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The mission of Upward Bound is to prepare each participant for successful entrance into a college or university. This college preparatory program is designed to assist students with the development of their academic skills and to provide guidance for success beyond high school. To do so, students participate in two program components: a six-week Summer Academy, which includes a residential stay, and a nine-month Academic Year Component, which supplements the traditional school year. This handbook serves as a guide outlining Upward Bound’s expectations for all participants during the academic year.

Students participating in the Upward Bound program are expected to:

**BE PREPARED**
Be prepared to be challenged and to give the program your best!

**BE ATTENTIVE**
Be attentive and ready to learn at all events, especially Academic Theme Saturdays!

**BE RESPONSIBLE**
Be responsible for your academic and personal development!

**BE COMMITTED**
Be committed to your participation, academic success, and personal growth!

**BE OPEN**
Be open to learning new things, meeting new people, and having new experiences!

**BE PUNCTUAL**
Be punctual (on time) to all Upward Bound activities and events!
ACADEMIC YEAR COMPONENT

From September through May, participants are provided support services to develop the total person and to encourage academic progress and improvement. Services include:

- **Tutoring:** Tutoring is offered during the week at IUPUI. Tutoring sessions are for the purpose of improving the student’s GPA, preparing for the End of Course Assessment (ECA), SAT/ACT readiness, and enhancing study skills.

- **Academic Theme Saturdays:** Programming is offered to augment and to support high school instruction as well as to provide opportunities for career exploration and the development of success skills.

- **Individualized Attention:** Individual sessions and group workshops focus on each student’s academic progress to help develop his or her postsecondary options.

- **College Tours:** Upward Bound students travel to local, state, and regional colleges and universities to gain exposure to institutions of higher education. The visits can assist students with the college selection process.

- **Cultural Experiences:** Upward Bound students are treated to field trips such as visits to museums, theater productions, and talks given by nationally known speakers.

- **Leadership Programs:** Upward Bound students have the opportunity to participate in various leadership seminars and activities throughout the year.

The Upward Bound enrollment process is highly selective, so participating in the Upward Bound program is a privilege! Those who are chosen become part of an elite group. Program participants are expected to display a mature and positive demeanor. Each participant will be held accountable for maintaining a positive, productive, and respectful attitude and behavior.
SECTION 1: ACADEMIC POLICIES

Program Objectives

- To provide academic skills instruction in math, science, and language arts.
- To positively impact test scores and grade averages of students with a special emphasis on math, science, and language arts.
- To make available tutoring and academic counseling for all participants.
- To assist participants and parents/guardians with the preparation of college applications and financial aid forms.
- To instill a positive attitude and appreciation toward lifelong learning.
- To expose students to new academic, social, and cultural learning experiences.
- To enhance both the overall personal and academic development of all participants.

Because Upward Bound is a student development program, it is expected that all participants will strive to take full advantage of the services and activities offered. In order to assist each student in achieving this goal, the Upward Bound staff will periodically review progress reports to verify interim grades and current GPA status. It is the program’s goal to intercede, whenever possible, to make a positive change in the education of all students.

As students enter the program, Upward Bound staff will request access from their high schools for the purpose of monitoring teacher updates and participants’ grades. However, if access is not provided, it is the student’s responsibility to get a copy of the progress report to his or her Upward Bound advisor.
**Academic Growth Policy**

Upward Bound expects each student to demonstrate positive growth (a steady increase) in his or her GPA. Continual progress is the key!

Upward Bound understands that some classes are more challenging than others and may require additional support. The program offers several services and resource personnel to assist participants when challenges arise. However, it is the student’s responsibility to take advantage of the services offered. Students are expected to do their best and to ask for help when needed!

**Academic Probation Policy**

Students failing to meet a minimum GPA of 2.0 (out of a 4.0 scale) or receiving two consecutive grading periods of D’s or F’s will be placed on Upward Bound academic probation. Such students are required to attend mandatory tutoring, academic advising, etc. If the student fails to meet the terms of his or her probation or fails to increase his or her GPA within one grading period, he or she will be at risk of dismissal from the Upward Bound program.
**Participation Requirements**

Upward Bound students are expected to attend 70 percent of Upward Bound’s scheduled activities. Upward Bound may excuse students from attending scheduled activities for school-related events or family emergencies. However, students must notify the office prior to the event to avoid any unexcused absences.

