

WALLACE COMMUNITY COLLEGE

UPWARD BOUND



2018-2019

STUDENT HANDBOOK

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TRiO Upward Bound (UB)

Vision

Empower, enlighten, and expand the minds of our students to obtain higher education from an institution while becoming successful young leaders in society.

Mission

The Upward Bound Program will motivate and prepare students to succeed in high school and post-secondary education. As a result, UB will provide curricular and co-curricular activities that deliver comprehensive experiences to enhance academic, social, and cultural development while creating and promoting partnerships and relations within the community.

Values

Academic preparation

- Guidance and assistance in secondary school curriculum, alternative education programs, or entry into general educational programs or postsecondary education.
- Provide supplemental instruction in math, laboratory science, composition, literature, and foreign language.
- Provide academic tutorial assistance using both professional and peer tutors.
- Provide academic counseling and mentoring using both professional and peer tutors.

Financial preparation

- Provide financial services designed to improve the financial and economic literacy of students.
- Provide information on the full range of Federal Student Financial Aid programs and benefits.
- Find available scholarships and other aids for participants

Social preparation

- Provide team building and leadership skill development through activities supported by community agencies and individuals
- Provide educational, social, and cultural enrichment through field trips and events

Motto

“Inspire to dream more, learn more, and do more”

WALLACE COMMUNITY COLLEGE

UPWARD BOUND

STUDENT HANDBOOK

Introduction

Upward Bound is a federally funded pre-college program for high school students (grades 9-12) with academic potential who meet specific income criteria established by the U.S. Department of Education and/or who are a potential first-generation college student. We want to generate in participants the skills and motivation necessary to persist in completing post-secondary education after they graduate from high school. Therefore, we assist our participants with creative thinking, effective expression, and positive attitudes toward themselves. We also assist students in developing goals and skills necessary to obtain entrance into college and in achieving academic success at college. The ultimate purpose reflects that of assisting students in developing wholesome attitudes toward learning and fulfills their individual academic and personal potential.

Selection Process

The Upward Bound program at Wallace Community College serves 75 students. At the time of initial selection, applicants must complete the 8th grade but non-entry into the 11th grade at the following schools:

- Abbeville High School
- Barbour County High School
- Bullock County High School
- Eufaula High School

Program participants must meet citizenship requirements and specific income criteria guidelines as set forth by the U.S. Department of Education and/or be a first-generation college-bound student (neither parent has a four-year college degree). Students should possess academic potential for success in college, and demonstrate a need for academic support in order to successfully complete high school and pursue a college education.

Interested students may submit an application for admission to the program. Applications may be obtained by contacting the Upward Bound department at Wallace Community College, P.O. Drawer 580, Eufaula, AL 36072-0580. Additionally, students may request an application from their school counselor or the Upward Bound staff at Wallace.

Services Offered

Services and activities that Wallace Community College will provide to participants in its Upward Bound project are based on the three components of the project design-- ACADEMIC, ADVISING, and CULTURAL. Such activities will include, but will not be limited to, the following:

ACADEMIC:

1. Administration of academic Needs Assessments and development of Individualized Activity Plans to meet identified participant needs;
2. Instruction in mathematics through pre-calculus, laboratory science, foreign language, composition/literature, and other subjects necessary for success beyond high school;
3. Development and presentation of workshops and seminars about academic success and financial aid, such as "Study Skills," "Time Management," "Test-Taking Tips," "Decision Making/Goal Setting," etc.
4. Provision of academic advice and assistance in secondary school course selection;
5. Tutorial services at no cost.

ADVISING:

1. Assistance with personal, financial, academic, career, or other problems the participant is experiencing;
2. Provision of information about and assistance in completing financial aid packages available for postsecondary education;
3. Activities designed to assist students participating in the project in securing admission and financial assistance for enrollment in a program of postsecondary education;
4. Monitoring of academic progress and assistance with problems participants are experiencing, as reflected through student grade reports and conferences with Upward Bound instructors, high school teachers, and peer tutors;
5. Monitoring of progress made toward high school completion and graduation;
6. Activities designed to acquaint youths participating in the project with the range of career options available to them;
7. Instruction designed to prepare youths participating in the project for careers in which persons from disadvantaged backgrounds are particularly underrepresented.

