

PREFACE

The purpose of the Upward Bound Student Handbook is to provide students and parents/guardians with a detailed information guide to the Southeast Community College, Upward Bound Program. Students are responsible for knowing and understanding all of the information contained in this handbook.

Upward Bound is a federally funded program to prepare students for the college experience. The program is designed to provide academic support, tutoring, financial counseling, career counseling, personal counseling, and a variety of cultural and educational experiences. This program is provided to the students who meet the eligibility criteria and express the academic ability, motivation, and desire to attend and graduate from college. Through a variety of support services, we can inspire you to develop the confidence to dream great dreams and achieve great things.

VISION STATEMENT

The SCC Upward Bound program will rise to national prominence as a leader among Upward Bound programs through encouragement of effective citizenship by cultivating respect for human dignity and individual responsibility, by providing unique opportunities for academic advancement and cultural enrichment and personal growth, and by being committed to a cultivation of a genuine desire for learning for students and fellow Upward Bound programs.

CORE VALUES

People come first, are treated with dignity and respect, and are encouraged to achieve their full potential

We are Student-Centered

We are responsive to change

We embrace diversity

Relationships are built on honesty, integrity, and trust

Excellence is achieved through teamwork, leadership, creativity, and a strong work ethic

Efficiency is achieved through wise use of human and financial resources

Provide services of highest possible quality

Commitment to intellectual achievement is embraced

MISSION STATEMENT

The mission of the Southeast Community College Upward Bound grant program is to guide selected income eligible and/or first generation high school students in meeting their potential to succeed and graduate from a post secondary educational institution by providing individualized support and quality services.

EQUAL EDUCATIONAL OPPORTUNITY

The Upward Bound program does not tolerate discrimination of any kind. It is the policy of the Upward Bound program to provide an educational setting free from harassment of any kind. Harassment is a form of discrimination and is a violation of both State and Federal laws, and will not be tolerated in this program. If a student feels that he/she is being or has been harassed for any reason, that person should immediately inform his/her Upward Bound Advisor and/or Upward Bound staff.

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Affirmative Action, Equality and Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3420, or jsoto@southeast.edu via e-mail.

MESSAGE FROM THE STAFF

We hope that this handbook will be helpful to you in understanding the expectations, rules and policies of the Upward Bound Program at Southeast Community College. While it does not cover every activity, program, service or procedure, it serves as a reference tool and guidebook for the program.

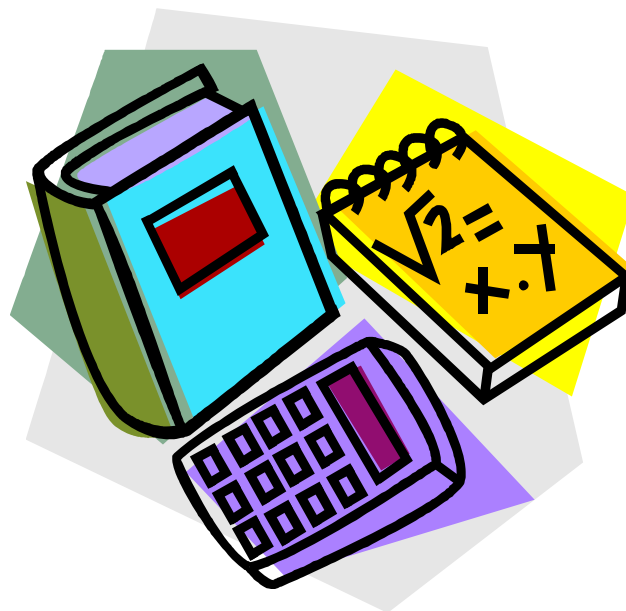


TABLE OF CONTENTS

PREFACE	1
VISION STATEMENT	1
CORE VALUES	1
MISSION STATEMENT	2
EQUAL EDUCATIONAL OPPORTUNITY	2
MESSAGE FROM THE STAFF	2
<i>Welcome.</i>	5
COMMITMENT AND RESPONSIBILITY	6
RESPECT AND TREATMENT OF OTHERS	6
PROGRAM OVERVIEW	7
ACADEMIC YEAR COMPONENT	7
SUMMER COMPONENT	7
BRIDGE ACADEMY	7
PROGRAM POLICIES AND PROCEDURES	8
EXPECTATIONS AND RESPONSIBILITIES	8
GRANT OBJECTIVES	8
PARTICIPATION STATUS	8
New Participation Status.....	8
Active Status	8
Probationary Status.....	8
Inactive Status/Dismissal.....	9
PARTICIPANT RECORDS	9
INDIVIDUAL SUCCESS PLAN.....	9
EVALUATION.....	9
DISCIPLINE PROCEDURES.....	9
Incident Report.....	9
Probation.....	9
Appeal Hearing	9
Dismissal.....	9
ACADEMIC EXPECTATIONS	10
Academic Probation.....	10
Academic Dismissal.....	10
ATTENDANCE.....	10
Incident Report.....	10
Attendance Probation.....	10
Attendance Dismissal.....	10
SERVICES FOR ATTENDANCE REQUIREMENTS	10
Tutoring:	10
Tutoring Guidelines	11
Junior Seminars.....	11
Senior Seminars	12