Students are also required to turn in to their advisor a written notice from the parent/guardian with the date and reason for the absence. In addition, participants involved in conflicting extracurricular activities must inform their advisor of any conflicts by filling out an Extracurricular Verification Form. **Please note: Events that can be rescheduled (e.g., volunteering, work, vacations) will not be excused absences and will jeopardize a student’s participation and stipend credit.**

If a student has excessive absences during the year resulting in less than 50 percent participation, the student will be placed on participation probation, and the Upward Bound staff will evaluate whether there is a true commitment toward participation in the program. Course of action may include loss of stipends, loss of cultural and social privileges, exclusion from trips, or possible dismissal from the program.
**Behavioral Probation**

The Upward Bound program has high expectations for its students regarding behavior. In order to foster a productive learning environment and to achieve the mission and objectives of the program, Upward Bound expects all students to adhere accordingly to the rules of conduct outlined later in this handbook. Failure to do so may result in disciplinary action.

In the unfortunate event that a participant receives a written warning for any serious behavioral infraction, a parent meeting will be called. During the meeting, the student will be provided an opportunity to explain his or her side of the incident before a consequence is determined. As a result of the meeting, a behavioral agreement may be established. The agreement will serve as the terms of probation, and failure to adhere to the agreement may result in dismissal from the program.

**Inclement Weather Policy**

If inclement weather occurs the day before a scheduled Upward Bound event or program, the decision to cancel will be made prior to the day of the session. If IPS is cancelled on the day of a scheduled event, Upward Bound events will be cancelled as well.

Cancellations will be posted through program social media pages and a text will be sent through the program texting service. Safety should never be compromised in order to attend an Upward Bound session or meeting.
Parking Policy

Participants must park in either the Vermont Street Parking Garage or the North Street Parking Garage on the IUPUI campus to have parking validated by the Upward Bound program. Parking will only be validated for students who are parking for the duration of the Academic Theme Saturday (ATS) or for parents/guardians who are parking for a parent meeting.

Laptop/Calculator Loan Policy

Laptops and graphing calculators are available for checkout through the Upward Bound office. The student may check out a calculator at any time and keep it for the semester. Laptops will require a parent/guardian and student to sign an agreement, which details the terms and conditions of the loan. Laptop loan periods will be at the discretion of the Upward Bound staff.
SECTION 2: ACADEMIC PROGRAMS

Academic Tutoring

Upward Bound students are expected to strive for academic excellence. The ultimate goal is for every student to maintain a B average or above in all classes. Thus, ALL students are required to participate in some form of tutoring. To aid in this pursuit, Upward Bound has provided tutoring at IUPUI.

Students may also receive credit for attending tutoring sessions offered at their high school with documented proof from a school official.

Students will be required to attend tutoring sessions for a minimum of thirty (30) minutes per session. In order to use resources other than Upward Bound, documentation will be required. If Upward Bound staff finds the resources unacceptable, no tutoring credit will be given.

Students who are earning a C- or below in a core class may be required to attend more than thirty (30) minutes of tutoring per week. Core classes include, but are not limited to, math, science, and English. IUPUI Upward Bound staff will assess if a student will be required to attend more tutoring sessions to maintain his or her standing in the program and fulfill the stipend obligation.
Academic Theme Saturdays

Upward Bound offers supplemental instruction and active learning experiences in math, language arts, science, career exploration, and study skills. These Saturday sessions, referred to as Academic Theme Saturdays (ATS), run from 8:45 a.m. until 1:00 p.m. **Students are expected to attend all ATS sessions** unless there is a family emergency or documented school activity.

Students are to arrive on time and be prepared to work. Students who are tardy, unprepared, or uncooperative will face a reduction in stipends with the possible dismissal from the program.

