

STUDENT HANDBOOK



MCKINLEY

ORRVILLE

TIMKEN E.C.

WOOSTER

Name

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UPWARD BOUND PLEDGE

I am Upward Bound.

**I take personal responsibility
for my actions and my future.**

My goal is a college degree.

**I am determined to plan, study,
save, and sacrifice for my education.**

**I am part of the fellowship
of Upward Bound,
and my goal is a college degree.**

WHAT CAN YOU EXPECT OF UPWARD BOUND?

- **We want to focus on your future.** There are careers, fields of study, and opportunities in college unlike anything you've ever seen up to this point in life. We want to guide you on your path to a career, and counsel you on how to find the right college for you. We also want to give you opportunities to practice networking with professionals. We'll take you on college tours, arrange job shadowing experiences, and help you discover your academic interests.
- **We want to help you believe in yourself.** Upward Bound provides the extra support and encouragement you may need to reach your potential. We want to help you move with confidence through the world by exposing you to it through volunteer service, cultural experiences, and opportunities to work with other college-bound students
- **We want to help you to earn the grades you will need to succeed in college.** We'll provide tutoring, study skills workshops, and summer academic classes to help you excel in high school. We'll also help you prepare for the ACT and SAT college entrance exams.
- **We want to help you pay for college.** Upward Bound will show you how to find and apply for financial assistance and how to write scholarship essays.

WHAT DOES UPWARD BOUND EXPECT OF YOU?

We serve students determined to succeed no matter what life throws at them, and we hold our community to a high standard. To be a member in good standing with Ohio State ATI's Upward Bound program, you must commit to...

- Enroll in a college-prep curriculum each semester.
- Work to build a good academic record, maintaining a minimum GPA of 2.5.
- Attend weekly meetings, academic advising sessions, tutoring as needed, monthly cultural activities, **and** the 6-week summer program.
- Demonstrate an eagerness to learn and a willingness to adapt.
- To be the best, brightest examples of good conduct in accordance to our rules and codes of conduct and demonstrate a desire to spread goodwill.

CHOICES OF SUCCESSFUL STUDENTS

SUCCESSFUL STUDENTS	STRUGGLING STUDENTS
1. . . .accept PERSONAL RESPONSIBILITY for creating the quality of their lives.	1. . . .see themselves as victims, believing for the most part that what happens to them is out of their control.
2. . . .discover a MOTIVATING PURPOSE , characterized by personally meaningful goals and dreams.	2. . . .have difficulty choosing a purpose, often experiencing depression and/or resentment about the meaninglessness of their lives.
3. . . .consistently plan and take EFFECTIVE ACTIONS in pursuing their goals and dreams.	3. . . .seldom identify the specific actions needed to accomplish a task. And when they do, they tend to procrastinate.
4. . . .build MUTUALLY SUPPORTIVE RELATIONSHIPS that assist them in pursuing their goals and dreams.	4. . . .are solitary, not requesting, even rejecting offers of assistance from legitimate resources.
5. . . . MAXIMIZE LEARNING by finding valuable lessons in nearly every experience they have.	5. . . .tend to resist learning new ideas and skills, often viewing learning as drudgery rather than play.
6. . . .actively create a POSITIVE EXPERIENCE OF LIFE characterized by optimism, happiness, and peace of mind.	6. . . .experience life negatively, focusing much of their attention on what is disappointing and painful.
7. . . . BELIEVE IN THEMSELVES , feeling capable, lovable, and unconditionally worthy as human beings.	7. . . .doubt their personal value, feeling inadequate to accomplish meaningful tasks and unworthy to be loved by others or by themselves.

"Choices of Successful Students" was developed by Skip Downing, author of *On Course: Strategies for Creating Success in College and in Life*.



WHAT'S TRIO?

TRIO is a name given to a set of educational opportunity programs sponsored by the United States Department of Education. All TRIO programs have the common goal of helping students overcome obstacles to success in higher education. Upward Bound is a TRIO program.

WHAT ARE THE OTHER TRIO PROGRAMS?

When Upward Bound was created by the Higher Education Act in 1965, two other programs were created – one for college level students and one for graduate and professional degree students. Later, other programs were added. Here's a list of the seven TRIO programs:

- | | |
|-----------------------------------|---|
| ➤ Educational Opportunity Centers | College information for everyone |
| ➤ Talent Search | From 6 th grade to h.s. graduation |
| ➤ Upward Bound | |
| ○ Classic (that's us) | From 9 th grade to h.s. graduation |
| ○ Math-Science | Specializes in math and science |
| ○ Veterans | For military veterans |
| ➤ Student Support Services | For college students |
| ➤ McNair Scholars | For college students who seek Ph.D. |

TRIO IN COLLEGE

If the college you attend has a Student Support Services Program, you will find a lot of free help there and some friends in TRIO who are interested in your success in college. Student Support Services provides tutoring, workshops, academic advising, personal advising, and help with getting financial aid.

If you are interested in graduate study, and your college has a McNair Scholars program, you can get a lot of support and guidance towards graduate study by joining the program. The program provides a paid research experience in the summer.

