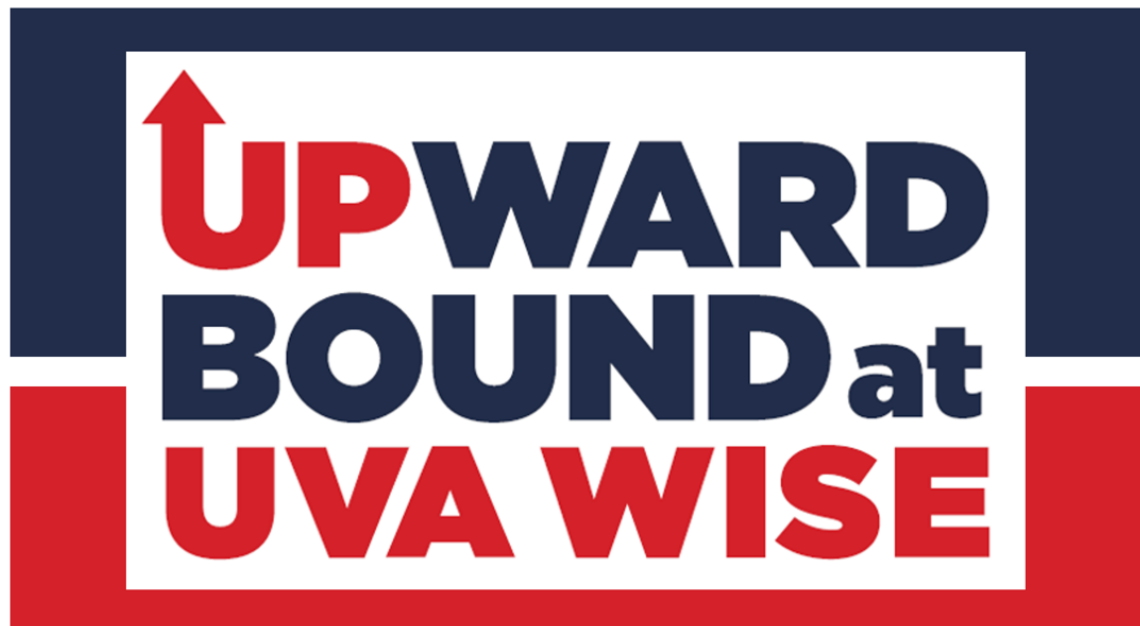


**2024-2025**  
**Academic Year Handbook**





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# HANDBOOK RECEIPT DISCLOSURE

*The signature you provided upon your enrollment into Upward Bound signifies your intentions to do all the following:*

- 1. Read the handbook and all annual revisions.**
  - 2. Share the handbook with your parents/guardians.**
  - 3. Abide by all policies outlined within the handbook.**
  - 4. Accept the responsibilities associated with being a participant in Upward Bound at UVA Wise as described in the handbook.**
- 



## ***Upward Bound Non-Discrimination Policy***

**TITLE IX:** UVA Wise (the “College”) is committed to maintaining a respectful, professional and nondiscriminatory academic, living and working environment for students, faculty, staff, and visitors. This includes maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of a person’s race, gender, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, or other protected status. This includes having an environment free from sexual and gender-based harassment, sexual assault, intimate partner violence, stalking, sexual exploitation, complicity and retaliation. For more information contact Tabitha Smith, Title IX Coordinator, Office of Compliance Conduct, & Inclusion (tabitha.smith@uvawise.edu). The College’s full Sexual Misconduct Policy and grievance procedures are available at [www.uvawise.edu/compliance/files/compliance/UVaWise\\_SexualMisconductPolicy.pdf](http://www.uvawise.edu/compliance/files/compliance/UVaWise_SexualMisconductPolicy.pdf)

**CAMPUS SECURITY-CLERY ACT:** UVA Wise is committed to helping the campus community provide for their own safety and security. The Annual Security Report and Fire Safety Report containing information on campus security and personal safety, including alerts, fire safety, crime prevention tips, and crime statistics is available at [www.uvawise.edu/ASR](http://www.uvawise.edu/ASR). A copy is available upon request by calling 276-328-0190 or 276-376-3451.

The Upward Bound program at UVA Wise is funded in total (100%) by federal dollars from the U.S. Department of Education, with an annual budget of \$444,218. For questions and other information, please contact Shelby Roberts, Director of Upward Bound at 276-328-0175.

# **TABLE OF CONTENTS**

Welcome to Upward Bound	4
General Program Structure	5
Upward Bound Grant Objectives	5
The Upward Bound Philosophy	6
2024-2025 On-site Schedule	6
Contact Information	7
Scheduling One-on-One Meetings with Calendly	8
<b>SECTION I: ACADEMIC YEAR SERVICES</b>	
1.1 Monthly On-site Meetings	9
1.2 Monthly One-on-One Advising Meetings	10
1.3 School Visitation and Other Services	10
1.4 Participation Stipends	12
1.5 Other Opportunities for Participants	13
1.6 Parent/Guardian Involvement	14
<b>SECTION II: STUDENT PARTICIPATION STANDARDS</b>	
2.1 Minimum Participation Requirements	15
2.2 High School Curriculum	15
2.3 Communicating with UB	16
2.4 Graduating in December	17
<b>SECTION III: OTHER UPWARD BOUND POLICIES</b>	
3.1 Excused Absences	17
3.2 Participant Transportation	18
3.3 Student Conduct Standards	18
3.4 Probation Policies	19
3.5 Zero-Tolerance Violations	20
3.6 Dismissal from Upward Bound	21
<b>SECTION IV: APPENDICES</b>	
4.1 How to Earn UB's Academic Achievement Graduation Pin	22
4.2 Dual Enrollment Courses Approved for Payment by UB	23

# WELCOME TO UPWARD BOUND!

**Welcome to The University of Virginia's College at Wise Upward Bound (UB) Program!** This program has been in continuous operation since 1967, just three years after its creation by Congress through the Higher Education Act of 1964. Since its inception, the sole purpose of UB has been to serve high school students from limited-income/first generation-families by providing them with the motivation and skills necessary to attain a post-secondary education.