College and Career Readiness Plans (CCRP)

Since Upward Bound’s mission is to assist students with the pursuit of a college education, Upward Bound staff will assist each student through individualized planning sessions that work to assess each student’s academic progress and postsecondary plans. These sessions are very important! Each student is expected to take the initiative to sign up for a planning session with his or her assigned advisor.
**College Tours**

Choosing the right college is a big decision that must not be taken lightly! Therefore, a critical component of Upward Bound is the college visits. Each year, a number of college visits are scheduled within the city, state, and region to help students with the college selection process. While it is not possible to visit every college, the scheduled visits help to prepare students for the important questions that need to be asked as well as the things each student will need to be aware of before making one of the most important decisions of his or her life.

**Cultural Events**

Since cultural competency is needed to successfully compete in today’s global environment, the Upward Bound program is more than just tutoring and classes. The program provides opportunities for all participants to become well rounded academically, as well as socially. The cultural events are designed to expose students to different aspects of life and diversity.

Because tickets for certain cultural and educational events must be purchased in advance, students who sign up for an activity and cancel for any reason are required to give at least a 24-hour notice. Failure to do so will result in the loss of stipends as reimbursement to the program for the cost of the ticket. The student may also lose the privilege to attend future cultural events.

**Leadership Programs**

Students may be offered an opportunity to attend a leadership conference while in the program. These conferences give students an opportunity to network with other like-minded students and learn how to increase their leadership capacity. Building character and leadership is extremely important to future success.
MERIT SYSTEM

Merit Program

The merit program is designed to track each participant’s involvement. To award participants for a job well done, Upward Bound students are eligible to receive stipends and earn admittance to the merit trip during the Summer Academy for their academic performance, participation, attitude, and behavior. To qualify for both incentives, students must meet all of the requirements.

Everyone in this program is capable of high achievement, and the merit system provides an added form of motivation and encouragement.

Stipends

The mission of the Upward Bound program is to prepare each participant for successful entrance into a postsecondary institution. To accomplish this task, the program puts a great emphasis on those components that stress academics. Therefore, participants must attend at least 50 percent of programming to qualify for stipends.

Each Upward Bound student has an opportunity to earn a monetary stipend during the academic year. If at any time a stipend disbursement day is missed, it is the responsibility of the student to pick up the stipend at the office. All stipend checks must be signed for by either the student or a parent/guardian.

In order to receive the maximum stipend, participants must fulfill requirements outlined in the semester contracts. Upward Bound staff will keep track of each student’s attendance; however, merely attending an event does not automatically qualify a participant for a stipend. Students must fully participate in the activities attended.
In addition, money will be deducted from a stipend award as part of the behavioral penalties for the following:*

1. Being excessively late or leaving early
2. Sleeping in class
3. Having no books, assignments, or documents during tutoring
4. Failing to submit necessary program forms
5. Loitering and talking loudly in and around halls and classrooms
6. Engaging in horseplay
7. Using profanity
8. Exhibiting disruptive behavior or disorderly conduct
9. Disrespecting any staff member
10. Dressing inappropriately
11. Fighting
12. Harassing or bullying of any kind
13. Stealing
14. Showing public displays of affection (PDA)

*The program reserves the right to modify this list as deemed appropriate.
**Merit Trip**

In addition to the stipend, students are able to earn admittance to the merit trip at the end of the Summer Academy through meeting Academic Year and Summer Academy requirements.

A student must also meet the minimum GPA requirement of 2.0 previously mentioned and have grades above a C-. If a student is on academic probation by the qualification date for the merit trip, he or she will be ineligible to attend.

Upward Bound also requires that any participant eligible for the merit trip notify the program within a time period deemed reasonable by the staff if he or she is unable to participate in the trip. If proper notification is not received, students are subject to all costs and expenses associated with their individual participation on the merit trip, which could include stipend awards earned during the Summer Academy and trip-related costs.
**Group Travel**

Traveling as a group is a valuable part of the Upward Bound experience. An orientation will be held for students and parents/guardians prior to any merit trip to discuss the learning objectives, travel itinerary, and permission forms. These travel forms must be returned to the Upward Bound office prior to the scheduled trip or the student will not be allowed to attend.