POLICIES & PROCEDURES



THE THREE STANDARDS

1. Academic Progress
2. Responsible Attendance
3. Active Participation

*"Start from where you are with what you have,
knowing that what you have is plenty enough."
~ Booker T. Washington*

*"Some succeed because they are destined to,
but most succeed because they are determined to."
~ Henry Van Dyke*

*"The beautiful thing about learning is that
no one can take it away from you."
~ B.B. King*

THE THREE STANDARDS

Upward Bound students remain in good standing in the program by meeting three standards of excellence. The first standard is academic progress; the second standard is responsible attendance; and the third standard is active participation. Details on each of these three standards follows.

1. ACADEMIC STANDARDS

Upward Bound is an academic program with the purpose of assisting students to successfully complete high school and then to enroll in college. Since a good academic record is needed for college admission, and an excellent academic record can pay off in scholarship awards, Upward Bound students are expected to work hard and do their best in their studies. To be a student in good standing in this program, it is necessary to maintain a GPA of 2.0 or above and to work to increase one's GPA each year.

Tutoring is available to all Upward Bound students and required of those students who need it. If a student has a grade of D or F or 2 C's in the academic subjects (math, science, English, foreign language, or the social sciences), the student will be required to attend tutoring until the next grading period.

Academic Probation is given for having a **current GPA of less than 2.0**. It has a term of one grading period. During the grading period, the student must complete all homework, spend extra time studying, and attend tutoring. Academic probation for a GPA less than 2.0 can continue for a maximum of one school year. If a student has been on academic probation two or more grading periods and has not raised his/her current GPA above 2.0 by the end of a school year, the student may not be eligible for the summer program and may not be renewed for the coming year.

Procedure: The Academic Advisor initiates and monitors academic probation. The Academic Advisor and the student fill out and sign a probation contract. The student then takes the contract to his/her parents for their review and signature and returns the contract to the Academic Advisor. A copy is sent to the In-School Mentor and the Director and a copy is placed in the student's file. At the end of each grading period, the probation contract is reviewed by the Academic Advisor and In-School Coordinator and appropriate action is taken. The Director, Academic Advisor and the In-School Mentors may agree to override any feature of this policy in certain circumstances.

2. ATTENDANCE STANDARDS

Upward Bound students are expected to attend all weekly in-school meetings, academic advising sessions, Saturday meetings, and any other scheduled group meetings during the academic year.

If a student must miss a meeting, he/she may request an excused absence. The student should talk with UB staff to get any information or assignments from the meeting. If a student incurs 4 *unexcused* absences, he/she will be put on attendance probation.

A. Definition of an Excused Absence

Excused absences are granted when the excuse meets certain criteria and the excused absence is requested in a timely and appropriate manner. Specific criteria and procedures for excused in-school meetings are set by each In-School Mentor.

1. Reason

In general, an excused absence is granted for:

- a. a circumstance that is not the student's choice or
- b. for an opportunity/obligation of equal value to the college-bound student.

Examples of excused absences would be: An excused absence from school, doctor's appointment, field trips, family emergency, and a schedule conflict with another worthwhile activity. Work is generally not considered an excused absence. Students are expected to communicate their UB obligations to their employers and to schedule their work hours so there will not be a conflict.

The In-School Mentor may require appropriate documentation for excused absences, e.g. a note from the parents, a schedule for another activity, etc.

2. Timeliness

It is possible for a potentially excusable absence to become an unexcused absence if the student fails to communicate in a timely way with the In-School Mentor. Each In-School Mentor will specify the ways the student can communicate (whether by a note in the mailbox, by e-mail, by phone, etc.)

If the student knows in advance that he/she must miss a meeting, the student should communicate with the In-School Mentor **in advance** of the meeting.

If the absence was for an unforeseen reason, the student should communicate with the In-School Mentor during **the first day back at school**. *If a student fails to communicate with the In-School Mentor about an absence during the first day back at school, the absence is automatically unexcused.*

B. Continuing Excused Absences

In the case of a continuing conflict with another worthwhile activity, the student, Academic Advisor, or In-School Mentor should speak to the coach/leader of the other activity to work out a fair arrangement so the student can participate as much as possible in both.

C. Unexcused Absences

An unexcused absence will be incurred whenever a UB Student is absent from a UB activity and does not:

- 1) Communicate with UB Staff in a timely way, or
- 2) Provide a reason that qualifies for an excused absence.

Unexcused absences may be incurred for:

- Weekly meetings
- Academic advising
- Tutoring
- Saturday or evening meetings
- Senior seminars
- College visits or field trips

Whenever a student has an unexcused absence, the Director will send an unexcused absence notice to the home to alert students and parents of the situation. If a student accumulates 4 or more unexcused absences in one year, he/she will be put on attendance probation. The Academic Advisor will work with the student to complete the probation form and a copy will be mailed to the parents for signature.

D. Attendance Probation

Students who have exceeded the maximum number of unexcused absences will be either dropped or put on probation. Probation is intended for those students who continue to show interest and attend some UB meetings and who have shown that they are putting forth effort to improve academically.

The **conditions of probation** are:

- The probation is two months in duration.
- During probation, the student is on "Attendance Probation".
- To start the probation, the Academic Advisor will meet with the student and his/her parent(s) if at all possible to draw up the conditions of the probation.
- The conditions should include no unexcused absences for the next two months.
- No stipends can be earned during probation.
- The student should write the expectations and conditions of probation in their own words.