Student Curriculum.....	12
BEHAVIOR.....	12
Behavior Probation	13
Behavior Dismissal	13
GROUNDS FOR IMMEDIATE DISMISSAL	13
STIPENDS	13
Regular Performance Stipends.....	13
Rewards and Incentive Stipends	13
Academic Probation Stipends.....	13
DRUG AND ALCOHOL TESTING PROCEDURES FOR STUDENTS.....	14
SEXUAL HARASSMENT.....	14
STUDENT GRIEVANCE PROCEDURE	15
STUDENT RESOURCES	15
DRESS	15
TRANSPORTATION.....	16
TRAVELING OFF-CAMPUS	16
LOST/STOLEN ITEMS	16
ILLNESS OR INJURY.....	16
STUDENT LEAVE POLICY.....	16
SEVERE WEATHER.....	16
APPENDIX A.....	17
REQUIREMENTS AND EXPECTATIONS	17
APPENDIX B.....	19
Academic Probation Policy.....	19
APPENDIX C.....	20
Academic Probation Plan.....	20
APPENDIX D	21
TRANSPORTATION RELEASE	21
APPENDIX E.....	22
EMERGENCY/MEDICAL INFORMATION	22
APPENDIX F.....	23
ABSENCE MAKE-UP TUTORING FORM	23
APPENDIX G	24
TECHNOLOGY REQUEST	24

Welcome to Upward Bound! We hope you've been looking forward to this academic year as much as we have.

We have worked very hard to plan an academic year full of academic enhancements as well as wonderful cultural experiences. This year will be full of activities to help you with your school work as well as prepare you for the greatest adventure of your life: College! Commitment to your academic goals is crucial and the rewards will be awesome.

Being selected to participate in the Upward Bound program means that you have demonstrated that you have the academic potential and the will to succeed; you have earned the privilege of being a member of UB. This means that you have a commitment to UB, and UB has a commitment to you. This school year we expect you to live up to your academic potential and to succeed in everything you do. We also expect you to follow all Upward Bound and Southeast Community College rules.

Remember we are all available to help you have a wonderful and successful year. We care about you and want you to do well.

Jill Rice
Assistant Director
402-228-3468 ext 1405

Rebecca Czaja-Stevens
Director of TRIO Programs
402-228-3468 ext 1361

Melissa Decker
Educational Specialist
402-228-3468 ext 1406

Kandice Jurgens
Office Assistant
402-228-3468 ext 1362

COMMITMENT AND RESPONSIBILITY

As students in Upward Bound at Southeast Community College, you have rights. Listed below are at least some of the things that you have a right to expect:

- Respectful treatment.
- Competent staff and tutoring.
- Assistance in planning and preparing for postsecondary education and career ideas.
- Counseling and group guidance activities.
- An opportunity for cultural enrichment.

In Upward Bound, as in college and life in general, with rights come responsibilities. Upward Bound expects the following:

- That you will commit to Upward Bound in terms of regular attendance and participation.
- That you will participate in all scheduled activities.
- That you will treat others with respect.
- That you will do your best at Upward Bound and at your high school.
- That you will abide by the rules and policies of Upward Bound.
- That you will behave in a manner conducive to learning in and out of the classroom.
- That you will remain involved in all parts of the program (Academic Year, Summer Program, and Bridge Program).

As a participant, you have signed a contract including but not limited to these responsibilities. (Appendix A)

RESPECT AND TREATMENT OF OTHERS

Upward Bound students are expected to treat other students and staff members with the respect and dignity that every individual deserves. Put-downs can only lead to resentment, anger, and hurt feelings, which in turn can lead to physical violence. It is unfair to expect considerate treatment from others when you are unwilling to reciprocate. Upward Bound is about making people feel better about themselves.



PROGRAM OVERVIEW

ACADEMIC YEAR COMPONENT

The Academic Year Component is a supportive curriculum including tutorial services in high school subjects, designed to improve the student's grade point average or maintain an above-average GPA. Enhancement of academic skills and development of skills and attitude are necessary for success in post-secondary classes.

Services Provided by Upward Bound are:

Tutorial Services: A one hour session will be offered at a designated site typically on the high school campus weekly. A two hour study session will be held weekly at Southeast Community College. Additional individual tutoring may be offered to a participant when need is assessed.

