UPWARD BOUND ... COLLEGE BOUND

STUDENT HANDBOOK
1. Introduction
   
a. History
   Upward Bound is an academic enrichment program funded by the U.S. Department of Education. Upward Bound is one of the three original TRIO programs which began in 1965. There are now seven programs which assist students in enrolling in and completing a post-secondary education.

b. Purpose
   Upward Bound assists high school students in completing high school and in pursuing and completing a post-secondary education. Upward Bound works with students and with school administrators and staff to assist its members in achieving their highest potential in high school, so they are better prepared when they enter college.

   Upward Bound does not recruit students to attend the University of North Texas after high school. The program is housed and sponsored by UNT, but the program’s goal is to match students with the college or university which best suits them.

c. Criteria for membership
   Upward Bound recruits students from five area high schools in Denton and Wise counties (Guyer High School, Denton High School, Ryan High School, Sanger High School, and Decatur High School). Recruited students are freshmen or sophomores whose parents do not have four-year degrees and whose families meet income criteria set by the federal government. Students have the desire to achieve their academic potential in high school and to pursue and to complete a college degree after high school graduation.

d. Services and Benefits

   ACADEMIC ADVISING
   Upward Bound provides academic advising for students and assists them in choosing high school courses which will maximize their preparedness for college. Students take college preparatory classes throughout high school.

   TUTORING
   Tutors are available on Saturdays, during the week by appointment, and daily online through our online tutoring vendor, PhotoStudy, to assist students who require extra help in their academic subjects.

   ACADEMIC ENRICHMENT CLASSES
   Students participate in classes designed to enrich their high school academic experience. The classes are not for credit and require little outside work. Examples of courses are mathematics, writing and literature, foreign language, and laboratory sciences.

   CAREER EXPLORATION
   Students complete several career interest inventories and activities which help them explore careers in which they may be suited. They complete research in fields of their choice.

   PERSONAL INTEREST INVENTORY
   Students explore their own interests through the use of several interest inventories to find out more about themselves and their goals.

   SCHOOL VISITATIONS
   Upward Bound visits students in their schools throughout the academic year to provide academic and personal advising.
SCHOLARSHIP FUNDRAISING
Students participate each year in fundraising activities (i.e. candy sales, car washes, shoot-a-thons) to raise money for the graduating class. The Department of Education regulations do not allow Upward Bound to provide scholarship money from federal money, so the UNT UB program assists students and families in raising money for scholarships which are then disbursed to beginning freshmen who are enrolled in college. Students selected receive approximately $200 - $300, depending on the size of the graduating class and the amount raised.

SCHOLARSHIP SEARCH ASSISTANCE
Upward Bound assists students in scholarship searches and in the completion of applications. It is the student’s responsibility to search for his or her own scholarships and to achieve academically throughout high school.

SOCIAL/PERSOMAL ENRICHMENT
Students learn about skills such as better communication, values clarification, stress management, time management and organization.

CULTURAL ENRICHMENT
Students participate in cultural and motivational activities to help them grow as individuals (i.e. art museums, musical and dramatic performances, volunteer experiences).

COLLEGE ADMISSIONS TEST WAIVERS (SAT, ACT)
Upward Bound provides waivers for the registration fees associated with the SAT and ACT exams to eligible students. These exams are college entrance exams. Upward Bound assists students in registering and preparing for the exams. All Upward Bound students must take either the SAT or ACT by the end of their junior year or they will be dismissed from the program.

COLLEGE ADMISSIONS ASSISTANCE
Upward Bound assists each graduating senior in choosing a college which would best fit his or her career options and other needs. Upward Bound assists students in college selection, course registration, and on-campus housing applications. Upward Bound provides waivers for college application fees if a student has used a waiver to take the SAT or the ACT exam.

FINANCIAL AID ASSISTANCE
Upward Bound assists families in completing financial aid applications, in addition to providing general information about the process. It is important to realize that no one can guarantee that a student will receive financial assistance in the form of scholarships or grants. Upward Bound offers its services at NO COST to its members.

CONTINUED SUPPORT THROUGHOUT COLLEGE
Upward Bound continues to work with students after high school graduation to assist them in their academic and personal needs. The goal of the program is to assist students in entering and in completing a program of study in college.