Upward Bound has a long and rich history as evidenced by the accomplishments of its alumni who can be found across the nation, including celebrities, politicians, and countless unsung heroes from diverse backgrounds. It is a privilege and honor to be a participant. Your acceptance was based on your academic promise, motivation, and personal strengths. The Upward Bound staff is dedicated to serving and assisting you in any way possible to prepare you for success in college after high school. Congratulations!

## **Student Responsibilities to UB**

As a participant, your obligations to Upward Bound are as follows:

- To follow the curriculum guidelines outlined in Section 2.2 (page 15)
- Maintain college-preparatory behavior and mindset throughout your participation in the program
- Maintain a cumulative grade point average of 2.5 or better
- Attend all On-site meetings
- Attend a one-on-one meeting with Upward Bound staff once per month
- Reach out to us for assistance when we visit your school
- Complete all necessary steps to apply to the college or university of your choice in a timely manner
- Show respect for yourself, your peers, and all UB faculty/staff
- Follow all rules and policies as described in the handbook
- Attend at least one summer session before your senior year of high school, if possible

## **UB Responsibilities to Students**

Just as the staff expects you to meet your obligations, you have the right to expect a commitment from Upward Bound in return. The program promises that the staff will strive to:

- Provide academic services to better prepare you for enrollment in a post-secondary education institution
- Help you define your goals and create a plan to help you achieve them
- Provide technical assistance with completing college applications, financial aid forms, scholarships, etc.
- Encourage and push you to achieve your full potential – to be an advocate for you
- Listen to your concerns and advise you to the best of our abilities
- Provide encouragement and information as you transition from high school to college

The most pertinent information on UB policies can be found in this handbook, but please contact us for clarification on any topic at any time. Periodically, the information included in the Student Handbook may change. Every effort will be made to keep students and parents informed of such changes through mailed correspondence, electronic notifications, and in-person sessions. **If you or a parent ever have any questions, concerns, or suggestions, please do not hesitate to contact us** (see 'Contact Information,' page 7). We rely on you to come to us when you have a problem with which we can help, and we also greatly value your feedback. Our office has an open-door policy, and we strive to maintain a responsive online presence to increase communication with you and your parents. Here's to a great school year! We look forward to seeing you soon!

## **General Program Structure**

### ***Academic Year Component (August-May)***

The information contained in this handbook primarily pertains to the academic year component. Throughout the school year, UB provides a wide variety of personal and academic support services through monthly meetings, school visits, academic instruction, tutoring, and cultural activities. Read through the entire handbook to learn more about the academic year component.

### ***UB Summer Program (June-July)***

Each summer, Upward Bound offers an immersive, six-week residential summer program on the UVA Wise campus that is designed to simulate a college experience. Students attend classes in UVA Wise classrooms, live in campus residence halls, eat meals in the cafeteria, and are given access to various other facilities on campus. Students are placed in preparatory summer classes based on their class schedule for the upcoming school year. These courses include, but are not limited to: mathematics through calculus, laboratory sciences (biology, chemistry, and physics), Spanish, English composition, and literature. The summer program also features a wide variety of workshops and activities centered around topics such as STEM, life skills, college preparation, and career exploration. Summer participants are also treated to a wide variety of cultural and social activities. Each summer program culminates in a trip to reward the students' hard work and attendance. Students and parents will receive more information regarding the summer program as it approaches.

## **Upward Bound Grant Objectives**

1. **80%** of UB participants will have a cumulative G.P.A. of 2.5 or better at the end of each school year.
2. **90%** of UB seniors will have achieved at the proficient level on state assessments in reading/language arts and math.
3. **95%** of UB participants will advance to the next grade level or will have graduated from secondary school with a regular diploma at the end of each school year.
4. **50%** of all current and prior UB participants will complete a rigorous secondary school program of study (RSSPS) and graduate with a regular high school diploma.
5. **61%** of all current and prior UB participants will enroll in college by the fall semester immediately following high school graduation or will have been accepted for the spring semester by the start of that fall term.
6. **16%** of those UB participants who did enroll in college by the fall term immediately following high school graduation will attain either an associate's or bachelor's degree within six years following graduation from high school.

## **UB Office Staff**

### ***Director***

Shelby Roberts  
sjr8c@uvawise.edu

### ***Program Coordinator***

Adam Moore  
jam5bt@uvawise.edu

### ***Education Support Specialist***

Hope Farmer  
mhf9g@uvawise.edu

## THE UPWARD BOUND PHILOSOPHY

We believe that Upward Bound is an intervention, so we **MUST** be different from high school. **More of the same is not an intervention!** We believe that to be successful, students must build a sense of self-sufficiency, which also means knowing when and how to ask for help. It is UB's goal to empower students by giving them the tools to unleash their individuality, find their passion, and to rely on their inner strengths. We believe this involves the need to consciously and frequently push beyond their comfort zone. We also believe that learning should be a never-ending endeavor that takes place in the many "classrooms" of life. By this, we mean that it is our desire to get our students excited about learning so that they will acquire knowledge from their experiences as well as from their textbooks and teachers.