Supplemental Instruction: Two hours of extra instruction in subjects of Math, English, Spanish and Science will be offered to students.

Academic Advising and Counseling: Upward Bound staff will visit students individually at their high schools each week during the academic year.

Saturday Sessions: Monthly workshops on the Southeast Community College campus. Instruction will focus on academic enhancement features (i.e., career planning, test preparation, study skills).

Cultural Events: Activities geared to enhancing the students' cultural and diversity awareness.

SUMMER COMPONENT

The Southeast Community College Upward Bound Summer Program is an intensive six week session. Students are involved in a combination of academic achievement courses and personal development activities. In addition, students participate in college campus visits, cultural events, academic programs, career skill building and exploration, and social activities. Students are expected to attend each summer session while enrolled in Upward Bound. Prior approval must be given for absences.

Upon meeting criteria set forth by the Upward Bound staff, students have the opportunity to attend an out of state trip.

BRIDGE ACADEMY

Students may apply for acceptance into the Bridge Academy during the spring semester of their senior year. Students who are accepted may enroll in a 4.5 hour class at Southeast Community College. Bridge students have many of the privileges of regular college students as long as they meet program requirements. Bridge students are expected to attend classes, tutoring, Bridge Scholars, and other scheduled activities. Additional rules and policies regarding the Bridge Academy will be given to each prospective Bridge student during the spring semester.

PROGRAM POLICIES AND PROCEDURES

EXPECTATIONS AND RESPONSIBILITIES

Upward Bound is first and foremost an academic program. It is expected that Upward Bound students will work hard, be successful in their academic work and as a result will improve their GPA's while in Upward Bound. Upward Bound students are responsible for following the guidelines of the program which include consistent attendance, being punctual, bringing books and necessary supplies to classes and tutoring sessions, and positive and constructive class participation.

The U.S. Department of Education, which funds Upward Bound, requires programs to demonstrate academic achievement. Therefore, we have incentives for doing well and consequences for not meeting expectations.

GRANT OBJECTIVES

1. 60% of all UB participants, who at the time of entrance into the project had an expected high school graduation date during the school year, will have achieved at the proficient level during high school on state assessments in reading/language arts and math.
2. 70% of 9th, 10th, and 11th grade project participants served during each school year will continue to participate in the Upward Bound Project during the next school year.
3. 70% of all UB participants, who at the time of entrance into the project had an expected high school graduation date during the school year, will enroll in a program of postsecondary education by the fall term immediately following the expected graduation date from high school.
4. 60% of all UB participants, who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

PARTICIPATION STATUS

New Participation Status is a probationary period during the first 60 days a student is enrolled in the program. New students can only have one absence during this period other than those for approved school activities. Students are also expected to abide by all rules and policies of the program. A minimum of one hour per week of tutoring will be required; if necessary tutoring requirements may be negotiated. After 60 days, students may achieve "active" status. Failure to follow these guidelines may result in the student not being accepted into the Upward Bound program.

Active Status is post 60 day enrollment. Participants who are on active status regularly participate in all Upward Bound activities, abide by all guidelines set forth and are in full attendance. Active participants are eligible to receive a stipend.

Probationary Status may be in the form of Academic Probation, Attendance Probation or Behavior Probation. See details and requirements on pages 10 through 12.

Inactive Status/Dismissal occurs when the participant has failed to meet program requirements. A participant placed on inactive status is no longer considered a participant of the program. He/She will have to reapply to the Upward Bound program to receive services.

PARTICIPANT RECORDS

Upward Bound maintains a confidential file on each participant. This file contains records related to Upward Bound participation, test results, career plans and other information required by the U.S. Department of Education. As a matter of routine, information from the files is shared only with program staff, high school representatives, and the Department of Education. A release of information must be signed by the parent/guardian before information is released.

INDIVIDUAL SUCCESS PLAN

The Individual Success Plan (ISP) is a contracted agreement between the student and Upward Bound to aim for personal and academic achievement. The ISP is composed of academic goals, personal/social goals and college/career goals. The ISP will be negotiated between a student and his/her Upward Bound Advisor at the beginning of participation. At this time, the student and UB Advisor will determine the individual's goal GPA based on previous classroom and standardized test performances. The ISP will be revised at the end of each semester and the beginning of each academic year.

EVALUATION

The Upward Bound program utilizes a variety of evaluation tools to determine student progress and success. During the academic year, teachers and tutors report on student progress each semester.

Official grade reports, transcripts and standardized test scores are the most important tool to determine academic standing and needed Upward Bound services.

