



2024-2025
TRiO Upward Bound
Student & Parent Handbook



BALDWIN WALLACE UNIVERSITY
TRIO UPWARD BOUND
2024-2025
Student and
Parent Handbook

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WELCOME TO UPWARD BOUND

MISSION

The Baldwin Wallace University TRIO Upward Bound Program is an **academic community** committed to providing a quality program that assist students in the development of skills and motivation necessary for completion of high school and graduation from a college or university. The program fulfills this mission through providing a **rigorous** program of academic support that is characterized by excellence in teaching and learning within a challenging and supportive environment that enhances students' intellectual and personal growth.

PROGRAM DESCRIPTION

The United States Department of Education funds the TRIO Upward Bound Program. It is a special **college preparatory program providing – a journey to academic achievement and excellence**. TRIO programs help *turn roadblocks into opportunities* by assisting students in overcoming class, social, academic, and cultural barriers to higher education.

The administrative staff of Upward Bound works diligently to create a positive and stimulating learning environment that reflects the goals of the program. The overall goal of Upward Bound is to increase the rates at which students are prepared for, enroll and graduate from college. We hope to achieve this goal by providing a holistic enrichment program to meet your academic, social, emotional, and cultural needs. Upward Bound provides students with diverse enrichment experiences promoting awareness of themselves, others, and their environment.

In addition to the staff being committed to providing support for you, **Upward Bound requires that each student be committed to Upward Bound! Commitment to Upward Bound and to your success is demonstrated in prioritizing academics first! Strong grades will lead you to resources to help you continue on the journey to academic achievement and excellence toward and through completion of college.**

This handbook is provided as a reference guide to assist you in adhering to the Upward Bound Policies and Procedures. Please note as we evaluate the program and aim for excellence, this handbook is subject to change at any time, will be modified accordingly, and updates will be provided to you. Upon review of the handbook, if you find a question is not addressed or if an expectation needs clarification, please call the Upward Bound Office. Thank you for your time and cooperation. We look forward to sharing your high school and Upward Bound experience as we *turn roadblocks into opportunities* and begin the Upward Bound journey to academic achievement and excellence!

PROGRAM COMPONENTS

COLLEGE CLUB AFTER SCHOOL INSTRUCTIONAL TUTORING

College Club afterschool program provides participants with tools to reach and maintain the required program grade point averages, as well as develop study skills necessary for college success. College Club is OPEN to ALL participants. Assistance is provided in Math, Science, Composition and Literature, Sciences, and some Foreign Language. Students will have the opportunity to work on SAT and ACT practice test using the Princeton Review on-line ACT/SAT preparation materials. Students are given one hour to work on their homework and the second hour for Princeton Review and other college preparatory activities.

WHERE AND WHEN

SEE Your Academic Advisor for exact days, times and location of Academic Advisor and Afterschool Tutoring!

WHO IS REQUIRED TO ATTEND AFTER SCHOOL TUTORING

This is an Academic Program and therefore all participants are required to attend these weekly After School Tutoring sessions. If you currently have job or plan to work Let your employer know you are unable to attend on the days the Tutoring sessions are scheduled at your School. You also must attend Saturday Academy. Please schedule to work in the late afternoon (after 2:00pm) or in the evenings after Saturday Academy.

TRANSPORTATION

Note to Parent(s)/Guardian(s):

Transportation is not provided home after school tutoring which is held at the students' high school. Please arrange transportation home for your child when tutoring ends. If available, participants may utilize the school activities bus, public transportation, or carpool with other students with parental permission.

ENRICHMENT PROGRAMS

SATURDAY ACADEMY

Saturday Academy classes are held from September through May. These workshops will consist of mathematics, composition and literature, science, and senior seminar, as well as presentations by professionals across the county and state. Attendance and full participation and completion of all homework assignments mandatory.

Class work and homework assignments are issued and collected by our faculty. You are expected to turn in assignments when they are due. The attendance and assignment policies are discussed fully in this handbook. Lack of effort on any assignment will be reported to the Upward Bound Administrative staff and will jeopardize your standing in the program. For example, you may have turned in all assignments for each composition and literature, math, and science workshops. However, if the composition faculty reports to the staff that your papers are of extremely poor quality. **It is quite possible that you will be placed on academic probation for one month** or until the quality of your work has improved. Further details of probation are provided later in this handbook.