2. Policy and Procedures

a. Responsibilities, and General Polices
During high school, students prepare academically for a postsecondary education by pursuing a challenging curriculum (Pre AP courses, advanced Math, additional college preparatory classes). They achieve grades that reflect a high level of learning and participation in all courses and which result in successful graduation. Students take all recommended and required college entrance exams (i.e. PSAT - 9th and 10th grades, ACT, SAT - by the end of junior year TSI by May of senior year). They participate actively in all Upward Bound activities and classes during both the academic year and the summer components. Upon graduation from high school, students enter and complete a program of postsecondary education (college, junior college, technical or trade school).

At all times during the academic year and the summer components, students cooperate fully with all Upward Bound staff and students, and abide by the rules of the UNT Upward Bound program as set forth by this handbook.
b. **Oath**

We, the Upward Bound Cohort Class of __________, agree to give our very best to advance ourselves academically and socially. We further agree to help ourselves and each other achieve the primary goal of Upward Bound: enter and finish college. We will achieve this goal by completing the program, improving our grades, increasing our levels of responsibility, committing to excellence, and advancing our knowledge of college institutions and procedures. Upward Bound is College Bound.

c. **Attendance and communication**

Regular attendance is required for Upward Bound Saturday meetings during the academic year component. If a student must be absent or arrive late for a meeting, he or she should contact the Upward Bound staff PRIOR to the meeting. The student should call in for his or her absence instead of parents completing the task for the student. If a student misses too many meetings without communicating with staff, his or her membership will be in jeopardy.

If a student misses an Upward Bound Saturday meeting for any reason, they are expected to check the Canvas website for any class information and will be responsible for completing all assignments given. Lessons will be posted by 3:00 pm each Saturday that we meet. If a student misses more than 5 Saturdays during the academic year, he or she may be dismissed from the program.

Students attend Upward Bound summer components. Students may not miss more than one summer component if they wish to remain in the program; students may not miss their first summer component if they wish to remain in the program. Students not attending all or part of the summer component must request the absence in writing. The staff communicates with parents, and students complete an assigned academic packet by the beginning of the next academic year.

d. **Academic Progress**

**ACADEMIC CONTRACT**

If the staff notices that students’ grades are consistently too low or academic progress is being jeopardized, students may be placed on a contract. Failure to comply with the terms of the contract could result in non-participation in the summer component and/or dismissal from UB.

e. **UBjectives**

UBJECTIVES are a list of activities/tasks that provide students opportunities to expand their academic and personal life and to prepare for college. Each semester students select a specified number of UBjectives from the list and complete them by the stated deadline. Completed UBjectives are turned in at the end of the Saturday meeting. If a student does not complete his or her UBjectives, he or she will be placed on probation; if this occurs a second time, the student may be dismissed from the program.

f. **Stipend**

Students earn a stipend each week of an Upward Bound meeting through attendance, cooperation, and participation. Students must be in attendance from the beginning of the general meeting to the end of class (1:05)* to receive a full stipend. Staff may deduct part of the stipend for failure to cooperate in class and/or tutoring, incomplete UBjectives from previous semesters or for other reasons as deemed necessary. Also, students who do not return money for items sold during scholarship fundraisers apply their stipends to their debt.

* Students with special circumstances approved by the director may receive their stipend if in attendance until 11:00 a.m., but will not receive the stipend the same day.

g. **Classroom procedures**

Students are assigned to an academic group according to grade. On Saturday mornings, students go to classes, rotating with their group. However, when a student is in tutoring, he or she goes directly to tutoring instead of class. Students are on time to class or tutoring. Students are alert, cooperative, and ready to participate in class. Students are courteous to the teachers, tutors and to other UB members, sit near the front of the room, and remain on task. Students come prepared with materials for any classes or tutoring sessions during the academic year and summer components. They complete all requirements assigned by the staff. Students turn all cell phones off and finish all food and drink before entering the classroom.
h. **Conduct**

Students behave in a mature and responsible way, exhibiting cooperative attitudes with each other and with staff.

i. **Behavior**
   - Disagreements are handled in a non-violent way.
   - Language is appropriate and respectful.
   - Students refrain from public display of affection which may be offensive to other students and/or staff.
   - Any type of bullying or harassing behavior is not tolerated.