### 2024-2025 On-site Schedule

**Students are REQUIRED to attend EVERY On-site meeting unless they have a valid excuse (see page 17).**

On-site Meetings @ UVA Wise		Meeting Time
AUGUST	Saturday, August 31, 2024	9:30am – 12:00pm
SEPTEMBER	Saturday, September 21, 2024	9:30am – 12:00pm
OCTOBER	Saturday, October 19, 2024	9:30am – 12:00pm
NOVEMBER	Saturday, November 16, 2024	9:30am – 12:00pm
DECEMBER	Saturday, December 14, 2024	9:30am – 12:00pm
JANUARY	NO MEETING	
FEBRUARY	Saturday, February 15, 2025	9:30am – 12:00pm
MARCH	Saturday, March 22, 2025	9:30am – 12:00pm
APRIL	Saturday, April 5, 2025	9:30am – 12:00pm

***Unless otherwise stated, sign-in for all Saturday On-site meetings will take place in the Science Center at UVA Wise (the first building you come to when walking down from the upper parking lot).***

## UB Contact Information

Upward Bound (276) 328-0175 (Office)  
UVA Wise, Zehmer Hall (276) 376-1098 (Fax)  
One College Avenue  
Wise, VA 24293



Upward Bound Email Address  
***upwardbound@uvawise.edu***




FIND US ON THE WEB  
***uvawise.edu/upward-bound***

***SIGN UP FOR REMIND TEXT MESSAGES FROM UB!***

*(see page 16 for more details)*



 remind		
<i>Students at this school...</i>	<i>...text this code...</i>	<i>...to this number:</i>
<b>CENTRAL HS</b>	<b>@ubce</b>	<b>81010</b>
<b>EASTSIDE HS</b>	<b>@ubeas</b>	
<b>UNION HS</b>	<b>@ubunion</b>	
<b>RIDGEVIEW HS</b>	<b>@ubridge</b>	



Like us on  
**Facebook** @ facebook.com/UVAWiseUpwardBound

# SCHEDULING 1-ON-1 MEETINGS WITH CALENDLY

**REQUIRED ONCE PER MONTH SEPTEMBER - APRIL**

## 9<sup>th</sup> & 10<sup>th</sup> Graders

Schedule your meetings with **HOPE** using this code or URL:



**[calendly.com/ubuvawhope/one-on-one-meetings](https://calendly.com/ubuvawhope/one-on-one-meetings)**

## 11<sup>th</sup> Graders

Schedule your meetings with **SHELBY** using this code or URL:



**[calendly.com/shelbyupwardbound/30MIN](https://calendly.com/shelbyupwardbound/30MIN)**

## 12<sup>th</sup> Graders

Schedule your meetings with **ADAM** using this code or URL:



**[calendly.com/adamub/ubseniors](https://calendly.com/adamub/ubseniors)**



## SECTION I: ACADEMIC YEAR SERVICES

The Upward Bound services provided during the academic year component are intended to motivate and support participants as they progress towards college enrollment. The program is designed to provide support in academics, career exploration, college readiness, and personal development. Services are provided via monthly On-site meetings, school visitation by Upward Bound staff, and at the UB office by appointment.

### **1.1 Monthly On-site Meetings (REQUIREMENT)**

On-site meetings are held on one Saturday each month in Zehmer Hall on the University of Virginia's College at Wise campus. **All students are expected to attend every On-site meeting.** On-sites are scheduled August through April and typically last from 9:30 a.m. to 12:00 p.m. Students and parents will be given an *Academic Year Calendar* with that year's schedule of upcoming On-site meetings, activities, and pick-up times at the start of each school year.

#### ***On-site Meeting Activities***

- ***Grade level meetings:*** Each On-site will include a grade-level group meeting conducted by a member of the UB staff. The goal of these meetings is to guide students through each stage of college preparation with services tailored to each grade level. Activities during these meetings will center around topics such as academic skills, college exploration, career exploration, and social and emotional learning (SEL).
- ***Core Subject Instruction:*** On-site meetings may also include classes designed to reinforce students' skills in core subjects such as English, grammar, science, and math. Qualified instructors lead these classes and strive to make them not only beneficial, but also fun and engaging.
- ***Cultural Enrichment Activities:*** Some On-sites conclude with an optional meal and afternoon cultural enrichment activity. Participation in the afternoon activity is not required, but highly encouraged. Upward Bound provides for all meals and activities, however students should bring money for additional snacks, souvenirs, or shopping.

#### ***On-site Meeting Policies***

Upward Bound instructors and RAs monitor each student's conduct, participation, and attendance at all On-sites and any issues are brought to the UB staff's attention. Violation of these policies is grounds for corrective action. Please review the following:

- ***On-site Attendance (REQUIREMENT):*** All students are expected to attend every On-site meeting, unless a valid excuse is pre-approved by the UB office (see '*Excused Absences*,' page 17). Students must stay the entire time to earn their full stipend. Excessive absences will also affect the student's eligibility for other UB opportunities.
- ***Signing Out:*** See '*Participant Transportation*' on page 18 for important information.
- ***Conduct:*** On-site meetings take place on an active college campus among college students, professors, and other university staff. Students are held accountable for their behavior and are expected to conduct themselves at all times in a manner that positively reflects upon themselves and Upward Bound (see '*Student Conduct Standards*,' page 18).
- ***Inclement Weather Policy:*** In the event of inclement weather conditions, the UB staff will notify students through Remind, Google Classroom, and the UB Facebook page if any schedule changes occur due to inclement weather. Scheduled On-site meetings will be cancelled/rescheduled if:

1. Either Upward Bound school system (Wise or Dickenson counties) are closed OR dismiss early on the Friday immediately preceding the date of the On-site, or
2. Hazardous conditions develop overnight on the date of the On-site; in this situation, the UB Director will decide whether or not to cancel the On-site.

**NOTE:** In the event of inclement weather where an On-site is not cancelled, students and parents/guardians should exercise their own judgment regarding safe travel conditions in their area – DO NOT risk traveling in dangerous conditions, regardless of the UB activities taking place!