DISCIPLINE PROCEDURES

Students accused of violating any of the rules or policies may result in the following disciplinary measures:

Incident Report- This report will indicate the offense regarding, Academic, Attendance, or Behavior policies. Participants will have the opportunity to make a written statement regarding the incident. A copy will be sent to the parent/guardian and the original will be placed in the student's file.

Probation- Failure to meet any probationary plan requirements may result in program dismissal. Students who do not successfully meet probationary criteria during the Spring semester may not be allowed to continue in the Summer program.

Appeal Hearing- Should an UB participant be subject to dismissal he/she will receive a letter notifying them of their current status. This letter will indicate that the participant may attend a hearing to appeal the dismissal status. It will be up to the student to make contact with the Upward Bound staff to confirm the appeal hearing.

Dismissal- Dismissal may follow a probationary period or may occur immediately pending the circumstances. This decision is made by the Director in consultation with the Upward Bound staff.

ACADEMIC EXPECTATIONS

In order to prepare students for postsecondary requirements, students are expected to maintain adequate academic standing. As a result an Academic Probation Plan will be implemented should expectations fail to be met.

Academic Probation-Students are placed on academic probation when quarter/semester grades include a grade of a “D” or below in a core course, a failing grade in any course and/or quarter/semester GPA of 2.0 or below. See Appendix B and C for further information.

Academic Dismissal-Failure to abide by the rules of probation, or failure to bring grades up to a satisfactory level during the probationary quarter may result in the student being dismissed from the Upward Bound program.

Students who end the academic year on Academic Probation may forfeit their eligibility for the Summer Trip. These students may also begin the new academic year on Academic Probation where-in stipends are affected.

ATTENDANCE

Upward Bound students are expected to attend all required workshops, tutoring sessions and Upward Bound events. Attendance will be taken at each event.

If a student is going to be absent from an Upward Bound activity the following will need to be completed to receive the full stipend:

1. The individual must first complete and turn in an Absence Make-Up Form by the end of the month the absence occurs. (Appendix F) Any make up time or forms completed after this time frame will not be accepted.
2. One hour of make-up time will erase one hour of absence.
3. Make-up time is not accepted for Saturday Session; these are mandatory. School related activities are “excused absences”. However an Absence Make-Up Form needs to be completed before the absence occurs.
4. A participant will not be allowed to attend Upward Bound activities for the time in which he/she is absent or suspended from school.

Incident Report: Students who (a) have more than two absences per month or (b) do not attend any required events during the month and have not handed in their completed Absence Make-Up Form may be issued an Incident Report.

Attendance Probation: Two Incident Reports during a quarter may result in Attendance Probation for the following quarter.

Attendance Dismissal: Failure to meet attendance requirements during the probationary quarter may result in dismissal from the Upward Bound program.

SERVICES FOR ATTENDANCE REQUIREMENTS

Tutoring: Upward Bound will offer three hours of tutoring each week. One hour at the student’s respective high school and two hours to take place on the SCC campus. Transportation may be provided to SCC for Southern and Fairbury students pending sign up.

1. For the first six weeks of school or until a school issued progress report all freshmen and new participants will be required to attend a minimum of one hour of tutoring per week.
2. For Sophomore and Junior participant's, the Annual GPA from the previous school year will determine the amount of tutoring that is required for the first six weeks or until a school issued progress report.
3. Thereafter, quarter/semester grades will determine the amount of tutoring required for the student.

The following table illustrates the tutoring requirements:

GPA	TUTORING HOURS PER WEEK
3.5 or Above	0
3.0-3.4	1
2.5-2.9	2
2.5 or Below	3

***Senior Note**

Tutoring is not required for seniors although they are encouraged to take advantage of this opportunity. If a senior's GPA is below a 2.0 or is failing or is in danger of failing a class they will be required to attend tutoring at the discretion of the Upward Bound staff.

Tutoring Guidelines:

1. Please come to the tutorial session on time. If you will be late, let the tutoring staff know. If you need to leave early, you will need to clear this with the staff first. *Serving detention after school is an unexcused absence; you will be required to make-up the missed time.*
2. Please have all supplies (books, pens, pencils, calculators, etc) at the beginning of the tutoring session to productively occupy the full session. Not doing so may result in disciplinary actions.
3. Tutors are provided for you; please take advantage of their services.
4. Extra-curricular activities are very rewarding and we believe that being involved helps teach responsibility. The Upward Bound staff encourages you to be involved. However, keep in mind that if you will be absent from the tutorial session due to an extra-curricular activity you **MUST** notify the staff in advance. To receive a stipend, an Absence Make-up Form will be due at the end of each month the absence occurred.
5. Please respect others during the tutorial session. **BE QUIET AND COURTEROUS!**

Junior Seminars: Juniors will be expected to attend four Junior Seminars which focus on college preparation. Junior Seminar time counts towards meeting the student's tutoring time requirement. In addition, if no tutoring time is required, and there is a Junior Seminar that month, the seminar must be attended to receive the tutoring stipend. Parents/Guardians are strongly encouraged to attend with their student. The dates and times for the seminars will be stated on the monthly calendar.