ii. **Alcohol/Illegal Substances**

   All alcohol and illegal substances, including household products used for illegal “consumption,” are prohibited.

iii. **Dress Code**

   - No head gear is worn in the buildings.
   - No attire is worn which advertises or implies illegal substances, tobacco, alcohol, violence, or sexual innuendoes.
   - The following are not appropriate and are not worn: extremely short shorts, halter-tops, spaghetti straps, or other shirts or blouses which are revealing or sexually provocative.
   - "Loungewear" is not permitted in the common areas.
   - Direct questions about dress code to the staff.

iv. **Hygiene: Summer Component**

   - Students bathe or shower daily, use deodorant daily, and brush teeth twice daily.
   - Clothes washed after each wearing.

i. **Evaluation**

At the end of the summer component, Upward Bound evaluates each student. Students earn a status of “Good Standing,” “Needs Improvement,” or “Probation” determined by evaluations completed by teachers, resident advisors, and staff. Upward Bound mails the students their evaluations before the beginning of the next academic year component.
3. Academic Year Component
During the academic year component, students attend approximately 18 bi-monthly Saturday meetings on the UNT campus. Denton County students provide their own transportation. Upward Bound provides van transportation for Wise County students with pick up in Decatur. Other services include campus visits, field trips, and tutoring.

a. Saturday
   i. Overview
      On specified Saturday mornings, meetings begin at 8:45 am and end at 1:05 pm. Granola bars, fruit, yogurt and juice are available. Upward Bound has a general meeting before activities begin in order to inform students of any events and to talk about current business. After the general meeting, students participate in a variety of activities including tutoring, academic classes, cultural enrichment activities, and workshops. Students contribute positively to the activity. After classes, students receive a stipend, based on their grade level, their performance in class and/or tutoring, and their completion of UBjectives, and take care of any outstanding business (e.g. signing up for events, paying for T-shirts, returning candy sales money, UBjectives).

   ii. Class rotations
      Students are assigned to an academic group according to a general evaluation. Students go to classes rotating with their group.

   iii. Schedule
      Saturday class schedules are available near the breakfast area before the general meeting.

   iv. Tutoring/Homeroom
      Tutors assist students who require extra help in their academic subjects. Students who earn a 73 or below in any course for the grading period attend Saturday tutorials without exception. Students bring books and any necessary materials to tutoring, even if they are not currently being used at school; tutors may need the text as a reference. Stipends are docked if students do not come for tutoring or if the proper materials are not furnished for the tutor. Students are in tutoring until they have earned a six or nine weeks grade of 74+. Students may not take themselves out of tutoring. Tutors may not take students out of tutoring. Students may request to improve their performance in any class or for assistance with class assignments.

b. Mid week tutoring
   Online math and science tutoring is available 24/7 via our online tutoring vendor, PhotoStudy. Tutors are also available at scheduled times during the week online or on the UNT campus to assist students who require extra help in subjects other than math and science.

c. School Visits
   Upward Bound visits students in their schools throughout the academic year to provide academic and personal advising.

d. Grades
   Each six or nine weeks, Upward Bound receives students’ grades from schools.
4. Summer Component

Students participate in a six-week residential summer component on the UNT campus. The summer component allows students to experience college life by taking academic classes, receiving counseling, and participating in various activities and cultural events. At the beginning of each summer, Upward Bound provides students and their families with a summer events calendar, with dates for check-in and check-out, field trips, and evening activities. Upward Bound provides a summer orientation sheet with advice for clothing and residence hall living.

a. Residence Hall Regulations

While Upward Bound becomes very comfortable in the residence hall as our home away from home, we cannot forget that we share that space with a roommate and other conferences/camps. The following expectations assure that Upward Bound and its participants do not receive a negative history on the UNT campus.

i. Rooms

− Rooms are checked prior to students’ arrival for damages.
− Prior to check out, rooms are checked for damages incurred while students occupied the room.
− A student and his or her roommate will share the cost of damages to the room, unless someone accepts full responsibility.
− Damages should be reported to the staff or the front desk.
− **Students are expected to keep their rooms clean.**
− Cleaning supplies (not chemicals) can be checked out at the front desk.
− Obscene postings are prohibited.
− Dispose of trash in the appropriate, designated areas.
− **Upward Bound reserves the right to do periodic, unexpected room checks.**

ii. Common Areas

− Enter and exit through appropriate doors only.
− Keep common areas clean.
− Do not remove/move furniture without permission.
− NO gathering in the stairwell.
− NO gathering in groups around the front desk.
− NO “Horseplay.”
− Damages should be reported to Upward Bound immediately and will be at the student’s cost.