- **Cell Phones/Electronics:** The use of ALL electronic devices is prohibited while participating in certain cultural activities (e.g., tours, museums, plays, etc.). Students may bring these devices with them on cultural activity field trips for use during bus rides and when otherwise appropriate. Upward Bound is not responsible for the loss/theft/damage of these devices.
- **Student Guests:** Visitors are not allowed to attend meetings with students, except for planned events when students are allowed to bring guests. Students will be made aware of such events ahead of time. Upward Bound does not assume responsibility for unauthorized guests.
- **Animals:** Animals are prohibited at meetings, with the exception of service animals.

### **1.2 Monthly One-on-One Advising Meetings (REQUIREMENT)**

Each student is required to meet one-on-one with the UB advisor for their grade level once per month. Students are responsible for reaching out to schedule their meetings. Completion of these meetings earns students part of their participation stipend.

- **9<sup>th</sup> & 10<sup>th</sup> Graders – Hope**
- **11<sup>th</sup> Graders – Shelby**
- **12<sup>th</sup> Graders - Adam**

**NOTE:** If a student does not attend a previously scheduled 1-on-1 meeting and does not notify their advisor beforehand, their stipend will be reduced (see page 12). If this occurs twice in the same month, the student will not be allowed to schedule another 1-on-1 until the following month.

### **1.3 School Visitation & Other Services**

#### **Monthly School Visits (REQUIREMENT)**

Twice per month, a member of the UB staff will visit each high school to provide services to current students and to recruit new participants. Services provided include academic advising, guidance in course selection, college counseling, tutoring services, obtaining grade reports, and acting as liaison for the Upward Bound office.

- **In-school Worksheets:** Students will be asked to complete a worksheet activity during school visits. This is part of the requirement in order to earn their full participation stipend.

#### **Advising Services**

- **Career Advising:** Upward Bound will assist students with exploring career options and provide students with career information during in-school visits and during On-site meetings.
- **College Admissions Advising:** Upward Bound aids with college selection, admissions requirements, financial aid, essay preparation, and the scheduling of college tours. These services are intended to provide students with the tools needed to choose a post-secondary program that will help them attain their long-term goals.

- **Personal Advising:** The Upward Bound staff is always available to help students with managing personal issues, whether during an in-school visit, at an On-site or by scheduled appointment in the UB office.

### **Dual Enrollment Tuition Assistance**

Upward Bound will provide payment for one dual enrollment course per year, per student, provided that funding is available. Additionally, the selection of dual enrollment courses UB can pay for is now limited; see page 23 for the complete list of classes approved for payment.

- Students are expected to maintain a cumulative G.P.A. of at least 2.5 and be a current UB participant to receive these benefits.
- Students should notify the UB office of any dual enrollment courses they are taking and notify the individual at their school responsible for dual enrollment billing that they are an Upward Bound participant to avoid delays in payment.
- Upward Bound cannot reimburse students for dual enrollment fees already paid.

### **Pre-College Testing Assistance**

All UB students are expected to take any applicable tests as part of their preparation for college attendance. Upward Bound will assist in obtaining fee waivers for testing fees as they are made available. Students will also be provided with test preparation assistance. The most common tests are listed below:

- **PSAT** – All students are highly encouraged to take the PSAT during their sophomore year in order to better prepare them for the SAT.
- **SAT** – Students are encouraged to take the test in the spring semester of their junior year; the student may retake the test again in their senior year if they choose.
- **ACT** – Students interested in taking the ACT are encouraged to do so. Please contact the UB office or a UB staff member during a school visit for more information.

### **College Application Assistance**

Every student is expected to seek admission to a college or university offering the best all-round package based on their intended field of study, high school academic performance, financial outlook, and living arrangements. Admission processes vary from college to college, therefore UB students in their senior year are required to collaborate with the UB staff to ensure all necessary college application materials are submitted in a timely manner. The UB staff will assist students with assessing their eligibility for admission, compiling all application information, and submitting completed applications to each institution at which they are seeking admission. UB will also assist with college application fee waivers whenever possible.

### **Individual Tutoring Services**

- **In-person tutoring:** If a student needs in-person assistance, Upward Bound will attempt to arrange tutoring for them as soon as possible. To request a tutor, contact the Upward Bound office or notify an Upward Bound representative during a school visit. Please note this additional information regarding in-person tutoring:
  - Students are expected to attend ALL scheduled in-person tutoring sessions. A lack of homework does not justify missing a scheduled session.
  - If the student needs to cancel or reschedule an in-person session, they are REQUIRED to notify the UB office and the tutor at least two hours in advance.

- If the student does not attend a scheduled session and did not inform the Upward Bound office that they would not be able to attend, the cost of the tutoring session will be deducted from their next stipend check.
- Students are expected to arrive for sessions prepared to work and with all necessary assignments, textbooks, handouts, calculators, pens, pencils, etc.

**NOTE:** Upward Bound may require students to obtain individual tutoring if they receive poor grades on their report cards or progress reports.

## **1.4 Participation Stipends**

Upward Bound students earn a stipend for their participation in the program. All stipends are issued twice per school year at the end of each semester in the form of a check made out to the participant. Students must be on UB's current enrollment list at the time stipends are issued in order to receive their check. If a student cannot pick up their check, the UB office will mail the student's check to their mailing address on file. When receiving a stipend check in person, students must provide their signature in the presence of a UB staff member. If the student wishes for another individual to pick up their check for them, that student must make prior arrangements with the UB office.

### ***Earning Stipends***

At the start of each semester, students are given a stipend checklist of tasks. Completion of each task earns the student a specific dollar amount for the semester. Students are encouraged to keep their checklists on-hand and check-off the tasks as they are completed; this will help them stay motivated and keep aware of upcoming deadlines. **Note:** Students do NOT need to turn in their checklist at the end of the semester; they are only for them to keep track of their stipend.