INDIVIDUAL ADVISING

Each program participant must meet with his/her advisor weekly. Advising sessions will be used as a mechanism to enhance personal, academic, and/or career growth. Time and location of your advising session will be arranged by your advisor or by the director but will be held at your school.

Students are required to attend all scheduled sessions and must be on time.

COLLEGE PREPARATORY WORKSHOPS & COLLEGE VISITS

The goal of Upward Bound at Baldwin Wallace University is to increase the rates at which participants enroll and graduate from a post-secondary institution of education. In support of this objective, participants will visit a variety of state and private colleges and universities in Ohio and out of state. Participants and parents will become familiar with college admission requirements, tuition costs, housing, campus resources, and financial aid.

COMMUNITY AND CULTURAL EVENTS

To further enhance their cultural and social awareness, students will visit various museums, as well as attend musical and theatrical performances.

Due to the planning and expense involved, students are notified through:

- **Schedule distributed at the start of each semester**
- **Saturday Academy- Announcements and printed material**
- **Flyer - mailed to student's home up to 2 weeks in advance**
- **Text, Remind, Email, Facebook,**
- **Reminder phone calls**

Because fees for trips (admission fees, transportation costs, meal tickets, etc.) are non refundable to the program, students who fail to inform staff in advance (2 weeks during the academic year and by June 1st of the Summer component) of their absence will have the cost of the trip fees (admission, transportation, etc.) deducted from the next/or future stipends until the amount is reimbursed in full. Participants MUST earn and maintain a grade of "C" or better in Upward Bound enrichment classes to be eligible for a stipend and to participate in social/recreational activities.

Cultural activities are a privilege. Students who maintain attendance during scheduled academic sessions, demonstrate **a respectful attitude, and demonstrate effort to improve grades are welcome to participate** in all cultural activities. Students who chose to violate one or all these expectations have chosen to be placed on social probation and therefore lose the privilege of cultural activities.

WHERE AND WHEN: During the academic year, Saturday Academy sessions are held at the Baldwin Wallace University campus in the Malicky Center, 33 E Bagley Road, Berea, Ohio. A schedule of events, detailing dates, times and locations, is distributed to participants and parents at the beginning of each term.

TRANSPORTATION: Note to Parent(s)/Guardian(s) – Currently we will provide transportation from John Adams and Rhodes as well as provide a bus ticket to each student for transportation to and from Saturday Academy.

ACADEMIC INTERVENTIONS

PURPOSE

Academic Advisor and/or Director will meet with students to discuss current needs and to monitor academic progress. The focus of the sessions is specific to grade level.

9th & 10th Grade: Learning plans: Study skills, motivation, organization, test taking, strengths/talents/interest inventory, goal setting and time management.

11th & 12th Grade: College planning: Admissions, costs of college, financial aid, test prep, and career cluster identification, major/school selection, scholarship and admissions and career path planning. It is mandatory that Seniors fulfill the requirements.

TEST PREPARATION

ACT

PURPOSE:

The ACT is a national college admissions examination that consists of subject area tests in, English, Mathematics, Reading, and Science. The ACT Plus Writing includes the four subject area tests plus a 30-minute Writing Test. ACT results are accepted by all four-year colleges and universities in the U.S. Through the Saturday Academy participants receive thorough preparation for the ACT. One Saturday is designed to assist the student in achieving their personal best on the ACT. A Practice test will assist participants in discovering weak areas and how to overcome them. Students receive extensive assistance in preparing for the ACT.

WHO: All Students

WHEN: Saturday Academy

WHERE: Baldwin Wallace University, Malicky Center, 33 E Bagley Road, Berea, Ohio
44017

SAT

During After School Tutoring at the target school and during Saturday Academy students will receive preparation for the SAT. It is a globally recognized college admission test that lets you show colleges what you know and how well you can apply that knowledge. It tests your knowledge of reading, writing and math — subjects that are taught every day in high school classrooms. Most students take the SAT during their junior or senior year of high school, and almost all colleges and universities use the SAT to make admission decisions.

SUMMER ACADEMIC/CULTURAL COLLEGE TOUR

PURPOSE:

The purpose of the Summer Academic /Cultural College Tour is to provide students with academic and cultural experiences to expand their cultural and social awareness through travel. This trip also serves as incentive for continued involvement throughout high school.