Explanation of Advising Program

The advising program of Upward Bound is a guidance program, which helps each student gain a greater understanding of his/her abilities, interests, aptitudes, and limitations in order to establish realistic goals. Advising services assist students in developing study skills and test-taking techniques. The staff will assist students in exploring various career options, selecting the appropriate college, and applying for college admission and financial aid.

The staff will visit each participating high school a minimum of once every month. At that time, the staff will schedule appointments with Upward Bound participants as necessary. The staff will meet with participants on Saturday sessions during the regular academic component as needed. During the summer component, a more intensive advising plan will allow students more time for assistance.

CULTURAL:

1. Exposure to cultural events, academic programs, and other educational activities not usually available to disadvantaged youths;
2. Visits to postsecondary educational institutions, including both two-year and four-year colleges and universities;
3. Lectures and cultural enrichment seminars;
4. Field trips and other career exploration opportunities with area businesses and industries;
5. A cultural enrichment trip will include visits to colleges and museums.

Students enrolled in Upward Bound will receive advising and tutoring in major academic areas. Educational, cultural, social, and recreational field trips are used to supplement academic endeavors. Upward Bound will provide individualized and group instruction in the areas of mathematics through pre-calculus, laboratory science, foreign language, composition and literature, and computer technology. Each class will be 45-55 minutes long. These courses will not replace or substitute for any high school course, and participants will earn no units upon completion of the program. The Upward Bound program is a supplementary program, which provides enrichment to the regular high school program. The year-round program requires both an academic component and a summer component. We encourage students to continue participating in Upward Bound until they graduate from high school.

Through activities designed to enhance a student's present curriculum, the program will strive to upgrade individual academic levels by providing:

1. Innovative methods of teaching
2. Smaller classes
3. Individualized instruction
4. Tutorial assistance

Provided services consists of no cost to the students' family. Transportation may be provided to students to and from the College according to established routes. The UB staff will determine bus schedule based on availability.

Parents and guardians are vital contributors to the success of the program. We elicit and encourage parental support. All Upward Bound classes and orientations are open to parents and guardians. You are welcome to attend our sessions.

ACADEMIC PROGRAM (September – May)

The academic program curriculum consist of courses and activities designed to meet the academic, social, and personal needs of the students. Our primary purpose is to increase the student's chances of college admission inclusive on improvement in ACT or college placement assessment. Yet, this curriculum will aid your academic improvement and will build upon the foundation of your high school curriculum. The student's achievement in these various areas of study will enhance the possibility of success in a college education. Our hope, then, is to help the student to adopt, develop, and maintain those skills, which will enable him/her to cope intelligently and effectively with education in the changing world.

SUMMER PROGRAM (May - July)

Students will participate in a six-week program from approximately May-July. The program includes five academic classes: math, composition/literature, science, Spanish, and computer applications. Afternoon activities often include, but are not limited to academic/cultural workshops and community service activities.

During the Summer Component, the program participants are exposed to a simulation for residential or college housing experience by attending classes, participating in afternoon activities, and staying overnight with roommates of the same gender. The staff is responsible for all room assignments.

The following courses will occur during the summer:

Mathematics through pre-calculus. Upward Bound instruction in mathematics through pre-calculus will include, but will not be limited to, word problems, critical thinking, Algebra I and II, geometry, trigonometry, pre-calculus, and college entrance exam preparation. The instructor will guide participants in the use of math computer software, which has been purchased with Upward Bound funds, to strengthen classroom instruction.

Laboratory science. Upward Bound instruction in laboratory science will include, but will not be limited to, physical science, biology, physics, and chemistry.

Foreign language. Upward Bound instruction in foreign language will include both Spanish language and Spanish culture.

