



University of California
San Francisco

University of California, San Francisco

TRiO Upward Bound Student and Guardian Handbook

TRiO

UPWARD BOUND

Education. Access. Opportunity.

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TRiO Upward Bound Contact Information

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Program Overview

What is Upward Bound?

Upward Bound (UB) is a federally funded educational program created as part of the *Economic Opportunity Act of 1964* and was later included in the *Higher Education Act of 1965*. UB is an educational program designed to develop the **skills and motivation** necessary for student's success in education beyond high school.

The UCSF-UB program is a partnership with the US Department of Education, the University of California at San Francisco, Antioch Unified School District and Antioch High School. Eligible students are part of the program until they graduate from Antioch High School. Some colleges and universities also have TRiO programs you can join as part of their undergraduate and graduate school experiences.

During the academic year, students meet weekly with an UB advisor, participate in tutoring, Saturday learning opportunities, college visits, and learn about the process of enrolling into college. During the Summer, select students attend a summer learning internship which enhance their knowledge of math, English, study skills, and other disciplines.

Eligibility Requirements

TRiO Upward Bound is a program funded primarily by the U.S. Department of Education. Therefore, Upward Bound must adhere to federal legislation, regulations, policies, and guidelines when selecting students to serve. Admission to the program is based upon eligibility, need, and readiness for the program. We may not be able to admit every student who is eligible.

To be eligible to participate in the TRiO Upward Bound program, a student must:

- 1) Be a citizen of the United States or a permanent resident AND

Meet one or more of the criteria below:

- a) From a low-income household according to TRiO federal guidelines
<http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>
- b) A potential first-generation college student (the natural or adoptive parents/guardians with whom you live have not earned a bachelor's degree)
- c) Be in need of academic support

Online Workshops

All meetings, workshops, and tutoring sessions are conducted via the Upward Bound Antioch High School Microsoft Teams group unless specified otherwise.

Upward Bound Code of Conduct

What is Expected of Students?

Students enrolled in UB are expected to sign a commitment agreement. Tutoring is open to all UB students and **all are expected to attend tutoring as part of their academic program**. As an UB Student, I will:

Academic Expectations	Behavioral Expectations	Self-Accountability
Arrive to class on-time and prepared to learn	Behave in a manner of respect and excellence	Commit to pushing myself academically and personally to be the best student I can be
Complete class assignments and meet deadlines	Display behavior and attitudes that are respectful, appropriate, and bring credit to oneself, their families, their school, and the UB program	Encourage myself and ask for help when I need it
Enroll in and complete A-G coursework	Adhere to the Antioch High School student code of conduct	Abide by the Antioch High School Code of Conduct
Attend weekly tutoring	Dress in a manner of respect for myself and where I see myself in the future	Seek excellence, not perfection, in the things I do

Upward Bound expects all students to adhere to the following list of standards of behavior. Any violation of these rules subjects' students to be immediately put on probation and/or dismissed from the program. The probation will remain in effect until the staff has time to meet and determine the date that the probation will be removed, or if dismissal from the program is appropriate.

Use of Alcohol, Drugs or Tobacco

No use or possession of drugs, alcohol, marijuana, tobacco, and other illicit drugs are allowed.

Use of Technology

Any student caught using his/her cell phone, iPod, or other technology during structured Upward Bound activities risks having the item confiscated. Furthermore, any form of cyberbullying is prohibited.

Students cannot engage in disruptive behaviors during online or in-person learning sessions and activities.

Fighting

Engaging in VERBAL, ONLINE, and PHYSICAL FIGHTING are prohibited.

Theft

Students suspected beyond a reasonable doubt of stealing other people's property are subject to suspension. However, students are responsible for keeping track of their personal belongings and are encouraged to label valuable belongings brought to Upward Bound activities. Upward Bound is NOT responsible for lost, stolen or damaged items.

Vandalism

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

Sexual Misconduct

No sexual misconduct are tolerated.

Respect for Others

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

Travel

RSVP Procedure

Students will be expected to complete a permission slip for all fieldtrips. A permission slip will be distributed to each student prior to the activity with a specified date of return. All forms must be returned to the UB Staff or mailed to the UB office by that date for the student to be considered for the event. All students who have committed are expected to attend. In some instances, there will be a deposit that will be fully refunded once the student attends the event. We are a grant-funded program with limited funds, and we do not want to waste money that could be better spent elsewhere.

What is Expected of Parents/Guardians?

Parents and guardians play an essential role in the personal and academic success of UB students. We ask that parents/guardians:

- Attend college-related sessions (e.g. financial aid, scholarships, admissions requirements, etc.)
- Attend at least two Upward Bound events with your young person
- Support the UB leadership when enforcing the standards of the UB programs (advocate for students to be enrolled in college prep courses)
- Ensure students arrive to Saturday sessions on time
- Arrange for transportation to and from UB programs when applicable

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

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

Upward Bound Activities

Upward Bound Meetings

All students are expected to meet weekly with Dr. Bivens once a week and attend the Upward Bound Meetings. It is imperative to attend these sessions in order to stay connected to the UB program, and keep abreast of program activities, deadlines, and college readiness information.