iii. Cell phones

− Students may keep their cell phone on their person but it must be TURNED OFF during classes, between classes, during meals, and during Upward Bound activities.
− Cell phones are to be used during free time only.
− During free time, students may use their cell phones in their rooms or in the residence hall hallways. If students are in the common areas and receive a call, they must remove themselves from the common area to their room, to the hallways, or outside (if appropriate procedures are followed).
− Upward Bound asks parents to consult the summer evening calendar to determine the best times to phone their students.
− Cell phones that are used or ring in class or during an Upward Bound activity will be confiscated and returned at check out. Phones confiscated for a second time are returned to parents and not allowed back on campus.
− **Students MAY NOT use their cell phones after 11:00 pm except to reach a resident advisor or central staff.**
− Upward Bound assumes no responsibility for expenses incurred due to minute usage, damage, or lost/stolen telecommunication devices listed and not listed here.
− Upward Bound reserves the right to reevaluate the cell phone policy in the student handbook if students abuse the privilege of carrying and/or using their cell phones.
− Upward Bound may direct students to limit their cell phone usage in their rooms and in the residence hallways, if needed.
iv. **Meals**
- All meals are served in one of the university dining halls. Upward Bound encourages students to eat every meal offered. Upward Bound urges students to eat a well balanced meal. With the busy schedule, it is important for students to eat properly.
  - Breakfast is from 7:00 a.m. to 8:00 a.m.
  - Lunch is from 11:45 p.m. to 12:30 p.m.
  - Dinner is from 5:00 p.m. to 6:15 p.m.
  - Students bus their own tables.
  - Students clean up any mess on or around their tables.
  - Limit waste of food.

v. **Regular Check In/Check Out**
The Upward Bound summer calendar provides check in and out times. Parents must arrange for students to be dropped off and picked up in the appropriate time frame so that students are on time in their coming and going.

**Regular Procedure**
- Clean room prior to leaving.
- Check in/out with scheduled staff member.
- Turn in key and meal card.
- Students are not allowed in the residence hall during weekends except when on the calendar.

**Exceptions to Regular Procedure**
- Check in key and meal card if you go home overnight.
- Parents must make arrangements for early check out and/or late arrivals in advance.
- In an emergency, call the front desk of the residence hall (Crumley Hall front desk: 940-565-4844) and ask for the staff or leave a message.

vi. **Off-Campus Privileges**
In compliance with restrictive regulations stated by the University Of North Texas Legal Department, the following procedure will apply to the categories listed below.

**Off Campus Regulations**
- Parents must provide written permission (one of the forms sent out) for their child to go off-campus.
- Students must earn the privilege of going off campus.
- Students must sign out and sign back in at the front desk of the residence hall.
- Off-campus is defined to specific areas south of the UNT campus, such, New York Sub, Chinese Fast Food, Naranja Café, and Indian Kitchen.
- Students must be accompanied by a staff member and be in groups of at least 3 students.
- Students may not arrange or “accidentally” meet a non Upward Bound member while off-campus.
- Leaving the campus or the premises for an off-campus activity for ANY unauthorized or non-approved reason is strictly forbidden.

vii. **Visitation**

**Visitation by Parents**
- Parents are welcome to make occasional visits. If parents are taking students off campus, please communicate with the Director prior to the date.
- Upward Bound asks that all appointments to the doctor, dentist, etc. be made after the Upward Bound summer program is over. Students should CALL a staff member when they return to campus so they can meet with a staff person to be checked back in.
- Upward Bound asks that parents do not “take the student home to rest.” The goal is for the students to balance their time wisely and to learn the pitfalls if they do not get adequate rest.
- Students may not leave with parents unless they have previously notified one of the central staff members (Resident Advisors are not central staff). Upward Bound asks parents to schedule off-campus visits in the evening, and to keep visits to a minimum. Upward Bound promotes independence and encourages students to take care of their needs.
**Visitation by Friends or Other Family**
The following guidelines will apply for visitors who are not parents.
- Request a pass from the Director 2 days prior to visit. If approved, visitor will possess the pass for the duration of the visit.
- No more than 2 passes are permitted during the 6-week summer program.
- Unannounced visitors will be asked to leave immediately.
- Visitor’s presence will be restricted to the lobby of the residence hall.
- Visitors must follow the Upward Bound regulations and expectations.
- Upward Bound members will not leave the residence hall with their visitor.
- Visitors must leave no later than 10:00 p.m.
- Visits will be during evening free time.
- **Former Upward Bound students are considered visitors and will need to adhere to all of the above procedures.**