Composition/literature. Upward Bound instruction in composition/literature will include, but will not be limited to, language arts; oral presentation; vocabulary development; composition; resume and autobiography writing; reading development; American literature, including poetry, essays, and short stories; and college entrance exam preparation.

Stipends

Students who attend and engage in Upward Bound classes may qualify to receive a stipend. The stipend will depend upon:

- The student's attendance in the Upward Bound program.
- Any absence will result in a reduction of one's stipend.
- Attendance for a portion of the day will result in a proration of the stipend.
- Tardiness will result in a reduction one's stipend. Other reductions in the participant's stipend may be imposed if a participant fails to adhere to the rules and regulations of the Upward Bound program. Stipends may be withheld pending submission of grade reports or completion of academic testing or exit documentation (if a student leaves the program).
- Failure to check-in with the Upward Bound staff person during a high school visit if the student is on campus.

Expectations of Students

Each Upward Bound participant will be expected to:

1. Attend all classes and scheduled activities. Four class sessions (mathematics through pre-calculus, laboratory science, foreign language, and composition/literature, etc.) and one advising/computer/tutor session will be conducted monthly during the academic component and daily during the summer component. Students are expected to be on time and attend each scheduled session. Any student with one or more unexcused absences must have a conference with the staff. The staff will decide if the student will be placed on probation. After three unexcused absences, the student will be dropped from the program. In order for attendance at a high school activity to qualify as an excused absence, the student must submit written documentation to the Upward Bound staff from the school official in charge of the event.
2. Arrive on time for all sessions and scheduled activities. Students who are tardy must submit a written excuse to the staff. Two consecutive unexcused tardies will equal one unexcused absence. Steps in section 1 will then be followed.
3. Participate in all activities and complete all assignments. All students are expected to participate in program activities and complete assignments. Students enroll in Upward Bound to improve their academic work and study skills. Any student who

does not show interest in the program and demonstrate responsibility for classroom work may be dismissed from the program.

4. Maintain a high C (75+) average in academic core classes. All students are expected to maintain a high C (75+) average in each of their academic core classes. Any student who has a low C (74 or below) in math, science, english, or history is required to attend tutoring and demonstrate progress in bringing up his/her grade. Failure to attend tutoring may result in the student's dismissal from Upward Bound.
5. Submit grade reports. All students are expected to submit a copy of their progress and grade reports for each reporting period to the Upward Bound staff. We encourage parents to grant Upward Bound access to your INOW account for monitoring such grades.
6. Monthly academic sessions. All students are expected to participate in all academic sessions, which will occur once a month on the Thursday prior to Super Saturday, for further curriculum enhancement. Students who are absent are required to complete all missing assignments through Blackboard. Students who fail to participate in the academic sessions are not allowed to participate on the Super Saturday field trips.
7. Super Saturday field trips. Students are expected to attend the scheduled field trips. Permission slips requiring parental signature will be distributed prior to each field trip. Permission slips submitted after deadline may be declined for participation. The staff will make the final decision.
8. Demonstrate good behavior at all times. All Upward Bound rules must be observed by students anytime participants are in Upward Bound sessions, trips, and on field trips. Reports of student misbehavior will be submitted to the staff, who will discuss the matter with the student. Further disruptive behavior by the student will result in a conference among the staff, student, and the instructor or staff member. After the conference, it will be decided if the student will remain in the program. Use of profane or obscene language or gestures will not be tolerated. No heads on desk during classes, lectures, tours, etc. Fighting, vandalism, theft or any behavior regarded as illegal by state and federal laws will be cause for automatic dismissal from the Upward Bound program. Students are responsible for their personal items including money. The Upward Bound staff is not responsible for lost or stolen items.
9. Observe the Upward Bound dress code.
 - a. You must wear shoes and shirts at all times while participating in any Upward Bound activity, class, tour, etc. Upward Bound staff will notify students in advance if special shoes or clothing is to be worn.