College Visits

Throughout the academic year, the Upward Bound Program sponsors college visits. This is an opportunity for students to get a first-hand look at a variety of colleges and universities available, academic majors, and the opportunity to meet current college students. Attendance is on a first come, first serve basis, if not otherwise specified.

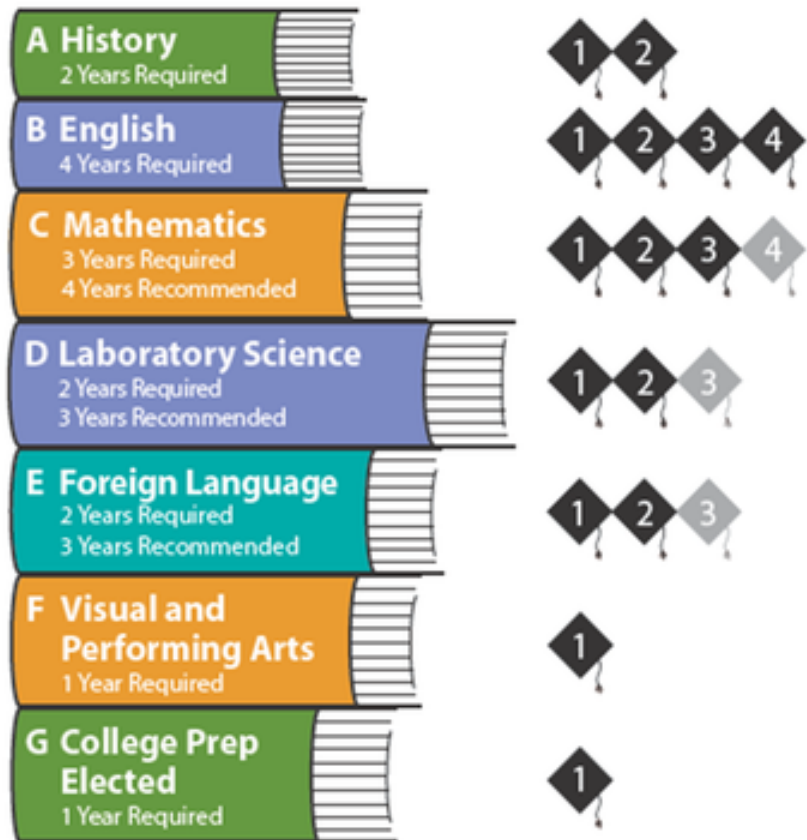
Tutoring

All students are required to attend tutoring twice a week. Tutoring at the school is available Monday through Friday 2pm – 4pm.

SAT and Test-Taking Boot Camp

SAT Boot Camp will take place on various Mondays and occasional Saturdays between September and November.

A-G Classes



* Grades of C or better required.

Students Name: _____ Grade: _____

Mailing Address:

Home Phone: _____

Cell Phone: _____

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

I WILL: (Initial in space provided following each statement)

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

Student Signature

Date

Upward Bound Staff

Date

UCSF TRiO Upward Bound Guardian Contract of Commitment

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

1. I will ensure that my child maintains a 2.5 or C+ average in all of his/her high school classes.

2. I will ensure that my child submits a signed and completed Upward Bound Annual Agreement as requested by Upward Bound staff.
3. I will ensure that my child follows the rules and regulations of the program.
4. I will enforce all rules and regulations of the program as they pertain to my child.
5. I will ensure that my child attends classes, Saturday Academy sessions, cultural activities, and special events during the academic year and summer program.
6. I will ensure that my child meets the attendance requirement of the program and I understand he/she can be disciplined or terminated for unexcused absences.
7. I will not allow my child to be involved with drugs and alcohol. I understand that the use of drugs or alcohol is not tolerated and will result in my child's immediate dismissal from the program.
8. I will read the mailed announcements and visit the Upward Bound Program website regularly to stay abreast of program announcements, updates, activities, and events.
9. I will call the program and/or send notice via email or hand-written note to the program office in the event of a cancellation for any trips/activities that my child is scheduled to attend.
10. I will notify the Upward Bound Program if my address or telephone number should change.
11. I will answer all inquiries regarding my child from the program.
12. I recognize the importance of a college education for my child's future, and I am committed to the goals and objectives of Upward Bound.
13. I agree to support my young person in her/his academic pursuits. I also agree to work with the Upward Bound Staff to assure the best personal and academic outcome for my young person.

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

I, _____, the parent/guardian of _____

have read and understand the above statements. I do hereby agree to the terms and rules of the Upward Bound program.

Parent/Guardian Signature

Date