### ***Other Stipend Deductions***

Each student's participation stipend is subject to deductions resulting from poor participation, failure to follow UB policies, and as a result of disciplinary offenses during UB events. The amount deducted will be determined by the UB Director on a case-by-case basis. Upward Bound reserves the right to withhold stipends due to any violation of its policies.

### ***RSVP No-show Policy***

When planning activities that require a headcount (i.e., ticketed events, catered meals, Senior Banquet, etc.), UB may require students to RSVP to anticipate the number of attendees for billing purposes. **If a student RSVPs for themselves or for guests and those individuals do not attend the event, some or all of the associated per-person costs will be deducted from their next stipend.**

### ***Outstanding (Un-cashed) Stipend Checks***

If a student does not cash their stipend check within 30 days of receipt, the UB office will be notified of the outstanding check by the university's accounting department. The student will then be notified by the UB office and will then have an additional 30 days in which to cash the check. If the student no longer has the check, they may request that the check be reissued. The UB office will submit ONE reissue request per check; any checks still outstanding after 60 days will be cancelled and the student will forfeit any participation stipends contained on those checks.

## **1.5 Other Opportunities for Participants**

### ***College Tours***

Upward Bound gives students the opportunity to visit various college campuses, meet with admissions counselors, and speak with current students. Upward Bound will periodically plan group college visits that may serve as activities during the year, however students interested in a particular college or university should inquire about getting assistance with scheduling a more personalized visit.

### ***Senior Recognition Banquet***

This special catered event provides attendees with the chance to honor and congratulate the UB seniors who are graduating and about to embark on their college career. The banquet includes guest speakers, an awards ceremony, and a slideshow showcasing highlights of the seniors' UB experiences. Parents/guardians of each senior will receive an invitation to the event.

### ***Summer Program***

See the *UB Summer Program Description* on page 5.

### ***UB Summer Bridge Program***

As the name suggests, the UB Summer Bridge Program is designed to ease participants' transition from high school to college. This program is an extension of the regular Upward Bound summer program and is similar in many respects. Bridge students are enrolled in two transferable college courses during the summer semester at UVA Wise and are eligible for the same summer services as regular Upward Bound students. Participants are also eligible for UB internship positions where they can gain valuable insight into various areas of interest. Seniors will be given more information about the Bridge Program as the summer approaches.

### **REQUIREMENTS FOR ADMISSION TO THE BRIDGE PROGRAM:**

1. Must be a current UVA Wise UB participant
2. Must graduate high school during the current school year
3. Must have been accepted to UVA Wise
4. Must have submitted the FAFSA
5. Must provide satisfactory verification of college enrollment for the fall semester

### **Additionally, preferential consideration will be given to students who have met these UB obligations:**

(All dates apply to the student's senior year.)

- ✓ Graduate with a cumulative GPA of 2.5+
- ✓ Apply to UVA Wise by December 1
- ✓ Take the SAT or ACT before January 1
- ✓ Submit the FAFSA by February 15
- ✓ Successfully complete at least one dual enrollment course before spring of their senior year
- ✓ Provide a copy of their financial aid award letter
- ✓ Avoid having two consecutive unexcused absences from UB Onsites during their senior year
- ✓ Earn all credits shown on the *UB Participant Expected Course Completion* list (see page 16)

❖ **Things to remember about the Bridge Program:**

- **There may be a limited number of spots available for the Bridge Program**
- Seniors wishing to attend the Bridge Program will be required to fill out an application to verify that they meet all the requirements listed above.

## **1.6 Parent/Guardian Involvement**

The Upward Bound staff greatly appreciates the support it receives from the parents/guardians of its participants. Throughout each student's participation in UB, there will be numerous occasions in which a collaborative effort between the UB staff and the student's parents/guardians will be necessary. The information below describes some of the opportunities for collaboration that are most critical to the success of UB's objectives:

### ***Annual Parent Meeting***

In order to maintain this mutually beneficial relationship, a Parent Meeting is scheduled each fall to inform parents/guardians of the events and activities for the coming school year. This important meeting also provides the opportunity to welcome any parents/guardians of newly accepted students, while also giving them the opportunity to meet with the UB staff and learn about the many services offered by Upward Bound.

### ***Updating Student Information***

The Upward Bound staff asks that parents/guardians be mindful in keeping the UB office up-to-date regarding any changes in their student's information, with particular attention paid to:

- Mailing addresses
- Phone numbers
- Emergency contacts
- Insurance information
- Medical information (particularly developing conditions, accidents, medications, allergies, etc.)
- Authorized drivers on students' Ride Release Forms

### ***Summer Program Open House***

Near the beginning of the summer program, Upward Bound holds an Open House event for students and their parents/guardians. The purpose of this meeting is to disclose information regarding the activities, events, and objectives for that summer. While not a direct part of Upward Bound's academic year component, the Open House event is an essential opportunity for parents/guardians to familiarize themselves with the summer policies and procedures. **NOTE: UB requires the attendance of at least one parent/guardian of any student who has not previously attended a UB summer program, however all parents/guardians are highly encouraged to attend.**

## SECTION II: STUDENT PARTICIPATION STANDARDS

### **2.1 Minimum Participation Requirements**

The list below is designed to ensure UB participants are meeting their obligations to Upward Bound while also progressing towards their stated goal of attending college after high school. **Students who consistently fail to meet these obligations are subject to probation and/or dismissal from UB.**

#### ***Expectations for All Students***

1. Attend all Saturday On-site meetings, or provide a valid school-sponsored excuse that has been pre-approved by UB
2. Maintain a minimum 2.5 cumulative G.P.A. and at least a "C" average in all courses
3. Meet with assigned UB advisor for 1-on-1 meetings each month
4. Sign-in with UB staff during school visits
5. When making class schedules, choose classes that will earn the credits found on the *UB Participant Expected High School Course Completion* list (see page 16)
6. Maintain regular communication with UB
7. Complete all UB surveys
8. Join UB's REMIND text messaging list
9. Join UB's Google Classroom