- b. Girls: Crop tops, halter-tops, off-the-shoulder shirts, and tube tops are not appropriate. Breasts and cleavage need to be covered when you are participating in Upward Bound.
 - c. Boys: A “full” shirt must be worn at all times.
 - d. Short-shorts, leggings, spandex, and biker shorts are not appropriate for boys or girls at any time. Shirts, hats, or other articles of clothing with profanity, other inappropriate words/phrases, or drugs/drug paraphernalia printed on them are not permitted. Baseball caps and hoods must be removed in classrooms, lunchrooms, and anytime the student is in a building. The student will be asked to change clothes if found in violation of the dress code. When you stand, your shorts or skirt must hit at or below your fingertips. Underwear or shorts should not be seen under your pants.
10. Zero tolerance in the use of alcohol and drugs. The possession, sale, consumption, or distribution of alcoholic beverages, tobacco products, or drugs and/or intoxication is prohibited on the campus of Wallace Community College, buses, and any Upward Bound function. The consequences of such use consist of dismissal from the program. Upward Bound staff may check bags and belongings if warranted a reason to do so.
11. Provide correct information on all documents. Providing false information on the Upward Bound student forms may result in dismissal from the program.
12. Refrain from use of cellular phones, music, earphones, etc. Such items are prohibited during class time. Therefore, we may collect all cellular phones at the beginning of sessions and return after the end of the day.
13. Observe proper behavior on field trips.
- a. Be on time.
 - b. Dress appropriately for the trip.
 - c. Speak in a moderate tone on the bus.
 - d. Keep up with the time schedule for all activities on the trip.
 - e. Stay with the group unless directed otherwise.

- f. Return with the group unless prior arrangements are made and written permission is obtained. Any student who fails to adhere to this rule is subject to dismissal from the program.
 - g. Since the program provides meals, etc. participants will refrain from bringing perishable items such as food on the bus. No contraband such as tobacco products, etc. will accompany participants when departing this campus. Please note that UB staff may search personal items if one suspects of violating this rule.
 - h. Radios, tape players, etc. may only be played with the use of earphones. Neither Wallace Community College nor Upward Bound will be responsible for lost or stolen personal items.
14. Possession of weapons (guns, knives, etc.) or fireworks is not permitted. If these are found in a student's possession, they will be confiscated. Violation of this rule will result in immediate dismissal from the program.
15. Respect. Acts of disrespect to instructors, staff, and fellow students will not be tolerated. Violations will be grounds for disciplinary action and/or dismissal.
16. During the residential week, students are expected to:
- a. Participate in field trips and activities.
 - b. Be in assigned rooms by the announced room check in time. Lights must be out at the assigned time. No student will be permitted to visit at any time a room where members of the opposite sex are staying (no exceptions).
 - c. Notify the Director or a staff member and the dormitory chaperone in advance of visitors. Only the immediate family members will be permitted to visit participants.
 - d. Notify the chaperone of your whereabouts at all times if you are not with the group.
 - e. Get permission from the Director or staff member before leaving the Sparks Campus or hotel.
 - f. Luggage will consist of one suitcase and one tote bag, only.

No student will be permitted to have a personal vehicle during residential week without prior approval from the Director or staff. Failure to adhere to the rules and regulations of the Upward Bound program may result in the participant being sent home immediately. Students are not allowed in motor vehicles other than state

vehicles with a staff member unless the Director has received written permission from parents.