Senior Seminars: Seniors will be required to attend these seminars. The seniors will meet with an Upward Bound staff member two hours per month. During these meetings a wide array of topics will be covered such as financial aid applications, scholarship deadlines, college application deadlines, resume writing, and study skills in college. The goal is to have the seniors college-ready by graduation!

Student Curriculum: Each student will be given a curriculum to complete during the year. There is a curriculum for Freshmen/Sophomores, Juniors, and Seniors. The curriculum is broken into monthly assignments. The curriculum provides direction for the college focused student, it represents the vision, mission and goals of Upward Bound. The curriculum will be a valuable resource to each student as they progress through high school onto achieving their goal of a college degree. Each student should bring this curriculum to each tutoring session.

BEHAVIOR

As students selected for participation in this program, we expect a high standard of behavior to be upheld. Upward Bound students are expected to behave in a manner that is conducive to learning. Many people associated with Southeast Community College as well as the community are very interested in our program. As a result, they frequently observe our activities. Students whose behavior is detrimental to Upward Bound purposes, goals, and the academic environment in a class and/or tutoring session may be subject to disciplinary action and recommendation for counseling to remediate their behavior. **If the behavior persists, disciplinary action will be taken by the Director or Assistant Director, which may include a conference involving the parent/guardian, student and program staff with the consequence of probation or dismissal.**

It is very important to remember that your actions affect the entire Upward Bound group. By accepting a place with us, you have accepted the responsibility of maintaining our good reputation.

The issuance of a Behavior Incident Report may be the result of any of the following:

1. Dishonesty (stealing, lying, etc)
2. Inappropriate language is not acceptable. This includes cursing, racial slurs, derogatory comments, sexually explicit language, talking back or arguing with staff and/or other offensive language.
3. Smoking and or any other tobacco use is not permitted.
4. Students are not allowed in motor vehicles, other than state vehicles, with a staff member unless the Assistant Director has received permission from a parent/guardian. In an emergency, it may be appropriate for a specified staff member to have a student in their personal vehicle.
5. Students are to arrive promptly to participate in all scheduled activities and are to stay until the activity is over.
6. Possession of weapons including but not limited to guns, knives, clubs, or chemical substances.
7. Making a public display of your affection for someone else is not permitted. If such displays are made, the offending parties will be disciplined at the discretion of the staff.
8. Practical jokes and/or pranks are not appropriate behavior at any time.
9. All Upward Bound participants must remain on the SCC campus at all times during any scheduled UB activity. During field trips, participants must follow the arranged itinerary and may not leave the area or building unless accompanied by a chaperone.

10. All electronic devices are subject to confiscation until the end of the workshop, tutoring session, class, etc.

Behavior Probation: Students who receive more than two Behavior Incident Reports each academic year will be placed on probation. Probation period will be determined by Upward Bound staff.

Behavior Dismissal: Students not fulfilling the requirements set forth may be subject to dismissal from the Upward Bound program.

GROUNDS FOR IMMEDIATE DISMISSAL

1. Use of alcohol and/or illegal drugs of any kind is not tolerated. Students found in the possession of, association with, or under the influence of such substances may be removed from the session and/or Upward Bound activity immediately.
2. Harassment and intimidation of other participants and/or the staff is strictly prohibited.
3. Theft or attempted theft of property. This includes shoplifting while on Upward Bound trips.
4. Sexual activity among participants or with others on the Southeast Community College campus or on Upward Bound sponsored trips.
5. Arrest for violation of local, state, or federal law during an Upward Bound event.
6. Setting off false alarms and/or tampering with firefighting and/or safety equipment during an Upward Bound event.
7. Lewd, obscene or disorderly conduct while on campus or at an Upward Bound sponsored event.

STIPENDS

Regular Performance Stipends-In an effort to give students added incentives for doing well in school, performance stipends are awarded. During the academic year each student has the potential to receive a regular monthly stipend of \$20.00. Students may earn their stipend by attending the services provided by the Upward Bound program. Each service is “worth” a stated amount. Thus, the student is in control of how much is earned each month.

Rewards and Incentive Stipends -Each student will have the opportunity to increase their stipend by \$10.00 each month. Each student will be required to set an achievable grade point average (GPA) that shows an increase from the previous year’s GPA. This goal will be negotiated between the student and Upward Bound program staff. GPA’s will be calculated each month. If a student’s GPA at this time meets or exceeds his/her goal GPA the student will receive the additional \$10.00 for that month.