WHO: Students who have consistently participated in the Upward Bound Program throughout the academic year **and in the summer program.**

Students who have good behavior
Received passing grades in the academic year and summer academy
Attitude of Excellence

WHEN: If money is available, July at the conclusion of the Summer Academy

WHERE: Sites vary from year to year.

UPWARD BOUND SUMMER BRIDGE PROGRAM

PURPOSE: To assist Upward Bound graduates with the transition from high school to college.

WHO: Graduating Seniors who have maintained requirements throughout their senior year.

GPA Requirement

- 2.7

Grades

- Passing and above in classes at target high school
- Passing (77%) and above average in Upward Bound classes

Attendance

- 78% and above throughout academic year

Citizenship

Completion of BRIDGE Requirements

Completion of Senior Exit Form

Attitude of Excellence

WHAT: Students will enroll in one or two courses which meets General Education Requirements will be selected during the summer session. The approved course and specified related fees are paid by the Upward Bound program.

WHERE: Baldwin Wallace University

WHEN: Summer prior to enrolling for fall semester.

Students are assessed on an individual basis according to circumstance.

SUMMER RESIDENTIAL PROGRAM

The Summer Residential Academy is a six-week program with a five-week residential component and a one week non-residential component that will include, if funds permit a Cultural College tour. Participants who attend the Summer Academy will have the opportunity to engage in core curriculum in preparation for their next grade level. If a student needs remediation, then that student is also afforded the opportunity to remediate the previous year's curriculum deficiencies during the summer.

The goal of the summer program is to create a college-like academic environment that encourages participants to develop autonomy, academic responsibility, and expand their knowledge of their own scholastic competence in preparation for college.

NEWSLETTER

PURPOSE: To highlight and share Upward Bound student experiences with the community. The newsletter is written by the TRIO Upward Bound Student and Team. Students may be asked but are not required to submit contributions. The following is a list of the types of contributions we hope to receive:

Editorial contributions

Artistic contributions

Short Essays or Plays

Short Stories

Puzzles / Poems / Photos

PARENT ADVISORY COMMITTEE

PURPOSE

Parental involvement is an integral part of student development and is vital to the success of the student! Parents are encouraged to participate in the Parents Advisory Committee (PAC). This committee is designed to increase parental support for, and involvement in, their students' academic life. Parent Advisory Committee meetings will be held to include topics which include admissions, financial aid, and making the transitions from high school to college, vary from year to year. Volunteer hours are encouraged not only to involve parents in their students' academic lives, but also to provide needed program support. This group will also provide fundraising support. Monies raised will support book scholarships for our graduates

WHO ALL parent(s)/guardian(s) are members of the PAC and encouraged to attend meetings and workshops

WHEN See annual Academic Calendar for dates, times, and locations

WHERE Baldwin Wallace University, Malicky Center, 33 E Bagley Road, Berea, Ohio 44017

STIPENDS

**TRiO Upward Bound
STIPEND CALCULATIONS
Effective September 1, 2024**

Each student begins with \$40.00 in the academic year

\$10.00 Deduction for being on Academic Probation (determined by grades during academic year – academic advisor will decide after each grading period)

\$5.00 Deduction for each Saturday Academy missed

\$5.00 Deduction for each Academic Advising Session missed

\$5.00 Deduction for each Afterschool Tutoring missed (Athletes must be there for the first 30 minutes of class prior to going to practice)

\$10.00 Deduction for bad behavior, i.e., cursing, leaving a class without permission, using telephone at inappropriate time, disrespecting any adult, that includes Mentors and Office Assistants

\$5.00 Deduction for not being in Dress Code

\$5.00 Deduction for being late to Saturday Academy

\$10.00 Deduction if student leaves early without documentation from parents or without giving UB an extra-curricular school calendar.

STIPEND DEDUCTIONS

Fees for trips (admission fees, transportation costs, meal tickets, etc.) are not refundable to the program, students who fail to inform staff in advance (2 weeks during academic year, by June 1st for Summer program) of their absence may have the cost of the trip fees (admission, transportation, etc.) deducted from the next and/or future stipends until the amount is reimbursed in full.

Due to the cost of specialized student materials, students will be responsible for a \$5.00 replacement fee for binder(s) and available printed materials.

Remember During the Academic Year...