#### ***Additional Expectations for Seniors***

1. Must apply to UVA Wise by December 1
2. Must complete the FAFSA by February 15
3. Must provide verification of college acceptance, financial aid awards, and fall enrollment confirmation by April 1\*

*\*Seniors who are attending a community college may not be able to confirm their fall enrollment by this date; the UB staff will take this into consideration.*

### **2.2 High School Curriculum**

#### ***Minimum G.P.A. Requirement***

Upward Bound expects all participants to achieve and maintain a minimum 2.5 cumulative G.P.A. Many college and university admission standards require G.P.A. scores of 3.0 or greater. Students not meeting this benchmark at the end of each grading period are subject to being placed on academic probation (see page 19).

#### ***Extracurricular Activities***

All UB students are highly encouraged to participate in school and community activities, which can provide leadership experience, aid in personal growth, boost resumes, and help build a network of relationships that may prove beneficial as they seek future opportunities. *However, it is essential that students recognize the importance of putting academics first!* If a student's report card indicates their grades are suffering due to extracurricular obligations, UB expects the student to seek tutoring assistance, or to reevaluate their level of participation in non-academic activities.

### Course Selection

Pursuant to UB’s annual objectives (page 5), all participants are expected to earn the credits listed on the **UB Participant Expected High School Course Completion List (see below)**. Students are urged to avoid selecting classes that hold little academic significance and are instead encouraged to accumulate as many college-preparatory credits as possible throughout high school.

#### **UB Participant Expected High School Course Completion List**

Upon graduation from high school, UB participants are expected to have earned the following:


- **ENGLISH** – 4 credits
- **MATH** – 3 credits (to include algebra I, plus an upper-level math such as algebra II, geometry, or pre-cal)
- **LABORATORY SCIENCES** – 3 credits (to include one year each of at least two of the following subjects: biology, chemistry, and physics)
- **SOCIAL STUDIES** – 3 credits
- **FOREIGN LANGUAGE** – 1 credit\*

*\*But do I **HAVE TO** take a foreign language class? Yes. Upward Bound’s funding is dependent upon the number of students who graduate with ALL the credits listed above. Even though it is possible to earn a Virginia Standard Diploma without taking a foreign language, UB students are held to a higher standard and are expected to take at least one course before graduation. Most 4-year college degrees will require students to take college-level foreign language, so UB believes it is essential that students first have exposure to this material while they are in high school.*

### 2.3 Communicating with UB

#### **UB’s REMIND Text Messages (REQUIREMENT)**

- To join, text the code for your school to the number shown (see chart below)
- Ideally both the student and a parent will sign up
- If the student doesn’t have a mobile phone, they must sign up using an email address (but they will need to check their email often!).

 remind		
Students at this school...	...text this code...	...to this number:
<b>CENTRAL HS</b>	<b>@ubce</b>	<b>81010</b>
<b>EASTSIDE HS</b>	<b>@ubeas</b>	
<b>UNION HS</b>	<b>@ubunion</b>	
<b>RIDGEVIEW HS</b>	<b>@ubridge</b>	

#### **UB’s Google Classroom (REQUIREMENT)**

- All students are required to join UB’s Google Classroom for their graduation year cohort; students will need a personal Gmail account in order to participate (school emails will not work).
- Students will receive sign-up instructions during their enrollment into UB, or during the academic year orientation meeting in August (reach out to your UB advisor if you need help).
- Google classes will be used for assignments, announcements, and to share important information.



## **2.4 Graduating in December**

If a student is considering graduating in December, they are asked to **please inform the Upward Bound office immediately!** Please be aware of the following policies:

- December graduates **ARE NOT** eligible for the following:
  - ✗ To earn a stipend during the spring semester
  - ✗ For cultural activities/trips during the spring semester
- If they continue their 1-on-1 meetings throughout the spring semester, December graduates **ARE** eligible...
  - ✓ To attend the Senior Banquet
  - ✓ For the upcoming summer Bridge Program (*if they meet the other requirements*)
  - ✓ To attend On-site meetings  
(*cannot earn stipend & cannot attend afternoon activities*)
  - ✓ To receive continued advising sessions and assistance with college applications, financial aid, scholarships, etc.

## **SECTION III: OTHER UPWARD BOUND POLICIES**

### **3.1 Excused Absences**

Students participating in school-sponsored activities on the day of an On-site meeting or a scheduled UB school visit may have their absence excused if it is pre-approved by the UB office, and if UB receives verification from a teacher, sponsor, coach or other school personnel. Activities eligible to be excused include academic club or organization field trips, academic competitions, and certain extra-curricular activities as approved by the UB Director. If the student provides a valid excuse, their UB attendance for the year will not be negatively affected by the absence. If students are unsure what constitutes an excused absence, please contact the Upward Bound office.

#### **❖ Things to remember about excused absences:**

- All excuses must be pre-approved by UB and must be related to a school-sponsored activity.
- Excused On-site absences DO NOT earn stipend money.
- School personnel must verify the student's participation by emailing upwardbound@uvawise.edu by the end of the week following the missed On-site meeting.
- If a student requests to be excused from an On-site at which essential information will be covered (for example, completing the FAFSA, college application workshop, etc.), they may also be required to meet individually with UB staff to have the absence excused.
- Non-academic absences (such as illness, employment, family functions, etc.) are not excused; certain absences due to extenuating circumstances may be excused at the Director's discretion.