**viii. Curfews**
The following guidelines will apply to upcoming sophomores, juniors and seniors.
- Students must be inside the residence hall by 10:00 p.m. The front doors are locked at this time.
- Students must be on their respective floors by 10:30 p.m.
- Personal business (showers, laundry, etc.), should be taken care of so that students are in their rooms no later than 10:50 p.m.
- Lights out at 11:00 p.m.

**b. Classroom Procedures**
Upward Bound is an academic enrichment program. Upward Bound sets high expectations and standards for attendance and performance in class.

**i. Requirements**
- Be punctual. *If you’re early, you’re on time. If you’re on time, you’re late.*
- Be present. Students attend all classes.
- Be productive. Students bring materials and a great attitude that enables them to be ready and willing to complete class tasks and assignments.
- Be polite. Students’ courtesy, respect, and cooperation are needed and expected.
- Be a leader. Do not succumb to negativity and/or peer pressure from other members.
- Set forth an appropriate classroom attitude.

**ii. Attendance**
- Attend all classes unless a student is sick (see “Sick Policy” below).
- Make-up work will be assigned for any missed classes, including those absences that are approved by the director.
- Tardy (applies to all classes, not each class)
  a. Tardy by the teacher’s clock is tardy.
  b. 2nd tardy, a detention will be assigned.
  c. 3rd tardy, another detention
  d. 4th tardy, go home to think about commitment to program
c. Injuries and Sick Policy

Students are covered by accident insurance supplied by the program. This policy is a supplement to THE STUDENT’S family policy and is for accidents and some illnesses. If the Upward Bound policy does not cover an item, then parents are expected to pay. An example would be medications for non-injury illnesses such as colds, sore throats, etc. Upward Bound adheres to the following procedures for injuries and illness.

i. Injury Procedures

− Students should call or have someone call a central staff person for assistance during the daytime.
− If an illness/injury occurs at night, students should contact or have someone contact a central staff member or resident advisor.
− Depending upon the severity, parents will be contacted and the central staff will choose one of the following options: take the student to the health center (before 4:30 p.m.), visit the emergency room (after 4:30 p.m.), or wait to see a doctor the next day. Parents may choose to take students to their personal physician.
− When seeking care from the health center, hospital, or doctor, a member of the central staff must always accompany students.
− All allergies, adverse reactions to drugs, and current medications that the students manage for themselves should be listed on the student’s health form.
− Upward Bound’s central staff keeps a supply of over-the-counter medications, ointments, bandages, and wraps for minor emergencies and illnesses.
− If necessary, students may be transported in a central staff member’s private car.

ii. Sick Policy

− Students call the staff when sick.
− Staff comes by or calls back to check on students.
− Sick includes vomiting, a contagious rash, and/or a fever of 100 degrees or more.

d. Safety and Maintenance

Keep in mind these safety issues when in the residence hall and when you are out and about on campus. There are a few maintenance issues to keep in mind, as well.

i. Keys

− **DO NOT LOSE YOUR ROOM KEY.** Contact the central staff if you do. Lost keys are usually found, and have a much better chance of being found if the search begins early!
− Keys will be checked in and out during weekly check in and check out.
− **Keep your room door and bathroom door (if applicable) locked to prevent intrusion and theft.**
− Neither Upward Bound nor the university is responsible for stolen property.

ii. Emergency Exits and Alarms

− Familiarize yourself with the locations of emergency exits and fire extinguishers.
− **DO NOT tamper with alarms or extinguishers, unless there is an emergency.** Tampering is punishable by law, and Upward Bound will assume no responsibility for a student’s actions.
− Enter and exit through designated doors that are clearly marked for those purposes.
− Fire alarms that beep in a student’s room may need new batteries. Contact a resident advisor.
− Evacuate the building if you hear a fire drill and follow appropriate procedures in the event of a tornado siren.