- NO stipend will be given during a participant's probationary period (30 days)
- NO stipend will exceed \$40.00 per month
- NO amount is carried over from one month to another
- **NO stipend will be given during an imposed high school probation or suspension or an Upward Bound probation or suspension**
- Participants may pick up and sign for only their own stipends
- **Participant's parents or family members are not permitted to pick up participant's stipends**
- **Participants are not permitted to pick up other participant's stipends**
- Stipend checks not picked up after 14 days are returned to the Finance office for deposit into the Upward Bound budget
- **Stipends will be distributed at the end of each month**

ABSENCES

Participants are to submit in writing to one of the UB Administrators the reason for their absence. Or they may call the Upward Bound office. A \$5.00 deduction from stipend will be enforced if this rule is not adhered to, or if the absence is not excused by the director. Participants are permitted 1 (one) excused absence per month if the Assistant Director/Academic Advisor confirms a legitimate excuse. If unexcused absences occur, student is subject to a deduction in stipend and will NOT be permitted to participate in social/cultural events.

There will be no deduction to stipends in the following situations: Illness, Death in family, Scheduled doctor/dentist appointment, Participation in an Academic Event etc.
Student Support/Academic Coordinator will request documentation if needed.

PLEASE NOTE: All absences are to be reported to an Academic Advisor for confirmation and proper documentation. IF this procedure is NOT followed the stipend will be reduced and student's attendance requirements will be affected.

School Related Requests:

Excused absences for academic/school related activities will be based on the student having submitted, in advance, an official schedule of their academic/school requirements. Although absences for extra-curricular activity practices are not excused, actual games and performances may be excused.

Please note that transportation is NOT a legitimate reason for absence. (Stipends as well as one-way bus tickets (to return student home) are provided to offset the cost of transportation if needed.) This policy is used as a guideline, as individual cases are subject to the discretion of Upward Bound Director.

ACADEMIC POLICIES

During academic probation, students are required to attend ALL tutoring sessions, must make attempts to seek additional academic support from teachers during lunch or after school, must demonstrate improvement in the target areas and are also placed on a modified social probation (not permitted to attend certain UB social activities and special events).

Upward Bound is built on foundational supportive services to help you accept the hope, recognize the possibility, and accept the responsibility necessary to make your dreams and goals a reality. Students, parents, Baldwin Wallace faculty and staff, the community of Berea, and the Upward Bound staff all play a critical role in creating a seamless transition from high school to college to career. Your participation, dedication, and prioritizing academics first are required and needed to achieve academic excellence. To ensure your academic success and the understanding of its importance, standards, reason for standards and consequences have been outlined below.

****Students who continuously demonstrate an inability to maintain the expected grade point average, failure to enroll in college preparatory courses, who enroll in classes without the guidance and approval of the UB Director, and/or the Academic Advisor indicate through their choices that they are not interested in pursuing a college education consistent with the goals of UB and risk academic probation and eventual dismissal from the UB program.**

Upward Bound is a College Readiness program and provides students with support to meet the expectations that are necessary to enroll in and graduate from college. Students who maintain the minimum grade point expectation have proven they possess the necessary skill of balancing academic and social schedules. Students who achieve a grade point average below the minimum expectation display an area of challenge in making academics a priority. The minimum grade point averages are established to make certain that students receive the academic standing to assist them in remaining successful upon enrollment in college and to improve the chances of receiving scholarship assistance. Academic Probation will be part of the action correction plan for students who do not meet academic expectations. Students who chose to display a consistent inability to maintain the minimum GPA may be offered a modified summer residential experience. A modified experience could include day attendance ONLY and denied the privilege of participation in field trips, special events, or overnight trips. Consequences may vary based on the circumstances.

ACADEMIC STANDARD	REASON	CONSEQUENCES
<p>1. Participants are required to complete the following classes to remain on the college preparatory curriculum:</p> <ul style="list-style-type: none"> • 4 units of English • 4 units of Math (through pre-calculus) • 3 units of science (including a laboratory science) • 3 units of Social Studies (including American History and Government) • 2 units of same Foreign Language • 1 unit of Fine Arts <p>Participants should successfully complete and advance in college preparatory courses.</p> <p>See your Upward Bound Representative for specific details regarding the description of courses.</p>	<p>Completion of college preparatory courses is a requirement for admission into a four-year college or university.</p> <p>* Subject to change as college admissions requirements change. This is based on the college preparatory curriculum recommended by the thirteen state universities in Ohio for unconditional freshmen admissions.</p>	<p>Failure to continue to enroll in college preparatory courses indicates that the participant is not interested in pursuing a college education which is inconsistent with the goal of Upward Bound. Therefore, the participant may be dismissed from the program.</p>