At the end of the probation, the student may again start to earn stipends. Further unexcused absences may result in dismissal.

The In-School Mentors, in consultation with the Director, may change these rules for individual students in unusual extenuating circumstances.

E. Academic Advising

Every Upward Bound student is required to meet with the Upward Bound Academic Advisor for a half-hour session every other week. Students may request additional sessions if desired.

During the advising sessions, the Academic Advisor will work with you on your grades, note taking, study habits, reading skills, test-taking skills, career exploration, college knowledge, and any questions you may have.

Appointments will be scheduled during:

- a. Study Hall/Preparation Classes or
- b. After your weekly in-school meeting or
- c. Lunch or
- d. Evenings or weekends

During your time with the Academic Advisor, it is expected that you will already have your other work finished and be focused on the tasks provided you.

If you need to cancel your appointment, the UB office or academic advisor **MUST** be called *in advance* to reschedule--at least twenty-four hours in advance or as soon as possible in extenuating circumstances.

Failure to attend academic advising without an excused absence will result in an unexcused absence as well as a \$5 deduction in monthly stipend.

F. College Knowledge Seminars

Seniors and Juniors are required to participate in College Knowledge Seminars unless excused by the Academic Advisor. An unexcused absence will result in a \$5 deduction in stipend.

G. Senior Privileges

After the Senior Recognition Ceremony, Seniors are excused from in-school meetings, but are welcome to attend.

3. PARTICIPTION STANDARDS

Participation in Upward Bound has many benefits, and it is a privilege to be selected for the program. When students do not take advantage of these benefits, they not only hurt themselves, they also take away opportunities that students on the waiting list could be using.

If a student does not meet expectations for participation, he or she will be put on probation and have the chance to improve. If sufficient improvement is not seen during the probation period, the student may be dropped from the program to make room for another student who will make better use of program activities.

The expectation for active and positive participation is that the students will respect themselves, other students, staff, and the program by paying attention, actively participating in discussions and projects, completing assignments, being courteous and helpful, and demonstrating a desire to learn, grow, and pursue the goal of a college education. These standards are further described in our Code of Behavior.

Active and Positive Participation Probation is incurred if a student has not actively participated in events or has participated in a way that was detrimental to him/herself, other students, staff, or the program. The term of the probation may be one or two months. A Probation Contract will be filled out and signed by both the student and the Academic Advisor; a copy will be sent to the Director for the student's file. The Director will inform the parents of the probation. During the probation, the Academic Advisor will give regular feedback to the student regarding his or her participation. At the end of the probation, the student will be continued in good standing, be put on limited services, or dropped from the program.

Expectation for Volunteer Service

UB students are expected to do significant, long-term volunteer work. New students will be asked to find a volunteer site in their area of interest and begin to volunteer. Not only will your volunteer work help others in your community, you will benefit in many ways from the experience – meeting new people, gaining new skills, and learning about yourself. When it comes time to write college admissions and scholarship essays, you will have the experience and insights to write meaningfully about community service.

*"The pupil who is never required to do what he cannot do,
never does what he can do."*

~John Stuart Mill

POLICY CONCERNING CURRICULUM

THE POLICY

- **As an Upward Bound student, you are required to follow the college-prep curriculum determined by your high school.** That means at least 4 years of English, 3 years of science, 4 years of math, 3 years of social sciences and 2-3 years of foreign language. As a member of this Upward Bound Program, you are required to take a full load each semester. *If you are unable to meet this requirement, you must have an alternate curriculum plan approved by the Academic Advisor and Staff Council. Failure to do so may result in suspension from the program.*
- **To meet the UB requirement of a rigorous curriculum.** You must take either chemistry or physics.
- **Ohio State ATI Upward Bound strongly encourages you to do more than the minimum college-prep curriculum set by your high school.** Upward Bound strongly encourages you to take a course every year in English, math, science, foreign language, and the humanities, especially history.

RATIONALE

- A college-prep curriculum is important to college-bound students because it gives you a strong foundation in the basic subjects that you will continue to study and use in college.
- Studies have shown that students who complete a college prep curriculum in high school do better on the ACT and are more likely to graduate from college.
- You've heard the saying, "You are what you eat." You are also what you study - it becomes part of your memory, your abilities, and your understanding of the world. Taking challenging courses can make you a person who is better able to handle many of life's other challenges.

PROCEDURES

- Every winter before your scheduling meeting with the school guidance counselor, the Upward Bound Academic Advisor and/or your In-School Mentor will meet with you to review your course plans for the next year.
- Maintaining a four-year curriculum plan will help you keep on track to achieving the goal of completing a rigorous college- prep curriculum.

COLLEGE PREP CURRICULUM PLANNING CHART

This chart can be used to plan your classes for the four years of high school. Write in pen the classes you have already taken. Write in pencil the classes you plan to take. These choices may change later, depending upon your interests and career plans. For the strongest preparation for college, UB students are encouraged to take four credits each of English, math, science, social studies, and foreign language.

