Student/Parent Handbook 2019-20 Edition
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ADDENDUM:

Upward Bound Academic Year Calendar
What is Upward Bound?

Upward Bound is a federally funded program created in 1965 as part of the Higher Education Act. Funding is now provided by the U.S. Department of Education. Upward Bound is an educational program designed to develop the skills and motivation necessary for students’ success in education beyond high school. The Ohio State University Upward Bound program is comprised of 9th-12th grade students from East, South, Briggs, and Walnut Ridge High Schools. In addition, students who attend any magnet program within Columbus City Schools, are also eligible to apply for the program.

During the academic year, students meet weekly with the Upward Bound academic counselor and academic specialists, and participate in Saturday Academy sessions for one Saturday per month. During our 6-week summer academy, students participate in STEM academies sponsored in collaboration with the College of Pharmacy, College of Engineering, College of Nursing and Coding. In addition, students receive instruction in literature and composition writing, computer applications, and study skills.

How Do We Know We Are Successful?

Parents and students often wonder how we measure our success as an educational program. The U.S. Department of Education measures our success on the following five objectives:

- √ That we serve at least 60 low-income, first-generation students during the program year.
- √ 90% of all Upward Bound seniors served during the project year, will have achieved at the proficient level on state assessments in reading/language arts and math.
- √ 90% 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% of all current and prior year UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.
- √ 85% of all UB participants, who at the time of entrance into the project had an expected graduation date in the school year, will enroll in a program of postsecondary education 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).
- √ 85% of all participants, who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or 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.
The Ohio State University Upward Bound program tracks involvement with students; we monitor students’ personal and academic achievements. The success of Upward Bound has been incredible from 2007 to the present. Last year alone, 100% of the 2019 Upward Bound class is enrolled in a 4-yr post-secondary institution. This is a goal we aim to reach each year.

**What is Expected of Students?**

When students are accepted into Upward Bound, they sign a commitment agreement. Parents should be aware students are expected to uphold this commitment at all times. The agreement is summarized below.

**Student Commitment – I agree to:**

- Attend high school: scheduled classes, labs, and discussions regularly.
- Enroll in a rigorous core program (4 years each of Math and English, and 3 years each of Science and Social Studies) in accordance with entrance requirements for the Ohio University System.
- Maintain a quarter GPA of 2.5 or better. Students are allowed one (1) quarter after acceptance to achieve this goal.
- Attend all monthly cultural activities, enrichment, workshops, and Saturday meetings with UB staff.
- Display behavior and attitudes that are respectful, appropriate, and bring credit to oneself, their parents, their school, and the UB program.
- Attend the summer program, with 1Stop-Out permitted (not allowed during first year).

In addition to upholding the student commitment, all students are expected to follow the student code of conduct as outlined. Upward Bound expects all students to adhere to the following list of Standards of Behavior. Any violation of these rules subjects students to be immediately sent home and put on probation. The probation will remain in effect until the staff has time to meet and determine the date that the probation will be removed, or if dismissal from the program is appropriate. The student and parent will be notified of our decision within one week of the incident to terminate or reinstate a student to the program.

**Standards of Behavior**

- **Use of Alcohol, Drugs or Tobacco**
  No use or possession of drugs, alcohol, marijuana, tobacco, and other illicit drugs is allowed.

- **Use of Technology**
  Any student caught using his/her cell phone, iPod, or other technology during structured Upward Bound activities risks having the item confiscated. Furthermore, any form of cyber-bullying between Upward Bound students is strictly prohibited.

- **Fighting**
  Engaging in VERBAL and PHYSICAL FIGHTING will result in immediate termination from the program.

- **Theft**
Students suspected beyond a reasonable doubt of stealing other people’s property are subject to immediate termination from the program. Students are however, responsible for keeping track of their personal belongings and are encouraged to label valuable belongings brought to Upward Bound activities. Upward Bound will not be responsible for lost, or damaged items.

- **Vandalism**
  No acts of destruction of public or private property, no matter how small, are acceptable.