<p style="text-align: center;">ACADEMIC STANDARD</p>	<p style="text-align: center;">REASON</p>	<p style="text-align: center;">CONSEQUENCES</p>
<p>2. All participants are required to complete college preparatory courses with a minimum GPA of 2.5</p> <p>Overall GPA Minimum:</p> <ul style="list-style-type: none"> ● Freshman 2.5 - 3.0 ● Sophomore 2.5 - 3.0 ● Junior 3.1 ● Senior 3.2 	<p>2.5 GPA is the minimum GPA considered for admission. However, all participants are required to maintain grade point averages that result in successful high school careers, acceptance and ultimately graduation from a four-year college or university.</p>	<p>A participant receiving a GPA below the grade level minimum will be required to attend After-School Instructional Tutoring. Academic progress will be monitored to determine action plan. Options include progressive disciplinary actions to include social and/or academic probation and dismissal from UB program. (See <i>After-School Tutoring policy</i>.)</p> <p>Academic Probation will be part of the action correction plan for students who do not meet academic expectations. Consequences will vary based on the circumstances. Students will also be placed on a modified social probation and not permitted to attend certain cultural and special events.</p>

<i>ACADEMIC STANDARD</i>	REASON	CONSEQUENCES
<p>3. No participant shall drop, change a class, or change from a college preparatory curriculum without first consulting an Upward Bound Representative</p>	<p>Completion of college preparatory courses is a requirement for admission into a four-year college or university.</p>	<p>Failure to continue to enroll in college preparatory courses indicates that the participant is not interested in pursuing a college education which is inconsistent with the goal of Upward Bound. Therefore, the participant may be dismissed from the program.</p>

CODE OF CONDUCT

The Code of Conduct of the Baldwin Wallace University Upward Bound Program is designed to promote responsible behavior while giving each student the opportunity to express him/herself in his/her own unique manner. Students participating in Upward Bound are chosen through an extensive admissions process. By being accepted, you have demonstrated that you are exceptional among your peers, know how to display acceptable conduct, participate, and respect each other and staff. **THE MAJOR EMPHASIS OF UPWARD BOUND IS ACADEMICS** and the expectation is that all UB students demonstrate the above characteristics at all times. In the event that this expectation is not met, the Code of Conduct has been developed to provide a safe and stimulating learning environment.

** Social Probation will be part of a corrective action plan for students who violate the Code of Conduct. Consequences will vary based on the circumstances. The disciplinary actions may include one or a combination of the following actions:

- Consultation with parent/guardian
- Suspension from social activities and suspension from all travel/special events
- Program suspension for specific period of time
- Suspension of stipend
- Waitlist for summer program participation
- Suspension of summer trip privileges

CONDUCT POLICY	REASON	CONSEQUENCES
<p>1. All participants are required to <u>attend and actively participate</u> in after-school tutoring (as assigned), Saturday School, Academic Advising Sessions, SAT/ACT Prep (junior status), and workshops.</p> <p>Participants or their parent must contact the Upward Bound office in advance if they foresee an absence.</p> <p>Participants are required to bring all necessary work materials (books, pens, pencils, assignments, notes, etc.)</p>	<p>All Upward Bound Activities are designed to enhance the academic experience.</p> <p>Consistent attendance and participation are necessary for academic success.</p> <p>Participants need to be fully prepared to take advantage of educational opportunities.</p>	<p><u>Poor attendance and failure to actively participate</u> in required activities will result in a review of your status in the program and the loss of a stipend.</p> <p>Continued violation of these requirements may result in social probation and dismissal from the program.</p> <p>Social Probation.</p>