### **3.2 Participant Transportation**

Parents/guardians are responsible for their student's transportation to and from all UB events. Students and their parents/guardians are expected to review the schedule of dates and events. See the following policies:

#### ***Signing Out from UB Events***

**IMPORTANT:** All students who do not drive themselves to Upward Bound activities, including to On-site meetings, must have an authorized individual, who is listed on their ride release form, sign them out of Upward Bound's custody; for On-site Meetings, sign-out will take place in the upper parking lot.

- If a student needs to be picked up by someone not on their ride release, the UB office must receive prior permission from the student's parent/guardian for each occurrence.
- Parents/guardians should contact the UB office anytime they need to update their student's ride release form.

#### ***Tardiness of Transportation***

**IMPORTANT:** For any UB event, if a student's means of transportation is more than 15 minutes late, has not contacted the UB staff, and other approved drivers for the student cannot be contacted, the student may be placed in the care of UVA Wise Campus Police until their transportation arrives.

- If a student's transportation arrangements are habitually late for pick-up times, this may jeopardize the student's continued participation in Upward Bound.
- UVA policies strictly forbid college personnel from transporting students in personal vehicles.

### **3.3 Student Conduct Standards**

As mentioned previously, Upward Bound students are held to a higher standard and are expected to not only conduct themselves as young adults, but to also recognize they are in a partnership with UB. This requires a significant level of dedication and collaboration on the part of the student. The following sections outline UB's rules regarding students who violate the program's policy and conduct standards:

#### ***Conduct Away from UB***

Students are expected to remain in good standing with their high school and to avoid actions that can result in the involvement of the juvenile or criminal court systems. Any UB participant who receives in-school suspension (ISS), out-of-school suspension, expulsion, or goes before the juvenile/criminal court system due to illegal actions (including truancy) may be subject to corrective action at UB.

#### ***Corrective Action***

Upward Bound recognizes the value of learning from mistakes and being mindful of consequences. When a participant violates a disciplinary or policy regulation, the UB Director will determine the appropriate level of consequence based on the degree of the offense. A *Corrective Action Form* may be used to document violations and will be kept in the student's file. Corrective action may consist of the following:

- Verbal warning
- Minor disciplinary action (activity restriction, stipend reduction, etc.)
- Written warning (including a letter to parents)
- Disciplinary probation (see page 20)
- Dismissal from UB

### ***UB Policy Violations***

Participants who violate UB policies are subject to corrective action. Violations include, *but are not limited to:*

- Violating On-site meeting policies
- Not arriving for scheduled tutoring
- Habitual disregard for commitments
- Failure to meet minimum participation requirements

### ***Disciplinary Offenses***

All Upward Bound participants are expected to conduct themselves in a mature and responsible manner at all times. Conduct violations requiring corrective action include, *but are not limited to:*

- Being disrespectful
- Disregard for instructions
- Viewing of illicit material
- Abuse/misuse of facilities
- Being in a restricted area
- Skipping scheduled activities
- Dishonesty/cheating
- Dress code violations
- Profanity/obscene gestures
- Tardiness
- Violating personal space
- Public displays of affection

### ***UB Dress Code***

- Students are required to cover the 4 C's completely (cracks, crevices, cleavage, & cheeks).
- Skirts/shorts should reach mid-thigh or have leg coverings underneath.
- Shirts may not advertise alcohol, tobacco, vapes, nicotine products, or other drugs; contain profane, obscene, or sexual expressions, nor reveal cleavage.
- Students are asked to please wear belts so that no underwear is visible.
- Students should remember to wear appropriate footwear.
- If an afternoon activity includes swimming, two-piece bathing suits are permitted, however over-shirts or one-piece suits are encouraged. Students swimming must provide their own towel.

## **3.4 Probation Policies**

All students are subject to the following probation policies. If a student receives notification that they are on probation, they must satisfy the requirements as described below in order to have their full UB privileges reinstated. Students unable or unwilling to meet these criteria are subject to dismissal.

### ***New Student Probation***

During their first **60 days** of Upward Bound enrollment, new participants will be expected to demonstrate their commitment to participating in UB. Upon completion of the probation period, UB staff will evaluate the new student's participation, attitude, and motivation to determine their continuation in the program. Students will be notified whether or not they have met the qualifications to be accepted into the program. In the event that a new student is found to have not met participation guidelines, the student may be required to meet with UB staff to discuss their commitment to the program and may be subject to dismissal.

- ❖ **Criteria for new students to be officially accepted into UB includes, *but is not limited to:***
  - Attend all On-site meetings during the probation period (or receive excused absences)
  - Complete all monthly one-on-one meetings during the probation period
  - No disciplinary violations during the probation period
  - Submit all new-student forms to the UB office, complete and with signatures

### **Academic Probation**

Participants are subject to academic probation under either of the following conditions:

- Receives a D or F in any course on any report card or progress report
- Cumulative G.P.A drops below 2.5

Once a student is determined to be on academic probation, the following will occur:

- A notification letter will be sent to the student and parent/guardian
- Student will be ineligible for any cultural activities while on academic probation
- Student may be required to attend mandatory tutoring sessions

Academic probation will be lifted once a satisfactory report card or progress report has been received by the UB office. Students placed on academic probation will have **one semester** to satisfactorily demonstrate an improvement in grades. Exceptions may be made in the case of illness or other extenuating circumstances at the UB Director's discretion. If the student consistently fails to demonstrate an improvement in academic progress, they may be subject to dismissal.

### **Attendance Probation**

<b>Occurrence</b>	<b>Consequence</b>
The student does not attend a monthly On-site meeting (excused or unexcused) and does not complete a 1-on-1 meeting during the same month.	Warning letter
The student accumulates two consecutive unexcused On-site meeting absences.	Placed on attendance probation
Two months pass without completing a 1-on-1 meeting.	Placed on attendance probation

#### **Once placed on attendance probation:**

- The student will be ineligible for reward trips and cultural activities.
- A notification letter will be sent to the student and their parents/guardians.
- The student will be given 2 months to improve their participation, after which they will be removed from UB's enrollment (*see 'Dismissal from Upward Bound,' page 21*).