- **Sexual Misconduct**
  Sexual misconduct between students will result in immediate dismissal from the program.

- **Respect for Others**
  Any student will be reprimanded if he/she repeatedly behaves in a manner that is immature, irresponsible and unsafe. This includes disrespect and use of profanity.

**Travel**

- **RSVP Procedure**
  In order to control program costs, students will be expected to RSVP for all trips, including overnight. An RSVP flyer & permission slip will be distributed to each student prior to the trip with a specified date of return. All forms must be returned to the UB Counselor or mailed to the UB office by that date in order for the student to be considered for the event. All students who have committed are expected to attend. In some instances there will be a deposit that will be fully refunded once the student attends the event.

**Expectations of Parents**

As part of the Upward Bound application process parents must sign a commitment contract where they agreed to:

1. Grant permission for their son/daughter to participate in the UB program.
2. Fully support and facilitate their child’s involvement in the UB program.
3. Attend UB activities that involve parents during the year.

Fully supporting your child’s involvement may include: providing transportation to an activity, providing lunch for your son or daughter when a meal is not provided by UB, assisting with scholarship fundraising efforts, sharing ideas and feedback to UB staff, and attending parent meetings and events as scheduled. We are always open to your ideas for other ways to get parents involved.

Your involvement in parent meetings and events is expected, though we understand you may not be able to attend each time.

If you would like to make suggestions or serve as a facilitator/member for the parent team, please contact Dr. Commodore at commodore.2@osu.edu or 614-292-1896.

**Special Events**

Career Day Workshops, College Fairs, & FAFSA Workshops will be scheduled throughout the year. Students and parents will receive prior notice of these special events so that the proper preparation for attendance can be made.
Please read the monthly newsletter regularly and visit the Trio Upward Bound website and Face Book page for updates, college trip information, sign-ups, and announcements.

**Monthly Cultural Activities**
Cultural Activities are designed to expose Upward Bound participants to the varying cultural differences that are found within their environments such as gender, ethnicity, race, food, the arts, language and history. Attendance at these cultural activities is required. If a student needs to be absent, written notice must come from the parent/guardian in advance.

**Weekly Meetings**
All students are expected to meet weekly with the UB Academic Counselor at their high school during the designated time (usually lunch) one day a week. It is imperative to attend these sessions in order to stay connected to the UB program, and keep abreast of program activities, deadlines, and college readiness information. The academic counselor will set the schedule after speaking with the school principals and counselors. Students will then be notified.

**Tutoring**
All new students and those with a cumulative GPA of 3.0 or below, will be required to attend weekly tutoring with the Upward Bound Program. Tutoring will be held, beginning the week of November 4, in room 110B, Hale Hall, 154 W. 12th Avenue, Columbus, Ohio 43210 from 4:00 – 6:30 p.m., every Thursday. As a reminder, all branches of the Columbus Library have Homework Help Centers—please contact your library for hours. You can always seek outside academic support at your home school during Homework Help hours, during athletic teams’ study halls, and using online resources. See the UB Academic Counselor for a complete list of locations/times, and online resources.

**College Visits**
Throughout the academic year, the Upward Bound Program will host a Spring Break college tour. This is an opportunity for students to get a first-hand look at a college and/or university in the State of Ohio. Attendance is on a first come, first serve basis, if not otherwise specified.

**ACT Dates for 2019-20 School Year**

<table>
<thead>
<tr>
<th>ACT Test Date</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
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<tbody>
<tr>
<td>October 26, 2019</td>
<td>September 20, 2019</td>
<td>October 4, 2019</td>
</tr>
<tr>
<td>December 14, 2019</td>
<td>November 8, 2019</td>
<td>November 22, 2019</td>
</tr>
<tr>
<td>February 8, 2020</td>
<td>January 10, 2020</td>
<td>January 17, 2020</td>
</tr>
<tr>
<td>April 4, 2020</td>
<td>February 28, 2020</td>
<td>March 19, 2020</td>
</tr>
<tr>
<td>July 18, 2020</td>
<td>June 19, 2020</td>
<td>June 26, 2020</td>
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SAT Dates for 2019-20