CONDUCT POLICY	REASON	CONSEQUENCES
<p>2. Electronic devices and all other diversions are not permitted during tutoring, Saturday, or summer activities. (CD Player, cell phone*, game boy, playing cards, etc.) Unless directed by faculty or UB Representative</p> <p>*Cell phones are permitted for transportation purposes outside of the structured activities.</p>	<p>Participants need to encounter few distractions to fully benefit from the learning experience.</p>	<p>First offense: Verbal warning. Subsequent offense: Social Probation 30 days.</p>
<p>3. Participants must be prompt to after school tutoring, Saturday School Activities, Academic Advising intervention sessions, ACT/SAT/OGT prep sessions, and Workshops. A participant is considered tardy if he/she is not in the classroom and prepared to begin at the specified time.</p>	<p>To make best use of the limited time available.</p>	<p>Unexcused tardies will result in reduced stipend amount.</p>
<p>4. Participants must remain in the designated area for Upward Bound activities. Participants are not to leave the buildings at any time during tutorials, or the Summer Residential program or Saturday School Activities without Administrative approval.</p>	<p>This is the only area Upward Bound has contracted to use therefore, you must remain in the designated area and respect the rights of others who have access to facilities.</p> <p>Safety and to maintain a positive image for the program.</p>	<p>Participants will receive a verbal or written warning with the possibility of dismissal from that particular activity.</p> <p>Continued violation of the rule may result in dismissal from the program.</p>
<p>5. No inappropriate, disrespectful, or profane language, racial or sexually explicit name-calling is permitted at any time. No disrespect of a staff member or participant is permitted.</p>	<p>Common courtesy and respect.</p>	<p>1st Time—Verbal Warning 2nd Time—Written Warning 3rd Time—Dismissal from program.</p>

CONDUCT POLICY	REASON	CONSEQUENCES
6. No physical or verbal assault of a staff/faculty member or student is permitted. Fighting, instigating a fight, arguing intentionally, or knowingly causing bodily harm to a person is forbidden.	Unlawful and respect for others.	Program suspension with the possibility of dismissal from the program.
7. No “Horseplay” is allowed at any time, e.g., playing tag, running up and down stairs and hallways, throwing water, etc.	Safety is our first priority as all accidents can be prevented.	Participants will receive a verbal or written warning with the possibility of dismissal from that particular activity. Continued violation may result in dismissal.
<p>8. There will be no public displays of affection at any time between program participants. No touching, holding hands, arms around shoulder or waist, etc.</p> <p>a. SUMMER: MALES ARE NOT PERMITTED ON FEMALE FLOORS AND FEMALES ARE NOT PERMITTED ON MALE FLOORS</p>	To maintain a positive image for the program and show respect for others.	At any time, staff may ask for space between participants. All participants are to comply immediately without hesitation. Participants may receive verbal or written warnings. Continued violation of this rule may result in dismissal from the program.
9. Visitors are not permitted at Upward Bound functions without prior approval from the Director or designee.	Upward Bound is intended for program participants and their families.	Non-invited attendees will be asked to leave immediately.

CONDUCT POLICY	REASON	CONSEQUENCES
<p>10. Possession or consumption of any controlled substance including alcohol, tobacco, or mood-altering substance is forbidden.</p>	<p>No Tolerance and Unlawful.</p>	<ul style="list-style-type: none"> • Dismissal from Upward Bound. • Referral to the appropriate law enforcement agency. • Re-entry into Upward Bound requires that the participant participate in a drug and alcohol treatment program approved by the Director. When this program has been completed, the director will meet with the participant and parent/guardian to determine if the student will be re-admitted to the program.
<p>11. Possession or use of any weapon or object that can be used as a weapon is forbidden.</p>	<p>No Tolerance and Unlawful.</p>	<p>Dismissal.</p>
<p>12. Theft, destruction or vandalizing of Baldwin Wallace University property or that of a host institution is forbidden.</p> <p>Theft, destruction or vandalizing of staff or student property, as well as those of a host institution is forbidden.</p> <p>Misuse or abuse of program computers is not permitted. (See guidelines for Computer Use: Page 18).</p>	<p>No Tolerance and Unlawful.</p> <p>Unlawful.</p> <p>Use is a privilege, not a right. Use is to promote education.</p>	<p>Dismissal.</p> <p>Dismissal.</p> <p>Probation from the Program.</p>
<p>13. Fireworks, firecrackers, or any other type of explosives are NOT permitted.</p>	<p>Unlawful.</p>	<p>Dismissal.</p>

CLOTHING GUIDELINES/DRESS

Participants are expected to maintain an acceptable personal appearance on and off campus.