Stipends amounts will be allocated in the following manner:

FRESHMAN – JUNIOR		SENIORS	
Saturday Sessions	\$10.00	Saturday Sessions	\$10.00
Tutoring/Supp. Instr./Jr. Sem	\$10.00	Senior Seminar	\$10.00
Achieve Goal GPA	\$10.00	Achieve Goal GPA	\$10.00
Total Possible Stipend	\$30.00	Total Possible Stipend	\$30.00

Academic Probation Stipends-Students will forfeit half of their stipend when quarter/semester grades include a grade of a “D” or below in a core course, a failing grade in any course and/or quarter/semester GPA of 2.0 or below. This will stay in effect until the next

quarter/semester grade is released. If probation criteria has been met at this time, probationary status will be lifted and stipend rewards will be reinstated at the beginning of the next quarter.

Students meeting their goal GPA will forfeit ½ of the goal GPA stipend for the probationary period.

Students should be aware of the following:

1. Attending extra tutoring will be rewarded. Those who complete more than their required tutoring time will be included in the “exceeding requirements incentive” to be given at the end of the year.
2. Any tutoring session attended by a senior will be rewarded by being included in the “exceeding requirements incentive” to be given at the end of the year.

DRUG AND ALCOHOL TESTING PROCEDURES FOR STUDENTS

The purpose of these procedures is to help ensure compliance with the College’s Drug-Free Environment Policy E-2i. Alcoholic beverages and illegal drugs are not permitted at any time. Anyone who is caught with or under the influence will be dismissed from the program immediately.

Drug and alcohol testing will be performed in circumstances where reasonable cause exists. When cause exists as determined by the Upward Bound staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at an Upward Bound activity may be requested to submit to a drug/alcohol test. If the Director of TRIO Programs concurs that reasonable cause exists then the student shall be requested to submit to testing for the purpose of determining the presence of drugs or alcohol. Arrangements for and the expense of such tests will be assumed by SCC.

The student and parent/guardian shall be requested to sign a consent form authorizing drug and alcohol testing. The results of any testing conducted under this procedure shall be made available to the student and parent/guardian. The results of such tests will not otherwise be disclosed. The Upward Bound Program is not excluded from revealing such test results upon the request of administrative or judicial proceedings where the results are relevant to the issues involved; or when the Upward Bound Program is required to report such test results by subpoena.

Reasonable grounds for requesting that a student submit to testing and execute parental/guardian consent shall be deemed to exist when the student manifests physical or physiological symptoms or reactions commonly caused by the use of alcoholic beverages or controlled substances, such as the odor of alcohol on the breath, slurred or thick speech, apparent loss of coordination or unsteady gait, or uncharacteristic emotional behavior.

The refusal of a student to submit to drug/alcohol testing when requested to do so shall be grounds for dismissal from the Upward Bound Program.

SEXUAL HARASSMENT

Sexual harassment is defined as unsolicited, unwelcome, deliberate or repeated sexually explicit derogatory statements, gestures, or physical contact which are objectionable to the recipient and which cause discomfort or humiliation.

Sexual harassment is against the policy of Southeast Community College and is unacceptable behavior. Such practice is disruptive to the group advancement and will in no way be condoned. All allegations of sexual harassment will be immediately and confidentially investigated.

Sexual harassment may take many forms, including, but not limited to:

- Verbal harassment or abuse including unwelcome sexually oriented communication.
- Coercion or requests for sexual activity including sexual assault.
- Unnecessary touching of an individual, i.e., patting, pinching, hugging, repeated brushing against another person's body.
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's student's status.

Any person who believes he or she has been subjected to sexual harassment should follow these procedures:

1. The person should inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop.
2. If a student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student may contact an Upward Bound Advisor or Director of TRiO programs.
3. An aggrieved person alleging: (1) sexual harassment by anyone with supervisory authority or (2) the failure of a supervisor to take immediate action on the complaint should communicate with the President of SCC or follow the grievance procedure outlined in the College Handbook.

STUDENT GRIEVANCE PROCEDURE

If there is a concern or problem with a tutor or tutor/mentor, the matter should first be reported to the Upward Bound Advisor who will attempt to resolve the problem. If a resolution is not reached, the Assistant Director will utilize the procedure previously stated. The Assistant Director will consult with the Director of TRiO Programs regarding student concerns as deemed necessary. The Assistant Director's decisions regarding student concerns stand as final authority within the program. Further appeals must be made directly to the Director of TRiO Programs.