<table>
<thead>
<tr>
<th>SAT Test Date</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 5, 2019</td>
<td>September 6, 2019</td>
<td>September 17, 2019</td>
</tr>
<tr>
<td>November 2, 2019</td>
<td>October 3, 2019</td>
<td>October 15, 2019</td>
</tr>
<tr>
<td>December 7, 2019</td>
<td>November 19, 2019</td>
<td>November 26, 2019</td>
</tr>
<tr>
<td>March 14, 2020</td>
<td>February 14, 2020</td>
<td>March 3, 2020</td>
</tr>
<tr>
<td>May 2, 2020</td>
<td>April 3, 2020</td>
<td>April 21, 2020</td>
</tr>
<tr>
<td>June 6, 2020</td>
<td>May 8, 2020</td>
<td>May 27, 2020</td>
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We expect all juniors and seniors to take the ACT. We also expect Upward Bound students to take the SAT if needed. Students can obtain a registration fee waiver from the Academic Counselor at their home school.

**Student Stipends**

In order to further motivate students toward achieving the objectives of Upward Bound, each student will have the opportunity to earn a monetary stipend of up to $40.00 each month during the academic year. Please note that stipends will not be granted during the months of September, January, April and May.

Students may earn up to $40 based on their quarterly GPA and participation at required UB activities. The stipend scale is as follows:

- 2.5 & Above GPA: $10 Earned
- Below a 2.5 GPA: $0 Earned & Probation
- Attendance at required activity: $10 Earned

**How does a student earn a full stipend each month?**

Students who attend all weekly meetings, workshops, cultural activities, Saturday Academy sessions and maintain a minimum 2.5 GPA will be awarded the full $40 stipend for each month it is available (October, November, December, February, March). Students with excused absences, in writing from their parent/guardian, and who make up their missed work (if absence occurs during Saturday Academy) will be awarded their full stipend amount. Students who do not make up the work within one week of their absence will see a decrease in their stipend for the month. **Please note:** According to Federal Regulations, students must be accepted into the Trio Upward Bound program 60 days prior to earning a stipend.

**Academic Probation**

The Academic Counselor will review grades at each interim grading period. Students who are not earning a 2.5 or better, will meet individually to discuss an Academic Recovery Plan (ARP) with the Academic Counselor and will receive a warning letter from the UB Program Manager.
Once quarter grades are released, if a 2.5 GPA or better has not been reached, then the student will be placed on Academic Probation. During the student’s period of academic probation, students will forego participation in UB activities (trips, cultural activities, and entertainment). Probation provides the student extra time to be used to focus on their academic studies. However, the UB counselor will continue to meet with the student at their high school weekly. The student must continue to attend Saturday Academy sessions to support their academic needs. As soon as the student has reached the desired grade point average, he or she will receive notice of their release from academic probation. At that time, the student should be considered in good standing and is invited to return to full participation be eligible for a stipend. Should a student remain on academic probation for two consecutive quarters, they will be dismissed from further participation with the program.
Upward Bound Staff Contact Information

All Upward Bound staff can be reached through the following:

The Ohio State University
TRiO Upward Bound Program
301 Hale Hall
154 W. 12th Avenue
Columbus, OH  43210

Phone: 614-292-2344
Fax: 614-292-7889

Our staff is available by telephone and e-mail. Please feel free to contact us at anytime!