- No clothing worn with intentional holes
- Belts must be worn – no sagging
- No hats worn in any academic building
- No hoods to be worn in any building on campus or on field trips
- Shirts and shoes must be worn at all times.
- No body dresses, midriffs, or miniskirts.
- No biker shorts (spandex), boxer shorts, or short shorts. No sagging pants. Skirts and shorts must reach a reasonable length and not be tight-fitting. Absolutely NO display of undergarments.
- No see through, halter, or tube tops allowed. Males are NOT permitted to wear tank tops unless worn under a shirt. Female tank tops MUST cover personal undergarments and midriff.
- Rollers, stocking caps, and bandanas are allowed ONLY during the Summer Residential Program on participant floors. These items are not permitted on the main floor, in dining halls, academic buildings, or during travel.
- No swimsuits (or pieces thereof) are to be worn unless in the pool area.
- No pajamas, or slippers on the main floor, in dining halls, or in academic buildings.
- No inappropriate slogans, symbols, liquor, or drug logos on clothing.

If program staff encounters a participant in questionable dress, he/she will be asked to change, and the incident will be documented. If a participant is continually questioned about his/her attire, he/she may be sent home.

REMEMBER – COMFORT and RESPECTABLE ATTIRE AS OPPOSED TO STYLE! Though some styles may be acceptable for leisure wear, they may consider inappropriate in an academic setting.

WHEN SELECTING CLOTHING A GOOD RULE OF THUMB MAY BE TO ASK: DOES MY SELECTION OF CLOTHING DISPLAY MY BELLY, BACKSIDE, BREASTS OR BACK? IF THE ANSWER IS YES, YOUR CLOTHING WILL BE CONSIDERED INAPPROPRIATE!

The Handbook serves as a reference guide outlining acceptable and unacceptable behaviors. Though we have attempted to cover most infractions, this list is by no means inclusive. Please note that at the professional judgment of the administrative staff, major and minor infractions may be added to the list at the time the unlisted infraction occurs. As an Upward Bound participant, students were chosen based on their ability and willingness to display respectful behavior, abide by rules and to accept the consequences of inappropriate actions. In the event an infraction occurs, we are confident that as responsible young adults the participant in Upward Bound will accept the consequence and make every effort to avoid the misbehavior again. We would like to thank in advance the parents for supporting and participants for adhering to the Upward Bound Policies and Procedures.

GUIDELINES FOR STUDENT USE OF COMPUTERS ON THE BALDWIN WALLACE UNIVERSITY CAMPUS

A great deal of money has been spent to provide these computers and the software to help with your instruction and learning. To protect the machines and software, students must agree to these expectations:

1. Using the computer is a privilege, not a right. I agree to be respectful of the equipment. I will not abuse or mistreat the machines, software, diskettes, or manuals.
2. I will show good behavior while using the computers, just as I would in any classroom activity. I will behave and communicate in an appropriate way.
3. **I WILL NOT:**
 - Install any software, including games
 - Act out around equipment that could be accidentally damaged
 - Download any material (programs or program enhancements) from the internet (music, movie clips, etc.)
 - Search the internet for pornographic, vulgar, obscene, or defamatory sites.
 - Copy material from the CD-ROM to the hard drive of the computer
 - Set up Instant Messenger
 - Use the computer to express obscene language, harass, insult or attack others
 - Plagiarize or violate copyright laws
 - Create, view, distribute or store libelous material (false statements about another person that hurts their reputation).
4. I understand that these computers, software programs and Internet access area available to me for the sole purpose of education as directed by my instructor.

I understand these guidelines and agree to follow them when I use the computer resources. I also understand that if I do not follow these guidelines, I may forfeit the privilege to use them.

Student Signature

Date

CONDUCT AGREEMENT

I understand that an Academic Policy and Code of Conduct does exist as stated in this handbook. These rules and regulations have been set forth by Upward Bound for the betterment of the participants and success of the program.

By signing this document, I am stating that I have received a copy of the most current Upward Bound Student and Parent Handbook. I have read the handbook in its entirety and agree to abide by all policies set forth.

Student Signature

Date

I understand that an Academic Policy and Code of Conduct does exist as stated in this handbook. These rules and regulations have been set forth by Upward Bound for the betterment of the participants and success of the program.

By signing this document, I am stating that I have received a copy of the most current Upward Bound Student and Parent Handbook. I have read the handbook in its entirety and will help my child abide by all policies set forth.