iii. Windows

− Windows are to be closed and locked at all times.
iv. Electrical Appliances/Devices
Students may not bring kitchen appliances as they are prohibited or limited by university regulations. The only exception is that students may bring a mini-refrigerator. Students have access to TV in the residence hall lounge.
- Examples of items not allowed: hot plates, amplified musical instruments, and toasters or toaster ovens.
- Televisions, DVD players, Blue Ray are not permitted as well. Gaming systems may be used in the common area only. **PLEASE SEE TORI TO COORDINATE!**
- Radios, stereos, and electrical clocks are permissible in your rooms.
- Upward Bound reserves the right to confiscate and return home any items that are being abused, misused, or not allowed.
- Laptops are not allowed, except for Bridge students for college classes. Laptops must be used in student’s room or floor only.

e. Bridge Students
Bridge students are still active members of the Upward Bound program, and the expectations set forth in this handbook apply to Bridge students with the following exceptions:

**Bridge Privileges**
- Lights out at 11:50 pm
- May obtain permission to study downstairs during the extended hour and be back on the floor by 11:45 p.m.
- May obtain permission to use university computer labs, libraries, or attend class study groups if the following guidelines are met:
  a. Upward Bound is not engaged in a planned event
  b. Times are within guidelines detailed in this handbook
  c. Student receives the permission of the central staff on duty
  d. The study group is meeting in a university public space
- Bridge students are not required to turn in their ID cards at check-out times; however they must turn in their room key and may not be in the residence hall during non-Upward Bound times.
**Addendum**

A. Extended Closure of Campus

In the event of an extended closure of campus, Upward Bound will implement the following changes:

1. **Academic Year**
   
   a. **Academic Tutoring**
   
   Upward Bound will make every effort to continue with tutoring in an online format. In-person tutors will be asked to provide online tutoring services via Zoom, Microsoft Teams, or other electronic media. If a paid tutoring services has been arranged, students may take advantage of this service as well. Students who have a 73 or below on their report card or who, in the event of pass/fail grades are receiving a “fail” or are missing homework, will be required to attended weekly online tutoring offerings. Students not required to attend tutoring are invited to take advantage of these services if they so choose.

   b. **Saturday Meetings**
   
   Upward Bound will continue to hold Saturday meetings on the dates as scheduled using an online format. Students are expected to be in attendance at these meetings and are to be on time. Regular Saturday classes will be accessible via Canvas and students will be expected to read all posted materials and complete any quizzes, discussions, and/or homework by the posted deadlines. Failure to complete work will result in probation.

   c. **Student Meetings**
   
   Monthly student meetings with the Upward Bound Student Specialist will be held via Zoom, Microsoft Teams, or other electronic media. Students are expected to attend one of the various meetings offered each month. These are often group meetings but a student may request an individual meeting with any of the Upward Bound staff members as needed.

   d. **Attendance**
   
   The Upward Bound attendance policy will remain unchanged. Any absences will be carried over into the online offerings. If a student must be absent or log in late for a meeting, he or she should contact the Upward Bound staff PRIOR to the meeting. The student should call in or text his or her absence instead of parents completing the task for the student. Please see 2.c. above for further information.

   e. **Stipends**
   
   Stipends will continue to be earned and calculated in the manner found in 2.f of the handbook. If students are not attending meetings or failing to complete work, stipends will be deducted. Stipends will continue to accrue until such time that Upward Bound is able to distribute the funds. Because stipends are in the form of cash and students are required to sign for their stipend, Upward Bound will disperse stipends either in person when we can hold classes together or when Upward Bound staff is able to distribute funds in another format.

   f. **Online/Electronic Media Services**
   
   Upward Bound will use a variety of online/electronic tools to maintain contact with students. Online meeting platforms such as Zoom allows Upward Bound staff and students to remain in visual and audio contact with each other. When meeting electronically, Zoom allows us to video and audio record our meetings as well as save any chat conversations. This is important for documentation purposes as well as safety concerns. Students must have their cameras enabled when meeting electronically so staff can be sure they are present and engaged. Staff will have their cameras enabled as well.