What	When			
	9 th	10 th	11 th	12 th
English				
Mathematics				
Sciences <small>Must include 2 out of 3: Biology, Chemistry, Physics</small>				
Social Studies				
Foreign Languages				
Fine Arts				
Health & Physical Education				
Other Electives				
Total Units				

COLLEGE PREP CURRICULUM PLANNING CHART

For the strongest preparation for college, UB students are encouraged to take at least four credits each of English, math, science, social studies, and foreign language.

SUBJECT	Upward Bound	OHIO CORE Starting 2014	HONORS
English	4	4	4
Math	4	4 Alg. II - 1	4 Alg. I Geometry Alg. II
Science	4 Biology and Chemistry or Physics	3 Physical Sci.- 1 Life Sci. -1 Advanced Sci -1	4 Chemistry Physics
Social Studies	4	3 Am. History - .5 Am. Gov't.- .5	4
Health	.5	.5	.5
Physical Education	.5 Unless student participates in interscholastic athletics, band, or cheerleading for 2 full seasons.	.5 Unless student participates in interscholastic athletics, band, or cheerleading for 2 full seasons.	.5 Unless student participates in interscholastic athletics, band, or cheerleading for 2 full seasons.
Foreign Language	4	6	3 of 1 or 2 of 2
Fine Arts	1 or more	Fine Arts – 2 semesters (From grades 7-12; career/technical students exempted.)	1
Other Electives:	1 or more Financial Literacy .5 (If not included in other courses)	Financial Literacy .5 (If not included in other courses)	Financial Literacy (.5) (If not included in other courses)
Note:	Note: Must pass state tests to graduate	Note: Must pass state tests to graduate	Note: GPA of 3.5; ACT of 27 or SAT of 1210 on Verbal + Math
Total Units	24+	21	22+

Canton includes both Economics and Financial Literacy in the course American Government. Orrville includes Financial Literacy in American Government, and College Academy courses 456 and 457.

TUTORING

Who attends tutoring?

1. Any UB student who receives a D, F, or 2 C's in the academic subjects (math, science, English, foreign language, social sciences, history, or vocational courses) is required to attend tutoring twice a week until the grades are raised on a grading period report card.
2. Any UB student may request or attend tutoring.

What subjects can be tutored?

Any academic subject can be tutored. Academic subjects include English, math, science, foreign languages, history and the social sciences.

How will students know if tutoring is required?

A "Commitment to Tutoring" form to those students who will need to attend tutoring will be sent to the home. Students who obtain tutoring from another source will also receive a Tutoring Log to complete by asking the tutor to sign after each session.

What are the expectations for students who attend tutoring?

1. Arrive on time.
2. Give prior notice to the teacher/tutor and Academic Advisor if unable to attend or arrive on time for required or scheduled tutoring.
3. Bring book, class notes, exams, and questions related to the subject.
4. Focus throughout the session on improving understanding and skills in the subject area being tutored.
5. Maintain the Tutoring Log each session with a non-UB tutor.

Policy on No-Shows

If a student does not advise the teacher/tutor when the student is unable to attend, the tutor will wait 15 minutes and is paid for that time. The stipend of a no-show student will be docked \$5.00.

Policy on Not Attending the Required Tutoring Twice a Week

1. If the student has a problem and cannot attend tutoring, he/she should advise the tutor and call the Academic Advisor at 330-347-8287, or the UB Director at 330-287-1284 to request an excused absence.
2. If an absence is unexcused, the In-School Mentor and parents will be advised.
3. If additional absences are unexcused, a meeting will be arranged with the student, the student's parents, and the Academic Advisor. The In-School Mentor may also attend. The purpose of the meeting is to identify any obstacles to attending tutoring and to review the consequences for missing tutoring. At the meeting, the student will be placed on Attendance Probation.

PEER TUTORING

WHO CAN BE A PEER TUTOR?

Upward Bound students who:

- have completed the subjects they will tutor with a grade of A and who
- have applied by filling out a Peer Tutor Application Form and
- been designated and trained as a Peer Tutor by the Academic Advisor.

HOW WILL PEER TUTORS BE MATCHED WITH TUTOREES?

The Academic Advisor will maintain and distribute a list of Peer Tutors.

WHAT KIND OF PAPERWORK IS REQUIRED?

- Peer Tutors complete an OSU Consultant Agreement form.
- Peer Tutors will complete a UB Study Table Sign-In each week, have it signed by a supervising adult, and mail it to the Upward Bound Office in the postage-paid envelopes provided.
- Peer Tutors submit Consultant Invoices for payment.

HOW WILL PEER TUTORS BE PAID?

- Payment will be calculated on the basis of the UB Study Table Sign- In sheets submitted.
- The rate of pay for a Peer Tutor is \$7.00 an hour.
- Peer Tutors will be paid every three months and cannot be paid more than 3 times in a year.

PEER MENTORING

Students entering the program are provided A UB Peer Mentor who will help them understand how the program works. Peer Mentors provide orientation to UB, including a review of the student handbook and the program website, and keep in touch with the new students throughout the year. Not only do the Peer Mentors educate, but they also encourage the new students to persevere and to meet UB standards.

To be eligible to be a Peer Mentor, a student must have been in the program for a year with good attendance, good grades, and good participation. This is a volunteer opportunity for older students and a way to take a leadership role and give back to the program.