### **Disciplinary Probation**

Students who violate any of UB's student conduct standards are subject to disciplinary probation at the discretion of the UB Director. While on disciplinary probation, students will not be eligible for any cultural activities and are subject to having their stipend reduced. The student and their parent/guardian may also be required to attend a meeting with UB staff before their full UB privileges are reinstated. Disciplinary probation may only be lifted by the UB Director.

### **3.5 Zero-Tolerance Violations**

The following violations are considered serious breaches of Upward Bound's policies. If a violation occurs during an Upward Bound activity, the student's parent/guardian will be contacted, and they will be subject to immediate disciplinary probation and possible dismissal from the program. Under certain circumstances, parents/guardians may be required to provide the immediate transportation of their student from the UB activity and may be financially responsible for any damages or losses resulting from

their student's actions. All disciplinary action that does not exceed the legal scope of Upward Bound's control is at the discretion of the UB Director.

### ***Fighting/Hazing/Physical Harm***

Any participant who engages in fighting, hazing, harassment, or intentionally causes physical harm to others while under UB's supervision will be immediately dismissed from the program and may be subject to legal action.

### ***Harassment/Bullying***

If a participant engages in the physical or emotional harassment and/or bullying of another person while under UB's supervision, they will be immediately placed on disciplinary probation and may be dismissed from the program.

### ***Tobacco, Electronic Vaping devices or Nicotine products Use/Possession***

The University of Virginia's College at Wise has banned smoking and vaping in and around all public buildings. It is UB's policy that ALL participants, regardless of age, are prohibited from the use or possession of any tobacco products while present at any UB meeting, trip or event.

### ***Other Unlawful Activities***

- The use, possession, and/or storage of:
  - Illegal drugs or other illegal substances
  - Alcohol
  - Firearms or other weapons
  - Marijuana or its derivatives
- Sexual activity
- Destruction of property/stealing
- Possession/viewing of illicit material or pornography.
- Any action that endangers the safety and well-being of others.

Any and all illegal actions (including, but not limited to, those listed above) will be handled by the proper authorities to the full extent of the law. Participants engaging in any of these activities while under UB's supervision will be immediately dismissed from the program and may be subject to legal action.

## **3.6 Dismissal from Upward Bound**

Students may be removed from UB's active enrollment for violating the program's standards and policies. These violations include, *but are not limited to:*

- Three consecutive unexcused Saturday On-site meeting absences
- Failing to improve participation after being placed on Attendance Probation
- Any zero-tolerance violation
- If the UB staff determines that a student does not plan to attend college after high school (i.e., joins the military, does not follow through with senior obligations, etc.)
- New students who fail to demonstrate a commitment to UB

Dismissed students who participated beyond the new-student probationary period will no longer be eligible for most UB services (including, but not limited to individual tutoring, On-site meetings, college tours, stipends, and the UB summer program). These students will be classified as "inactive" due to the fact that UB must continue to report on their academic progress throughout high school. **Students who are dismissed from UB's active enrollment are still encouraged to contact UB for college advising, technical assistance with college applications, and financial aid assistance.**

Students dismissed due to not completing the new student probationary period will be removed from the enrollment process and may reapply in the future.



# HOW TO EARN UPWARD BOUND'S

## ACADEMIC ACHIEVEMENT GRADUATION PIN



To receive an **ACADEMIC ACHIEVEMENT GRADUATION PIN**, current UB students must meet ALL of the following criteria upon graduation:

- Pass all classes listed on UB's "Expected High School Course Completion" list (see UB handbook)
- Attend at least one UB summer program
- Pass at least one Dual Enrollment course
- Graduate with at least a 3.0 GPA
- Confirm college enrollment for the upcoming fall semester

## VCCS DUAL ENROLLMENT COURSES APPROVED FOR PAYMENT BY UPWARD BOUND

ENGLISH		MATH		SCIENCE		SOCIAL STUDIES		WORLD LANGUAGE*	
ENG 111	College Composition I	MTH 161	Pre-Calculus I	BIO 101	General Biology I	HIS 101	Western Civilization I	SPA 101	Beginning Spanish I
ENG 112	College Composition II	MTH 162	Pre-Calculus II	BIO 102	General Biology II	HIS 102	Western Civilization II	SPA 102	Beginning Spanish II
		MTH 155	Statistical Reasoning	BIO 141	Human Anatomy & Physiology I	HIS 121	U.S. History I	SPA 201	Intermediate Spanish I
		MTH 245	Statistics I	BIO 142	Human Anatomy & Physiology II	HIS 122	U.S. History II	SPA 202	Intermediate Spanish II
		MTH 246	Statistics II	CHM 111	College Chemistry I	PLS 211	U.S. Government I	SPA 203	Intermediate Spanish I-II
		MTH 261	Applied Calculus I	CHM 112	College Chemistry II	PLS 212	U.S. Government II	FRE 101	Beginning French I
		MTH 262	Applied Calculus II	PHY 121	Principles of Physics I			FRE 102	Beginning French II
		MTH 263	Calculus I	PHY 122	Principles of Physics II			FRE 201	Intermediate French I
		MTH 264	Calculus II	PHY 201	General College Physics I			FRE 202	Intermediate French II
		MTH 265	Calculus III	PHY 202	General College Physics II			FRE 203	Intermediate French I-II

Please contact us if there is ever a question regarding a course's payment eligibility.  
[upwardbound@uvawise.edu](mailto:upwardbound@uvawise.edu)

\*UB can only pay for a single world language course throughout the student's four years of high school