17. Students who drive their personal car must have WCC decal. See the receptionist for the appropriate paperwork.

Discipline Procedures

The following procedures apply to Upward Bound participants who violate program rules and regulations:

1. Notification of staff. The staff will be notified by a member of the Upward Bound staff (director, instructors, secretary, or peer tutors) of the student's violation of the rules. If necessary, an investigation will take place. A probationary period for the student who has violated the rules will be decided upon by the Upward Bound staff.
2. Notification of student by staff. The student is then notified by the appointed staff member about complaints issued against him/her. The student will discuss these with the appointed staff member.
3. Notification of parents. The student will be advised of a probationary period by the staff. Parents will be notified by letter and/or a phone call and given reason why the student is placed on probation.
4. Final notification of student. The student will be notified if he/she will be permitted to continue in the Upward Bound program based upon his/her compliance with the directive issued for the probationary period.
5. High school suspension. If a student is suspended from high school, the student's status in the Upward Bound program will depend upon:
 - a. Reason for and length of suspension;
 - b. Student's record in the Upward Bound program;
 - c. Ability of Upward Bound to continue to work with and assist the student if the suspension exceeds more than one-fourth to one-half the academic year.
 - d. Upward Bound staff determines whether student participates in activities.
6. Appeal process. A student can appeal to the Upward Bound Director a decision to dismiss her/him from the program. The review decision will be final.

NOTE: Students, please make an honest effort to inform someone at the office or any of the staff members at least one week ahead of time of any "planned absences," such as school trips, tournaments, etc. Of course, we realize that emergencies do occur. If you get sick the day before or morning of classes, please call or have a parent call the office for you at (334) 687-3543, ext. 4255, or 1-800-543-2426.

The Upward Bound staff will provide meaningful activities that meets the goals and objectives of this program. Please feel free to call on us to discuss any problem that may arise. Let us work together and make it one of the best!

Contact Information

Upward Bound
Wallace Community College
P. O. Drawer 580
3235 South Eufaula Avenue, Building N
Eufaula, AL 36072-0580
334-687-3543 or 1-800-543-2426
Ext. 4255 or 4256
Upward Bound Fax: 334-556-2535

Terri Ricks, Interim Director
tricks@wallace.edu
334-619-3003

Mary Pearl Morris, Secretary
mmorris@wallace.edu
334-619-3011

Brittany Jones, Counselor
bjones@wallace.edu
334-619-1504

Kristina Mays, Coordinator
kmays@wallace.edu
334-619-3004

TRIO



*Providing Hope
& Opportunity*



Wallace Community College
UPWARD BOUND

WALLACE
COMMUNITY
COLLEGE

This is to certify that I have been given access to read the Upward Bound Student Handbook at https://drive.google.com/file/d/1o1Y72JMsuXy22iuu7h_B1Rix3bEJB0x6/view?usp=sharing and I fully understand and agree to adhere to the rules and regulations of the Upward Bound program.

Student's Signature

Date

Parent/Guardian's Signature

Date

Return this form to the Upward Bound Secretary by Monday, June 4, 2018.



WALLACE COMMUNITY COLLEGE

UPWARD BOUND
MEDICAL INFORMATION FORM

Please complete this form in its entirety. All requested information is required. This information will be helpful in the unlikely event of an accident or sudden illness.

Participant Name _____ Phone _____

Participant Address _____
Street City State Zip

Date of Birth _____ Social Security Number _____

Name of Personal Physician _____ Phone _____

Physician's Address _____
Street City State Zip

**EMERGENCY CONTACT
INFORMATION**

Required:
Person(s) to be contacted in case of emergency:

Name _____ Relationship _____

Address _____
Street City State Zip

Day Phone _____ Evening Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____
Street City State Zip

Day Phone _____ Evening Phone _____ Cell Phone _____

Name _____ Relationship _____

Address _____
Street City State Zip

Day Phone _____ Evening Phone _____ Cell Phone _____

WALLACE COMMUNITY COLLEGE
UPWARD BOUND
MEDICAL INFORMATION FORM

MEDICAL INFORMATION

Indicate medication(s) which is/are taken on a regular basis:

Note: Participants should bring an adequate supply of their medication(s) with them.