STANDARDIZED TESTS

Standardized tests are a fact of life for any college-bound student. Tests are used for admission requirements to universities and colleges and sometimes used to award scholarships and other financial aid.

These tests assess verbal and math skills. As with many other accomplishments, practice improves performance. Upward Bound encourages all our students to spend time preparing for the tests and to take the ACT and SAT at least twice. The ACT tests achievement while the SAT measures aptitude. It's good to take both tests because they showcase different abilities.

The PLAN test, in addition to being a non-competitive preparation for the ACT, is also used to give guidance in educational and career planning. The PSAT automatically enters students in the National Merit Scholarship Competition.

WHAT TESTS SHOULD YOU TAKE?

Seniors

1. All seniors should take the **ACT test** as early as possible in the fall of their senior year. If you took the test as a junior, try to increase your score by practicing the sections you were weakest in.
2. If a college or university you are applying to requires the **SAT test**, or if you did not take the test as a junior, you will need to take that test also in the fall.
3. **All seniors should plan to take the SAT test with a waiver** before it is time to apply for college. By using a SAT waiver, a student becomes eligible for 4 college application fee waivers from College Board.

Juniors

1. All juniors should take the **PSAT/NMSQT test in October**. If a student does well on the PSAT, he/she becomes eligible for a National Merit Scholarship. The PSAT also puts the student on the mailing lists of colleges that have determined that the student is someone they want to recruit.
2. All juniors should also take the **ACT and SAT tests** in the winter or spring of their junior year.

Sophomores

1. Sophomores can take the **PSAT** test for practice.

HOW TO REGISTER FOR THE ACT OR SAT

1. Tell the Academic Advisor that you are ready to register for the test.
2. The Academic Advisor will assist you to register on-line and will pay the fee with a waiver or the UB debit card.
4. If you are using one of your two waivers, you can register on-line by yourself at your convenience. You must call the Director to get the waiver number you will need to enter.
4. The waiver covers only the test fee. It does not cover late fees, change-of-date fees, or fees for extra services. If you miss a registration deadline, you will need to either pay the late fee yourself or register for a later test.

HOW TO REGISTER FOR THE PSAT TEST

1. See your high school guidance counselor or testing coordinator to register for the PSAT.
2. For the **PSAT** test, request a waiver from your high school counselor or testing coordinator. Upward Bound students are eligible for the PSAT waivers, but if your school does not have any waivers available, Upward Bound will pay the test fee for you. If you have a problem, tell your Upward Bound In-School Mentor, the Academic Advisor, or call the UB office.

HELP IN PREPARING

Taking some time to prepare for standardized tests will increase your score. There are many ways that you can prepare:

- Most importantly, read the booklets provided with the registration materials to be sure you understand all the directions and types of questions. Also note how the test is scored--are wrong answers deducted or does it pay to guess?
- See your Upward Bound Mentor for extra practice materials, help, and advice in preparing for these tests.
- Take advantage of preparation sessions offered by Upward Bound, your school, or community organizations.
- Practice, practice, practice. Take several practice tests. Time yourself as in a real test. Score the test. Redo the questions you missed.

COLLEGE VISITS

The high school guidance office, the public library, and the internet should be your first sources of college information. Then, it is a good idea to request information packets from the colleges that fit your needs. A college visit may be what you need to make a final choice.

If you are thinking about a college visit, Upward Bound may be able to help.

- UB will arrange a personalized college visit so you can tour the campus, observe classes, discuss your interests with an advisor, investigate financial aid at the admissions office, etc.
- If funds are available, the UB staff will drive you to the school. If the college is more than an hour away, we prefer to take at least two students. Parents are welcome to come as long as there is space in the vehicle.
- Personalized college visits need to be made on weekdays, when the college is in session. UB cannot provide help if you visit on a weekend or overnight.
- If you visit a college on your own, UB cannot pay your expenses.

Please consider these points to see if you qualify for a personalized college visit organized by Upward Bound.

- You must be a Junior or Senior.
- You must have completed or scheduled a college entrance exam such as the ACT or SAT.
- Your high school must be willing to authorize an Excused Absence for your college visits.
- You will need written permission in advance from your parents.
- Students who are no-shows for a college visit lose priority status and/or eligibility for future college visits.

For additional information, contact your In-School Mentor or Upward Bound.

MONEY MATTERS

Only currently active Upward Bound students are entitled to participate in activities (field trips, tutoring, etc.) and receive stipends, test fees, and meals funded by the Upward Bound Program.

STIPENDS

Stipends are paid to participants in good standing. Stipends are earned by attending Upward Bound meetings and activities and maintaining good grades. The maximum stipend during the academic year is \$40 per month.

Attendance Stipend

- **Paid monthly**
- **Maximum \$36/month**

This stipend is earned by attending meetings. The amount paid per meeting will be equal to \$36 divided by the number of meetings, unless the In-School Mentor determines another value. Saturday meetings are worth twice as much as weekly meetings. The attendance stipend is paid monthly based on the attendance logs kept by the In-School Mentors, Tutors, and Academic Advisor. There will be a \$5.00 deduction for missing an academic advising appointment, a Senior Seminar, or tutoring. (See Attendance Standards in this Handbook.)