STUDENT RESOURCES

The Upward Bound program has several resources available for participant use. Such items include, but are not limited to, laptop computers, flash drives, TI-183 graphing calculators, palm pilots, ACT prep texts and CDs, career texts, and college catalogs. Any of these items may be loaned for a limited time to a student who completes the appropriate form(s). In order to promote respect and responsibility, there are consequences for damage or loss of Upward Bound resources. To obtain any of the resources, the student should contact an Upward Bound advisor. (Appendix G)

DRESS

Clothing worn to Upward Bound activities should be in good taste and should not distract from learning. We reserve the right to request students to change clothing if it is deemed unsuitable or projects an unwanted image for Upward Bound. Short shorts/skirts/dresses, revealing tops, skimpy bikinis/swimsuits, articles with noticeable and inappropriate rips and/or

holes, and clothing with crude or suggestive slogans or pictures should not be worn during Upward Bound activities.

TRANSPORTATION

All participants are required to complete a Transportation Release Form (Appendix D). This form will be followed when releasing students from Upward Bound activities. Transportation should be arranged by the parent/guardian for his/her student. [If a student has specific transportation arrangements or needs, it is the parent/guardian's responsibility to notify the Upward Bound staff.](#) Notification will be given when transportation will be made available by Upward Bound.

TRAVELING OFF-CAMPUS

Once students arrive at Upward Bound activities, they are not to leave the Southeast Community College campus or high school campus unless directed to do so by a staff member and/or until they leave for the day. Upward Bound is responsible for students once they check-in, so please do not ask to leave the premises.

LOST/STOLEN ITEMS

Please note that you will be responsible for any money and/or valuables you bring on field trips or to activities. Upward Bound will not be responsible for any lost or stolen items.

ILLNESS OR INJURY

Students with medical limitations (to participate in certain activities) may be required to provide a doctor's statement.

If possible, participants are encouraged to have their own health insurance. Accident Insurance is provided to participants during off campus activities. If a pre-existing injury or illness require that a student seek medical attention at the local clinic or hospital, all medical costs incurred will be the responsibility of the student's parent/guardian. Parents/guardians will be informed of any serious or chronic health problems that occur while their student is in attendance of Upward Bound activities. It is the responsibility of the Upward Bound staff to determine when a student needs treatment while they are involved in program activities. Students are to fill out an Emergency/Medical information form yearly. Staff should be notified immediately if any information changes through out the year. (Appendix F)

STUDENT LEAVE POLICY

Upward Bound students may request one leave of absence from the program. This request must be in writing and submitted at least two weeks before the leave begins. Leave requests must be approved by the Director.

SEVERE WEATHER

When the weather is such that driving is hazardous, Upward Bound will not meet. Please listen to the following stations for closing information: KWBE 1450 radio and KOLN-KGIN TV. You may also call the SCC campus switchboard at 228-3468 for more information. If Southeast Community College is closed, Upward Bound is also closed and all activities for that day will be canceled. If a students' respective school is closed, Upward Bound activities at that school will be cancelled. Should inclement weather fall on a study table day and the respective school is closed there will be no transportation to that school.

APPENDIX A

REQUIREMENTS AND EXPECTATIONS

Read carefully and initial each of the following requirements and expectations. Please discuss each of these items with your parents and have the appropriate signature completed at the end of the form. **Return this form to an Upward Bound program staff member.**

Academic Year

1. I will attend the required amount of tutoring/counseling and/or supervised after school tutorial session every week. If I am unable to attend, I will notify my advisor or the Upward Bound office and complete the appropriate tutorial documentation and session hours.
2. I will attend and participate in all scheduled Saturday Sessions at Southeast Community College. I understand I will be responsible for my own transportation to these Saturday Sessions unless the Upward Bound Staff can make other arrangements.
3. I understand that I am to notify the Upward Bound Staff of any absence.
4. I understand that my stipend is affected by my attendance at tutorial sessions and workshops.
5. I understand it is my responsibility to arrange with the Upward Bound staff the make-up of absences and assignments at the staff's convenience.
6. I will keep my parents informed of all Upward Bound activities, events and field trips.
7. I will be on time and prepared for all workshops and tutorial sessions. I will bring the appropriate study materials or notebooks with pen and/or pencil necessary to these activities.
8. I will complete all paperwork/forms on time as expected.
9. I will give my best effort at my high school all year long.
10. I will read all Upward Bound mail sent to me, and I will have my parents/guardians read it also.
11. I will not leave any Upward Bound meeting, session workshop, or field trip activity early unless I am given permission by the Upward Bound Staff.
12. I will be cooperative and respectful to all Upward Bound Staff and any guest speakers.
13. I will attend the 5-Week Summer Program(s) at Southeast Community College and will honor this contract at that time, as well as in the school year.
14. I will give every effort to prepare myself now to attend college after I graduate from high school.
15. I will obey all Upward Bound and Southeast Community College rules and regulations.
16. I will **not bring non-Upward Bound persons** to meetings, sessions, workshops, or field trips unless given advanced approval by Upward Bound staff.
17. I will keep Upward Bound informed of any address or phone number changes.
18. I will take the required "college prep" classes while in high school.
19. I will maintain good academic standing and progress in all of my high school classes.
20. I will behave in my personal life in such a way as to bring honor and respect to my family, Upward Bound, and myself.
21. I understand that Upward Bound is a college preparatory program and I have made a commitment to my academic achievement by participating in this program.