Parent Signature

Date

STUDENT EXPECTATIONS CONTRACT

I, _____, enter the TRIO Upward Bound program at Baldwin Wallace University with the following commitments:

- I shall attend my scheduled high school classes each day.
- I shall schedule college preparatory classes each semester until high school graduation.
- I shall attend the required tutorial sessions, counseling interventions, cultural/social activities, and Saturday school during the academic year.
- During the Summer Residential Program, I will attend all required activities inclusive of study groups, classroom instruction, counseling/advising cultural and educational events, etc.
- I shall participate fully in testing sessions required by Upward Bound.
- I shall meet, as necessary, with Upward Bound teachers/tutors to strengthen my academic skills in areas where testing or grades reveal a weakness.
- I shall provide Upward Bound with information such as grades, progress reports, schedules, and release forms upon request.
- I shall graduate from high school.
- I shall attend a college or university upon graduation from high school.
- I shall follow through with a college curriculum until graduation.
- I shall follow all rules and regulations of the Upward Bound program and agree to conduct myself in a manner which will bring pride, unity and credit to my parents, myself, Upward Bound, and Baldwin Wallace University.

The above-named student has been accepted into Upward Bound at Baldwin Wallace University with the following commitments to the program:

- We shall provide tutoring, academic instructional skills, and other academic assistance that will strengthen you academically.
- We shall provide you with a stipend of \$40.00 per month during the academic year and \$60.00 during the summer program, if you have actively participated in all required activities and conform to the stipend policy set forth in the student and parent handbook.
- We shall provide you with free room and board on the Baldwin Wallace University campus for six weeks during the summer program.
- We shall provide the necessary academic and financial advising for applying to colleges.
- We shall provide counseling and other assistance for school related matters when needed.
- We shall provide testing, career, college, and personal advising appropriate for your needs.
- We shall provide tutors to assist you in strengthening your academic skills in areas where you have tested low or grades have shown a weakness.

Student Signature

Date

- Cooperate with TRIO Upward Bound staff to reinforce program guidelines for students.
- Attend academic and financial aid workshops.
- Support and encourage participation in both academic and summer phases.
- Serve as chaperones for cultural activities and field trips.
- Provide a conducive and productive learning environment.

As a parent/guardian, you play a crucial role in the success of your student. We have found that parents/guardians who support their students in the following ways have had a significant impact on their student's progress in the program:

- Whenever possible, honor your child's commitment to the program by not scheduling any activities that will conflict with any UB activities.
- Provide or help arrange transportation for your student to get to study sessions and other events.
- Remind your student of his/her commitment to the program when he/she presents another activity that may conflict.
- If your student is unable to attend an event, please communicate that to program administration (or encourage them to) promptly.
- Keep you and your student's contact information up to date.
- Whenever you are able, please attend applicable special events with your student! Your attendance sends the message, "this is important and has value."



PARENT'S/GUARDIAN'S COMMITMENT TO UPWARD BOUND

In order for my son/daughter to continue developing academically, he/she needs my support. As a parent/legal guardian I know that my child is participating in the Baldwin Wallace University TRIO Upward Bound Program y with the understanding that I am committed to the following:

- I ensure that my son/daughter will attend his/her scheduled high school classes each day.
- I ensure that my son/daughter will attend the required tutorials, Academic Advising Sessions, and Saturday School sessions during the academic year.
- I shall provide information such as grades, schedules, and release forms to Upward Bound upon request.
- I ensure that my son/daughter will meet with the Upward Bound teachers/tutors to strengthen his/her skills in areas where tests and grades have revealed a weakness.
- I ensure that my son/daughter will abide by the program rules and regulations set forth in the student/parent handbook.
- I ensure that my son/daughter will attend the six-week summer residential session without interruption for non-academic activities.
- **I or a family representative will attend the three (3) parental workshops per academic year.** *(Note: Please see Family Involvement)*
- **I or a family representative will volunteer a minimum of two (2) hours per year during Upward Bound sponsored activities or events.** *(Note: Please see Family Involvement.)*

As the parent/legal guardian of an Upward Bound participant, I give my support and cooperation concerning the matters listed above.

Parent Signature

Date

As part of the consideration for participating in Upward Bound at Baldwin Wallace University to that limited extent, I, the adult legally responsible for my child/ward, expressly agree to pay for damages to person or property, without limit, caused my him/her and that if my child/ward breaks any rules and/or laws, he/she will be immediately sent home at my expense. In addition, I understand that there may be certain risks and hazards associated with participation in the Upward Bound Program. I hereby assume all risks arising from such participation and release, indemnify, and hold harmless YSU, YSU employees, and the faculty members who are independent contractors, from any claim brought against any one or more of them by me, my child/ward, or any party on behalf of my child/ward.