Honors Stipend

Participants may receive an Honors Stipend based on their cumulative GPA at the end of each semester.

- Semester I cumulative GPA of 2.5 or higher pays \$16
- Semester II cumulative GPA of 2.75 or higher pays \$20

New Participants

New participants will not receive a stipend during their 60-day probationary period. Each participant who successfully completes the probation period will receive his/her stipend(s) retroactive to the day the probation began.

Continuing Participants

Participants continuing from the previous year need to reapply each year and be accepted before they are considered active participants in good standing. No stipend will be earned until the participant has reapplied and been accepted.

CHECKS

Stipend checks for attendance during the school year are usually issued no later than the second week of each month from October through June. During the summer, stipends are issued the 3rd, 5th, and 7th week. Students are encouraged to cash their stipend checks soon after receiving them. Report any lost or damaged checks to the Upward Bound office within 30 days from the date of issue. Damaged checks must be returned to the Upward Bound office before a replacement will be issued. If a student loses a check and wishes a replacement, the bank fee for stopping payment on the lost check will be subtracted from the replacement check.

UB STIPENDS AND SAVINGS

The last thing Upward Bound pays for you is college application fees. As soon as you are accepted at college, you will have an acceptance or housing fee of \$100 to \$350 to pay. You can plan now to have the money you will need to pay those fees. As an Upward Bound student, you have the potential to earn \$435 a year. If you save part of your stipend check, you can build up a fund for college fees. When it comes time to pay, you'll be stress-free and happy you planned ahead.

Open a savings account at a bank. Make sure the account is free. Having a bank account will save you money since you can cash your stipend checks free at the bank.

MEALS

Lunch is provided for students attending full-day Saturday meetings. If you sign up to attend, but do not attend, the cost of the lunch will be subtracted from your stipend. During college visits or other field trips where lunch has not been furnished, cash is provided to each student to purchase his/her lunch. Each student is required to sign for cash received for meals.

Breakfast or dinner may sometimes be provided if a Saturday meeting or field trip extends through those mealtimes. Check each Saturday meeting or field trip schedule to see which meals will be provided by Upward Bound. Please note that if the departure time is later than 7:30 a.m., breakfast is not provided; if return time is earlier than 6:30 p.m., dinner is not provided.

ENTRANCE FEES

All entrance fees to educational, cultural, and recreational sites or events that are visited, as part of an Upward Bound activity, will be paid for by Upward Bound. If a student registers for an event for which fees are prepaid and does not attend the event, the entrance fee will be subtracted from the student's stipend.

TEST FEES

Fee waivers are available for many of the standardized test fees. If no waiver is available, Upward Bound will pay the test fee. Students are responsible for calling the Upward Bound Director to request a fee waiver at least 5 days before the registration deadline. Upward Bound cannot pay for late fees or other options on the registration form. Each student is entitled to two waivers for the ACT and two waivers for the SAT. If the student uses the waivers to register and take the tests, Upward Bound will provide checks for additional tests. If, however, a student wastes a waiver or check by not taking the tests, no further payment for test fees will be made for that student.

COLLEGE APPLICATION FEES

When a senior is ready to apply to college, he/she should call the Director or Academic Advisor to request a check or waiver. On-line applications can be paid with the UB debit card that the Director can enter on-line.

Seniors must also be in good standing with the program and have completed their UB renewal application before waivers or checks will be issued.

TUITION, COURSE, OR WORKSHOP FEES

Upward Bound cannot pay fees for individual students to attend courses or workshops.

PERSONAL BELONGINGS

If you choose to bring valuable personal belongings to Upward Bound meetings and trips, you need to know that if those belongings are lost, damaged, or stolen, neither Upward Bound, The Ohio State University, nor the Canton, Wooster or Orrville School Systems will be able to compensate you for those belongings.

Personal belongings such as cell phones, headphones and audio equipment, electronic games, etc., are not permitted to be seen or heard during Upward Bound meetings, events, or visits. Failure to put away electronic equipment will result in confiscation of the equipment by Upward Bound staff for the rest of the day and/or a partial loss of stipend for the day.

PLANNERS

All Upward Bound students are required to regularly use a planner to plan their daily activities.

UPWARD BOUND T- SHIRTS

Upward Bound T-shirts are required for all Upward Bound Saturdays and field trips. If something happens to your original t-shirt, contact the Upward Bound office immediately. If a student does not have his/her t-shirt for a UB event or field trip, a rental shirt will be provided at a cost of \$3 deducted from the student's stipend. If the shirt is not returned, the full cost of the t-shirt will be deducted from the student's stipend.

STUDENT COUNCIL GUIDELINES

PURPOSE

The purpose of The Ohio State ATI Upward Bound Program Student Council is to develop recommendations for action that will enhance, improve, and build the Upward Bound Program.

MEMBERSHIP

All Ohio State ATI Upward Bound students are members of the Student Council.

STUCTURE

The Student Council has 6 officers: 4 Council Board Leaders, 1 Parliamentarian, and 1 Recorder. All the officers meet together as the Council Board to plan meeting agendas and collaborate to follow up and/or implement initiatives of the Student Council. During the full Student Council meetings, one of the 4 Council Board Leaders will conduct the meeting.