Upward Bound behavioral guidelines will be enforced during any sponsored trip. In addition to the stated rules of conduct, there are additional standards that participants are expected to follow. These are listed below. Appropriate disciplinary action will be the consequence of any infraction of these rules.

1. There will be no members of the opposite sex in any of the participants’ rooms

2. There will be an announced curfew, and from that time until the announced time the next morning, students will be expected to stay in their assigned rooms

3. As representatives of the Upward Bound program, participants will conduct themselves properly

4. Dishonesty (stealing, lying, etc.) will not be tolerated

5. Participants will treat others as well as property with respect. This includes property of the hotel, other guests, staff, and peers. Any property damage will be the responsibility of the offending party and his or her family

6. Students will display appropriate behavior while visiting any hotel. Appropriate hotel behavior includes:

   a. No running in the hallways

   b. No loud noises or talking in the hallways and bedrooms

   c. May congregate only in areas designated by the Upward Bound staff
SECTION 4: DRESS CODE AND TECHNOLOGY POLICY

Dress Code

Upward Bound maintains a dress code. While on the IUPUI campus or during any scheduled event, participants are required to represent the program positively through appropriate dress. In general, T-shirts and jeans are acceptable (unless otherwise noted). However, the following are not allowed at any Upward Bound event:

1. Crop tops, halter tops, tube tops, or any T-shirts exposing the bare midriff
2. Female participants without the appropriate undergarments
3. Shorts or skirts above the mid-thigh
4. Pants worn below the hip (Undergarments or secondary layers of clothing should not be seen—male or female)
5. Pajamas or other sleeping attire
6. Shirts, hats, or other articles of clothing or jewelry with profanity, offensive, or inappropriate words or drug paraphernalia printed on them
7. Caps, do-rags, or hoods in classrooms or other indoor venues (This policy does not apply to headgear considered part of a religious or cultural dress)
8. Sunglasses (unless medical documentation is provided) are not to be worn during classes, group meetings (or other meetings), formal programs, campus tours, etc.

Additional dress regulations may be imposed upon participants during special extracurricular activities

*The program reserves the right to modify this policy as deemed appropriate.
Technology Policy

Cell phones have become a major distraction during Upward Bound events, which include group meetings, formal programs, campus tours, etc. Cell phones are permitted, but the use during or the disruption of events are prohibited. That means off, not vibrate, while in classes. In addition, texting is not allowed, and cell phones are to be put away during classes or events.

Students receive adequate breaks in which phone calls or text messages may be returned. In case of emergencies, family members may contact the appropriate staff member, and a message will be passed to the student.

This policy extends to tablets, iPods, MP3 players, headphones, and other technology.

All staff, including instructors and student staff, can enforce this policy.

Consequences if the policy is not adhered to:

First offense = Warning

Second offense = Phone confiscated; student retrieves at the end of the event

Third offense = Parent meeting to discuss the issue
SECTION 5: BEHAVIORAL POLICIES

Rules of Conduct

The IUPUI Upward Bound program has established rules of conduct for all participants in the program. Each student is expected to adhere to this code, which states that all students will:

1. Pursue learning and set high academic and personal goals

2. Show respect for themselves, other individuals, other cultures, and the environment, both human and natural

3. Be role models with high standards of conduct, trustworthiness, and the ability to resolve conflicts peacefully

4. Take personal responsibility for themselves and for the well-being of the program and community

5. Respect the college environment as a place of learning by being respectful when others are studying or attending class and by being respectful of all staff when teaching, working in offices, or walking on campus (e.g., IUPUI and other campuses)

6. Treat each other and the staff with respect at all times. Any racial or cultural slurs, bullying (physical or cyber), or sexual harassment will be viewed as a serious violation of this expectation

7. Show respect to speakers and guests during college visits and other group activities by engaging them in questions and by displaying interest in presented topics

If any participant chooses to violate any of the above guidelines, corrective action will be necessary. These policies are reviewed annually during fall orientation.
Student Behavioral Guidelines

A strong desire to pursue an education should be the aspiration of all students selected to participate in the program. The Upward Bound program is here to foster that goal and to provide the tools necessary for students to not only succeed in high school but also in a postsecondary environment and beyond.

