any kind	1	Suspension and Expulsion
Damage to Dorm or Hotel Room	1	Pay for damage and Expulsion
***Consequences subject to change with approval of UB Director**		

PARENTAL SUPPORT

Parents and guardians are an important part of every child's development and academic achievement. We recognize and value the role of a parent in a student's life and therefore encourage active participation by our students' parents and/or guardians. Throughout the academic year, the Upward Bound Programs will host parent meetings on specific topics concerning your students high school progress and transition to college. During the parent meetings, UB staff will share student achievements, updates, and upcoming activities. Parents and/or guardians will also have the opportunity to make suggestions regarding UB programming and service delivery. Parent meetings are held in a group setting and discussions/idea sharing is encouraged. Information regarding parent meetings will be shared by mail or electronically well in advance so that necessary preparation for attendance can be made.

HOW TO BE INVOLVED

1. Make time to talk to your child about high school activities and assignments
2. Discuss going to college and possible career field choices
3. Encourage good study habits, including time management, and prioritizing
4. Volunteer to chaperone a UB sponsored activity/field trip (day field trips)
5. Communicate with UB staff and your student's high school counselors and teachers
6. Attend the End of Year Awards Ceremony
7. Attend school board meetings
8. Join the school's parent-teacher group
9. Help with the balancing act between academics, athletics, and social life
10. Ask questions!

PARENT RESOURCES

In addition to parent meetings and opportunities to be involved as a volunteer with the Upward Bound Programs, parents are provided a short list of helpful web resources to assist you with common questions about college preparation.

US Department of Ed TRIO Upward Bound	www2.ed.gov/programs/trioupbound/index.html
Georgia Student Finance Commission	https://gsfc.georgia.gov
The College Board (SAT/AP)	www.collegeboard.org
ACT	www.act.org
The COMMON APPLICATION	https://www.commonapp.org/
The College Navigator	www.nces.ed.gov/collegenavigator
Bureau of Labor Statistics	www.bls.gov
Federal Student Aid	www.studentaid.ed.gov
Financial Aid Information (FAFSA)	www.fafsa.ed.gov
Fastweb (scholarship)	www.fastweb.com
Fastweb (social media guidelines)	https://www.fastweb.com/student-life/articles/social-media-guidelines-for-students
Go See Campus	www.goseecampus.com
Inside Higher Ed	www.insidehighered.com/blogs
US News Education	www.usnews.com/education
Princeton Review	www.princetonreview.com/best-value-colleges.aspx
Personality Inventory (Myers Briggs)	www.humanmetrics.com/cgi-win/jtypes2.asp
Council for Opportunity in Education	www.coenet.us

CONTACT INFORMATION

Upward Bound Staff Directory

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Blue Ridge Campus Executive Director: Sandy Ott

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MAILING ADDRESS

Anyone wishing to send mail to the Upward Bound Office may do so at the following address:

University of North Georgia Upward Bound Programs
Oakwood Bldg. Rm 142
3820 Mundy Mill Rd.
Oakwood, GA 30566

Congratulations, you have now completed your orientation session and are ready to take advantage of the services provided to you by the Upward Bound Programs. We hope that the Upward Bound Program is an experience that will have lasting positive implication for your future. If you have any questions about anything discussed in this session, please do not hesitate to ask one of the staff members for clarification. Again we, the staff at Upward Bound Program, welcome you to the TRIO family!