ELECTIONS

In January of each year, each school will elect a representative to be a Council Board Leader of the UB Student Council. In the first week of the summer program, elections will be held for the Parliamentarian and the Recorder. To be eligible to campaign as an officer, a student must complete an application.

All officers will serve for one year. They may serve several terms, if elected for each term.

SCHEDULE

Meetings are held weekly during the summer program. During the academic year, a Board Leader may conduct brief meetings at the in-school meetings, or the whole Board may conduct a meeting during field trips if circumstances allow.

PROCEDURES

The Council Board plans each Student Council meeting. Suggestions for agenda items usually come from students by way of the Council Board Leaders; the Staff Council or Director sometimes submit a list of issues and request feedback or a decision from the Student Council.

Meetings are conducted according to the rules of Parliamentary Procedures. The Parliamentarian serves as a resource and a monitor of these procedures.

After the Student Council has met, the Recorder writes up the minutes of the meeting and any recommendations. Minutes will be published in the newsletter and posted. Recommendations will be forwarded to the Director.

Council Board Leaders will also be expected to assist as needed with the In-school meetings.

PARLIAMENTARY PROCEDURE: THE BASICS

Why is it important?

It ensures that everyone gets a fair hearing and that decisions are made by democratic rule.

How does everyone get a fair hearing?

By following the rules of Parliamentary Procedure, only one person talks at any given time. Every member has the opportunity to state his/her opinion clearly without interruption when it is his/her turn to speak.

The Parliamentarian will remove any member who interferes with the orderly conduct of the meeting or who does not respect the right of the person with the floor to speak without interruption, interference, or personal attack.

Meetings follow a fixed agenda:

1. Call to order
2. Minutes
3. Officers' and Representatives' reports
4. Committee reports
5. Unfinished or old business
6. New business
7. Announcements
8. Adjournment

Members have 4 rights:

1. To make a motion
2. To second a motion
3. To debate a motion
4. To vote on motions

Want to make a motion? Here's how...

1. Obtain the floor.

- Wait till the previous speaker has finished.
- Stand and say, "Madame President" or "Mister President".
- Give your name.
- The President will say your name. You now have the floor.

2. Make your motion: "I move that..."

3. Wait for a second.

- Another member will say, "I second the motion" or
- The President will ask for a second.
- No second, no motion.

4. The President says, "It is moved and seconded that we..."

5. The motion is open for debate.

- Members who wish to comment need to obtain the floor by standing and saying, "Madame President" or "Mister President".
- The President will give a member the floor by saying his/her name.
- The person who made the motion has the first chance to speak in order to give more information about his/her idea.
- All members should address their comments *to the President*.
- Only the person who has the floor may speak.

6. Debate ends and a vote is taken.

- Someone may make a motion to end debate, or
- The President can ask, "Are you ready to vote?"

**THE OHIO STATE UNIVERSITY
AGRICULTURAL TECHNICAL INSTITUTE
UPWARD BOUND**

CODE OF BEHAVIOR

In order to promote harmony in any closely-knit community, guidelines are necessary to protect the rights, reinforce the responsibilities, and ensure the health and safety of each community member. Since our beginning in 1992, our students have built a fine tradition of working together effectively so that each could reach a level of personal fulfillment by using to the greatest extent the opportunities which are offered.

We seek your commitment and cooperation in maintaining these essential rules and objectives during your years in Upward Bound.

STUDENT RESPONSIBILITIES

1. **PARTICIPATION**: Students have the responsibility of participating fully in the learning process. Students are expected to report to Upward Bound meetings and to all scheduled classes regularly and on time, remain until excused, pay attention, complete assignments to the best of their ability and request help when it is needed.
2. **BEHAVIOR**: Students have the responsibility of avoiding any behavior that is detrimental to the achievement of their own or to other students' educational goals. Students must cooperate in maintaining reasonable orderliness in school and in meetings, and must encourage a climate where learning is cherished. Most particularly, students must refrain from engaging in conduct that violates the provisions of the Discipline Code.
3. **RESPECT FOR STAFF**: Students have the responsibility for showing respect for the knowledge and the authority of program staff. Students must obey reasonable directions, use only acceptable and courteous language, avoid actions that show contempt and appeal decisions only through appropriate channels.
4. **RESPECT FOR OTHER STUDENTS**: Students have the responsibility for showing respect for the rights and human dignity of fellow students. For example, students must refrain from name-calling, fighting, harassment, belittling, or engaging in deliberate attempts to embarrass or harm another student.

DISCIPLINE CODE

The Code of Behavior is designed to promote responsible behavior while giving each student the opportunity to express him/herself in his/her own unique manner. However, if irresponsible behaviors disrupt the safe and orderly atmosphere that has been created for the benefit of all Upward Bound students, then there must be a systematic way of dealing with those behaviors. The following Discipline Code establishes clear criteria and consequences for unacceptable behavior.

Some behaviors are obviously more serious than others. Thus, the behaviors that violate the rules of the Upward Bound Program have been categorized according to severity. Each category of infractions has a corresponding consequence.