The acquisition of knowledge is vital to each student’s academic development. Part of that process includes creating an environment that fosters learning and an environment where students may pursue positive peer relationships and connect his or her dreams with realistic postsecondary educational plans. Therefore, the Upward Bound program has established a set of guidelines to manage behaviors and actions deemed inappropriate or a detriment to a positive learning environment.

For the sake of clarity, the following is a brief description of a few serious infractions.

**Disruptive Behavior**

Disruptive behavior includes:

- Committing disrespectful, offensive, or threatening behavior
- Creating interference or a negative impact with the learning activities of other students or the learning environment
- Causing an impediment to the delivery of services
- Refusing to participate in the learning environment
- Harassing physically, verbally, or psychologically
- Making threats or engaging in abusive behavior toward an instructor, staff member, or other students
Harassment/Teasing/Instigating/Bullying/Cyberbullying

This behavior includes:

• Pester ing or tormenting another student, including teasing or bullying
• Instigating a verbal or physical altercation
• Engaging in overt, repeated acts or gestures (including those using verbal or written communications, text messaging, Facebook, Twitter, or other social networking websites)
• Committing aggressive or threatening physical acts
• Engaging in any other behaviors committed by a student or group of students against another student with the intention to harass, ridicule, humiliate, intimidate, or harm the other student

Infractions and Penalties

The following actions, although not grounds for program expulsion, may result in loss of stipends, merits, or disciplinary actions (which may include probation or dismissal):

• Disrupting program activities, engaging in verbal abuse, or defying the authority of any Upward Bound or college staff member (e.g., teacher, tutor, educational specialist, administrative staff, or director)
• Using profanity
• Showing public displays of affection (PDA) for someone (If such displays are made, the offending parties will be disciplined at the discretion of the staff)
• Playing practical jokes or pranks that result in injury
• Threatening physical injury to another person, whether a fellow student, staff member, or another person
• Gambling
• Stealing
• Cutting classes or workshops
• Harassing, teasing, instigating, or bullying (physical or cyber)
Disciplinary Actions

Upward Bound staff members will reinforce the policies and rules of the program by responding to behavioral problems as they arise. Depending on the severity of the violation, disciplinary action may not necessarily occur in the following order:

1. A verbal warning is the first step in dealing with serious violations of the rules of conduct.

2. A written warning is the second step in dealing with continued violations of the rules of conduct or with offenses that warrant more than a verbal warning. The written warning will be given to both the student and the parent/guardian.

3. The final step may be the dismissal of the student from the program (depending on the severity of the offense). Prior to a dismissal, the student, parent/guardian, and Upward Bound staff will meet to discuss the possibility of immediate dismissal of the student. If continued participation is desired, a behavioral agreement between all parties may be established. Lack of adherence to this agreement will constitute a breach of contract, which will then result in dismissal.

The following actions are grounds for immediate program expulsion WITHOUT prior warning:

1. Causing serious physical injury to another person, whether a fellow student, staff member, or another person.

2. Bringing alcoholic beverages or illegal drugs on campus at any time. (This is against state law.)

3. Possessing weapons (e.g., guns, knives, karate weapons) or fireworks.
CONCLUSION

As stated previously, being a part of the Upward Bound program is a privilege and much is expected from each participant. While participants are encouraged to take advantage of the many cultural and social support services offered, this is an academic program with the main focus of providing the necessary skills to succeed in and beyond high school.

Each Upward Bound participant is expected to read this handbook carefully and adhere to all of the policies stated throughout.

NOTES:
Upward Bound is a TRIO program fully funded annually by the U.S. Department of Education. TRIO programs support higher education for all students, without regard to race, gender, national origin, or disability.