Laura Commodore, ED.D.  614-292-1896
   Director
   commodore.2@osu.edu

Clarence Jackson  614-292-3724
   Academic Counselor

Vacancy  614-292-2344
   Program Assistant

WEBSITE: go.osu.edu/upwardbound

FACEBOOK: osu upwardboundprogram
Student Annual Commitment Contract

Students Name: _____________________________ Grade: _______ School: ______________________

Mailing Address: ________________________________________________________________

City: ___________________ State: ________________ Zip: ______________________

Home Phone: _________________ Cell Phone: _______________ Email: ____________________

In striving to reach the goals of The Ohio State University Upward Bound program. Each year I will set personal goals for myself. Three (3) goals I plan to achieve during this school year while in the program are:

☐ Goal 1:
_______________________________________________________________________________

☐ Goal 2:
_______________________________________________________________________________

☐ Goal 3:
______________________________________________________________________________

I believe the following guidelines will help me reach these goals, and I will try, to the best of my ability, to follow them throughout the school year. I understand that I can be placed on probation, and face possible dismissal from the Upward Bound program if there is evidence that I am not abiding by this agreement.

I WILL: (Initial in space provided following each statement)
1. Attend school regularly and be on time. 
2. Participate in class by being an active listener and taking part in discussions. 
3. Work with Upward Bound Staff to create academic goals and work to accomplish objectives. 
4. Set aside time to study daily and complete all homework and classroom assignments. 
5. Discuss my school day with my parents/guardians daily. 
6. Talk to my teachers and Upward Bound staff about my academic concerns and attend tutoring (if needed). 
7. Participate in UB meetings with staff during office hours, in group lessons/meetings, Saturday Academies, academic assistance, college field trips and other UB sponsored events. 
8. Attend the UB field trip/activity, if I turn in a permission slip. If I cannot attend, I will call ahead and cancel. Failure to show up/cancel could result in the loss of field trip privileges. 
9. Encourage parents/guardians to attend UB parent meetings. 
10. Take messages, permission forms and notices home and return them (if applicable) ON TIME. 
11. Maintain a minimum 2.5 GPA, and be in good disciplinary standing with my school and Upward Bound. 
12. When college ready, provide copies of financial aid application confirmation and college acceptance letters. 
13. Behave in a respectful manner during ALL UB activities.

____________________________________  ______________________
Student Signature  Date

____________________________________  ______________________
Upward Bound Staff  Date
**Parent Contract of Commitment**

I will meet the following requirements as an Upward Bound participant’s parent/guardian.

1. I will ensure that my child maintains a 2.5 or C+ average in all of his/her high school classes.
2. I will ensure that my child submits a signed and completed Upward Bound Annual Agreement as requested by Upward Bound staff.
3. I will ensure that my child follows the rules and regulations of the program.
4. I will enforce all rules and regulations of the program as they pertain to my child.
5. I will ensure that my child attends the six-week summer program.
6. I will ensure that my child attends classes, Saturday Academy sessions, cultural activities, and special events during the academic year and summer program.
7. I will ensure that my child meets the attendance requirement of the program and I understand he/she can be disciplined or terminated for unexcused absences.
8. I will not allow my child to be involved with drugs and alcohol. I understand that the use of drugs or alcohol is not tolerated and will result in my child’s immediate dismissal from the program.
9. I understand that parent meetings are once per month. I will commit to attend at least four (4) or more meetings throughout the academic year, and one (1) meeting during the summer program while my child is enrolled in the program.
10. I will read the monthly newsletter and visit the Upward Bound Program website regularly to stay abreast of program announcements, updates, activities, and events.
11. I will call the program and/or send notice via email or hand-written note to the program office in the event of a cancellation for any trips/activities that my child is scheduled to attend.
12. I will notify the Upward Bound Program if my address or telephone number should change.
12. I will answer all inquiries regarding my child from the program.
13. I recognize the importance of a college education for my child’s future, and I am committed to the goals and objectives of Upward Bound.

My signature below certifies that I am committed to the academic success of my son or daughter, and I support the efforts and objectives of the Upward Bound Program. I understand that my failure to comply with any of the Upward Bound guidelines as outlined, could indirectly put my child’s participation in the program at risk.

I __________________________, the parent/guardian of __________________________
have read and understand the above statements. I do hereby agree to the terms and rules of the Upward Bound program.

__________________________________________  __________________________
Parent/Guardian Signature                      Date