INFRACTIONS

Each of the following behaviors constitutes a LEVEL 1 infraction:

1. Excessive tardiness (over three times)
2. Excessive talking (spoken to more than twice)
3. Unprepared for tutorials or UB meetings
4. Inattentiveness during Upward Bound meetings
5. Public display of affection

Each of following behaviors constitutes a LEVEL 2 infraction:

1. A second LEVEL 1 infraction
2. Disrespectful behavior
3. Profanity directed to oneself or another person; inappropriate language or subject matter, either direct or implied
4. Accessing inappropriate media
5. Flagrant public display of affection

Each of the following behaviors constitutes a LEVEL 3 infraction:

1. Three LEVEL 1 infractions.
2. Two LEVEL 2 infractions.
3. In-school or out-of-school suspension, depending on circumstances.
4. Engaging in verbal altercations, name-calling.

Each of the following behaviors constitute a LEVEL 4 infraction

1. An accumulation of infractions or combination of infractions on several levels
2. None of the following behaviors are acceptable for Upward Bound students at any time. If any one of the behaviors were to occur during an Upward Bound activity, it would constitute a LEVEL 4 infraction:
 - a. Engaging in physical altercation (i.e., all forms of physical fighting)
 - b. Threats
 - c. Sexual activity
 - d. Using profanity toward a staff person
 - e. Illegal activity, such as drugs, alcohol, or theft

CONSEQUENCES

The following are the consequences for behaviors listed above:

- LEVEL 1: Student will receive a warning from staff member. Director will be notified. Phone call may be made to parents.
- LEVEL 2: An RBN (Responsible Behavior Notice) will be written up. The student will meet with an Upward Bound Staff member to discuss the RBN. The student's parents will be called to advise them about the RBN.
- LEVEL 3: Student will be placed on Active and Positive Participation Probation. Parent will be notified by a letter from the Director about the probation and the possibility of suspension. A meeting may be arranged with the student and parents, the Director/or Academic Advisor of Upward Bound, and the In-School Mentor.
- LEVEL 4: Suspension from the Program for part of or for the remainder of the current year, with or without the option to reapply another year. The Director will notify the parents. Written appeals will be considered by the Staff Council. For behaviors in LEVEL 4.2, an incident report must be filed in the Director's office.

UB TRAVEL RULES

Going on college visits of one or more days is a privilege that you earn through your hard work and positive participation in Upward Bound. To be invited on the trip, you have to have demonstrated effort in your classes and respect for yourself, other students, and staff.

This page contains special rules that are in effect during travel times. They reinforce or are in addition to the rules contained in the UB Student Handbook. Infractions of these travel rules or the regular UB rules may result in loss of sightseeing privileges during the trip and loss of future trips.

A. AT ALL TIMES

1. Be on time for all scheduled departures and appointments.
2. Be courteous and respectful to everyone you interact with--your fellow UB students, the UB staff, staff of restaurants and hotel or dormitories, and college personnel and students you meet.
3. Thank those who do something for you (waiters, tour guides, shuttle drivers, etc.)

B. GUIDELINES FOR COLLEGE VISITS AND OTHER SITES WITH TOUR GUIDES

1. Cell phones, iPods, earbuds, and headphones must not be visible during campus visits and guided tours. Plan on putting them away in a bag or pocket.
2. Be alert and attentive when admissions counselors and tour guides are talking.
3. Do not complain or discard college materials in the presence of the tour guide.

C. HOTEL OR DORMITORY RULES

1. Once inside your hotel or dormitory room, lock the door, and do not leave without being accompanied by a staff member. At night, the doors will be taped, a common practice of high school groups who travel. Do not remove the tape.
2. Do not answer the door without looking through the peephole to see if it is someone you know. Do not open the door to a stranger.
3. Students are not allowed to be in the hotel or dormitory rooms with students of the opposite gender at any time.
4. Loud talking or laughing, pounding on doors, running, or other disturbances are totally inappropriate in hotel or dormitory hallways and may result in other lodgers calling security.
5. Do not tell strangers in which hotel or dormitory or room you are staying or give them any information on how to contact you.
6. Violations of these rules will result in not being invited to future college visits or other trips involving overnight stays.

UPWARD BOUND STAFF DIRECTORY

Gail Miller	Director miller.2@osu.edu	Office: 330-287-1284 Cell: 330-465-2306
Jacob Gillam	Academic Advisor gillam.25@osu.edu	Office: 330-287-1344 Cell: 330-347-8287
Sandy Huffman	Program Assistant huffman.535@osu.edu	Office: 330-287-1285
In-School Mentors		School Phone Numbers
Tisha Berry	Orrville High School orvl_berry@tccsa.net	330-682-4661
Dan Rooney	Timken Early College rooney_d@ccsdistrict.org	330-458-3950
Cheryl Goff	Wooster High School wstr_cgoff@woostercityschools.org	330-988-1111 ext. 3108
Tim Smith	McKinley High School smith_t2@ccsdistrict.org	330-438-2750 Ext. 181

Ohio State ATI Upward Bound
030A Skou Hall
1328 Dover Road
Wooster, OH 44691

Phone: (330) 287-1284 or (330) 287-1285
Fax: (330) 287-1333
Email: atiub@osu.edu
Website: <https://u.osu.edu/atiub/>