   Online classroom management programs such as Canvas will be used to allow teachers to post lessons and students to access classes which include video recordings, lecture notes, handouts, quizzes, discussions, and more.
Group messaging services such as Group Me allow staff to send messages and updates to multiple students at a time. Students are expected to read and respond as necessary to messages from Upward Bound staff.

2. **Summer Program**

   a. **Bridge Students**
   Bridge students who have been accepted to UNT will register for a 3-credit online UNT class. TSI class will be assigned to Bridge students not admitted to UNT. Bridge students will be expected to attend all classes and complete all homework just as they would for an in-person class. They will meet weekly via a service such as Zoom with Upward Bound staff to ensure they are completing their homework and maintaining their grades.

   Work Study/Job Shadowing opportunities will be offered as they are available. There is a very limited number of on-campus offices that allow for online job shadowing. Other online resources will be used in an effort to give as many students as possible the opportunity to participate.

   SOAR Mentoring will held via online/electronic methods such as Zoom and Canvas. Students are expected to fully participate and engage with a mentor.

   b. **Underclassmen**
   Upward Bound summer classes will be offered in an online format using services such as Zoom and Canvas. There will be a reduced number of classes so students will not be expected to be online all day. The Core Curriculum of Literature, Creative Writing, Science, Math and Foreign Language, along with one to two additional classes will be required. Classes meet Monday – Friday for the 6 weeks.

   c. **Activities**
   It is important to maintain as much of our traditional summer offerings as possible. Use of regular summer staff such as RAs will continue, just in a different format. Upward Bound students will be divided into family groups with an RA in charge of each group. Small group activities will be planned and students will be expected to participate in these activities just as they would in a residence hall. Large group activities will also be offered during the course of the 6 weeks.

   d. **Illness**
   Please see 4.c.ii above for the definition of illness. Students too ill to participate in an online class period must notify Upward Bound staff prior to the start of class. Any illness will need to be verified sometime during that day by a parent who should contact a member of the Upward Bound staff. It is the responsibility of the student to contact instructors to find out what was missed. Any appointments should be scheduled around Upward Bound classes and activities.

   e. **Stipends**
   Please see 1.e of the addendum for information.
UPWARD BOUND CENTRAL STAFF

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These services are free to Upward Bound students and families; however, the federal government spends approximately $5,000 per student per year. These funds go towards central staff, teacher and tutor salaries, field trips, food, housing, transportation and activities during the summer program, etc. If a student enters the program in his or her freshman year in high school, your government will have spent approximately $20,000 on that student by the time he or she graduates from high school. Because of the amount spent, it is essential that our students’ level of commitment is very high. Upward Bound has proven to be effective in reaching its goals, and that is due to students’ dedication to completing the program.
RESPONSIBILITY STATEMENT

As Upward Bound Staff, we assume a very big responsibility while conducting our academic year and summer program. Therefore, we are asking each student to read, sign, and adhere to the following statement:

PARENTS AND STUDENT AGREEMENT
UPWARD BOUND
ACADEMIC YEAR AND SUMMER CONTRACT

I have read the 2020 Upward Bound Student Handbook. I agree to abide by all the rules and regulations presented therein and to encourage other Upward Bound members to so abide. I realize that my membership in Upward Bound will continuously be re-evaluated and that I must earn the privilege to continue my membership in Upward Bound. Also, I realize that inappropriate behavior could result in temporary or permanent suspension from Upward Bound.

I have reviewed the handbook with my parents and they are aware of the regulations. As a student, I ___________________________ (your name) agree to be in my assigned place at all times (classes, dining hall, dorm, specified evening activities and at free time -- in specified locations only). I realize that when I am in the correct place, doing what I am supposed to be doing, this should limit or eliminate any chance of accidents or problems. I understand that UB is an academic program and I will strive to do my best at all times. This is a commitment and responsibility that I, as an Upward Bound Student, must take.

__________________________________________
Student's Signature                        Date

As a parent, I am aware of all the academic year and summer activities in which my son/daughter will participate and of the responsibilities for which he/she will be held accountable. I give him/her permission to participate fully in Upward Bound. I sign this contract as a part of my Upward Bound commitment and membership.

_________________________________________
Parent's Signature

PARENTS, PLEASE TAKE TIME TO REVIEW THE ENTIRE HANDBOOK WITH YOUR CHILD.