Name of Medication	Dosage	Prescribing Physician
Name of Medication	Dosage	Prescribing Physician

Is there a medical history involving any of the following:	Yes	No			
	Yes	No			
Allergies (food, insect bite, medication)	_____	_____	Heart Disease	_____	_____
Asthma	_____	_____	Phobias or Fears	_____	_____
Convulsions	_____	_____	Past Injuries/Illnesses	_____	_____
Diabetes	_____	_____	Past Operations	_____	_____
Disabilities	_____	_____	Other	_____	_____
Epilepsy/Seizure Disorder	_____	_____			

If you answered "yes" for any of the above conditions, please explain in detail. Use a separate page if necessary.

Please explain any special instructions, side effects or emergency procedures:

Do you wear eyeglasses/contact lenses? Yes _____ No _____
If "Yes," do you have spare glasses/contacts or a copy of your prescription Yes _____ No _____

INSURANCE INFORMATION

INSURANCE CARRIER _____

POLICY NUMBER _____ GROUP NUMBER _____

Please attach a copy of your insurance card to the back of this form.

(This is for the purpose of having this information available if you must be transported and/or hospitalized.)

CONSENT FOR TREATMENT

In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected by the Director to administer appropriate emergency treatment, to hospitalize, and/or to order injections/anesthesia/surgery for my child as named above. Furthermore, I understand I am financially responsible for charges incurred and authorize the physician to release information requested by the insurance company.

Name of Parent or Legal Guardian (Please Print)	Signature	Date
_____	_____	_____



WALLACE COMMUNITY COLLEGE PARENT PERMISSION FORM AND HOLD HARMLESS AGREEMENT

Student's Program: Upward Bound

Please Print.

Student's Name: _____

Student's Home Address: _____

Parent(s) or Legally Appointed Guardian(s): _____

For purposes of this agreement, the student named above will hereafter be referred to as the student.

The undersigned student and the undersigned parent(s) or legal guardian(s) of the student grant permission for the student to participate in the Wallace Community College Upward Bound program. We understand and agree that:

- The student's participation in the program is strictly voluntary. The student is under no duress or undue influence by any representative of Wallace Community College to participate.
- There may be supervised trips and we give permission for the student to participate in such trips.
- That as a component of this program, the student may be required to operate instructional equipment. We understand that it is the responsibility of the student to adhere to all associated program safety guidelines.

In the event of illness or injury while participating in a program at Wallace Community College, we grant the College permission to seek appropriate medical attention for the student. By granting permission we understand the following:

- That seeking medical attention may require but not be limited to transporting the student to a nearby medical facility.
- That Wallace Community College does not provide insurance to cover students in the event of illness, injuries or the need for medical attention.
- That we (I) will be personally responsible for costs associated with any medical services deemed necessary as a result of illness or injury.
- That Wallace Community College will not be responsible for costs associated with any medical services that may be needed in relation to any such illness or injury.

We further understand and agree that Wallace Community College shall not be responsible for any liability arising from or related to any illness or injury, including death, or any loss of property that may be sustained by the student as a result of, or in relation to the student's educational training. The student and parent(s) or legally appointed guardian(s) hereby agree to release and hold harmless Wallace Community College, the Alabama Department of Postsecondary Education, the State of Alabama Board of Education, and their respective officials, employees, agents, and representatives from any claim, grievance, action, damages, or liability relating to any damage to or loss of property or relating to any injury, including death, that the student might incur or suffer during the course of the educational training or from the student's participation in any activity that is conducted as a part of the educational program, except to the extent that any such damage, loss, or injury shall be incurred or suffered by the participant as a result of the intentional infliction of such damage, loss, or injury by an official or employee of Wallace Community College.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

INOW Permission Authorization

I grant permission for WCC staff to review and monitor any information regarding my child's school records including grades, disciplinary records, disabilities, and any other information pertinent to my status in the UB program.

I am aware that personal information provided to TRiO Upward Bound will be protected under the Federal Education Rights Privacy Act (FERPA) of 1974. No one will have access to the information unless they are employed with Upward Bound, or are specifically authorized by me to see the information.

I will share the user name and pertinent information so the UB staff can access my INOW account and grant the UB staff to monitor my child's grades.

Student's Signature: _____

Date _____

Parent's Signature _____

Date: _____