I agree to abide by this contract during my entire participation in Upward Bound and understand failure to abide by this contract may result in sanctions up to and including my dismissal from Upward Bound.

Participant Signature

Date

Parent Signature

Date

APPENDIX B

Academic Probation Policy

Upward Bound is a College Preparatory Program. The ultimate goal of Southeast Community College's Upward Bound Program is to generate the pre-collegiate academic skills and motivation necessary for success in education beyond high school. With this goal in mind, the Upward Bound staff has developed the Academic Probation Policy to help students attain the best possible grades.

1. Grades will be evaluated at the end of each quarter. A student may be placed on Academic Probation if any one of the following occur:
 - a. Student has a Quarter/Semester failing grade ("F") in any subject.
 - b. Student has a Quarter/Semester grade of a "D" or below in a core course (Math, English, Science, Social Sciences and/or Foreign Language).
 - c. Student has a Quarter/Semester GPA below 2.0.
2. Students will have until the end of the next quarter/semester to meet Upward Bound requirements. Program staff will meet with students to create an Action Plan to aid the student in meeting program requirements.
3. Students who do not meet program requirements at that time may be subject to dismissal from the Upward Bound Program.

I have read and understand the Academic Probation Policy and realize failure to abide by this contract may result in my dismissal from Upward Bound.

Student Signature

Date

Parent Signature

Date

APPENDIX C

Academic Probation Plan

Name: _____ Date: _____ School: _____

Current Grade/GPA: _____ Subject/Instructor:(if applicable) _____

Students are placed on academic probation when quarter/semester grades include a grade of a D or below in a core course, a failing grade in any course and/or quarter/semester GPA of 2.0 or below. A GPA below the stated objective indicates that the student is not reflecting a clear commitment to the goals of the Upward Bound program which is for college enrollment and success.”

Failure to abide by the rules of probation, or failure to bring grades up to a satisfactory level during the probationary semester may result in the student being dismissed from Upward Bound. Students who do not successfully meet probationary criteria during the Spring semester may not be allowed to continue in the summer program at the discretion of the Director.

I understand that I am on probation until the end of the grading period. By signing this statement I indicate that I will put forth my best effort to raise my grade. I also understand that I will receive one-half of my stipend and any absences while under academic probation will result in the loss of the entire stipend for that month.

Student Signature

Date

Staff Signature

Date

Action Plan: _____

APPENDIX D

TRANSPORTATION RELEASE

Student Name: _____ High School: _____

Year: _____

Please check all that apply:

_____ I release my child to drive him/her self or car pool home from weekly after-school tutoring sessions.

_____ I release my child to drive him/her self or car pool to all Upward Bound Saturday workshops.

_____ I will pick my child up from all weekly after-school tutoring sessions.

_____ I will transport my child to all Upward Bound Saturday workshops at Southeast Community College campus.

_____ I release my child to drive him/her self or car pool to all Upward Bound activities during the 6-week summer program.

_____ I **cannot** pick up my child from the weekly after-school tutoring sessions. Arrangements will need to be made.

_____ I **cannot** transport my child to the Upward Bound Saturday workshops at Southeast Community College campus. Arrangements will be made.

_____ I **cannot** transport my child to the Upward Bound activities during the 5-week summer program.

Where can your child be picked up and dropped off during the school year?

Where can your child be picked up and dropped off during the summer?

Parent Signature

Date

APPENDIX E

EMERGENCY/MEDICAL INFORMATION

Important: To be filled out by the student's parent or guardian. The information will be used in case your child needs immediate medical attention.

Print Student's Name: _____ Birth Date: _____

Doctor's Name and Phone Number: _____

Does the above named student have any allergies? (to medication, food, etc.)
Yes _____ No _____ If "Yes", what is he/she allergic to? _____

Does the above named student take any medications? Yes _____ No _____
If "Yes", what is he/she taking? _____

Are there any medical conditions that we should be aware of? Yes _____ No _____
If "Yes", please explain: _____

PARENT'S INSURANCE INFORMATION

Please Complete:

Medical Insurance Company: _____

Policy in name of: _____

Policy or Group Number: _____

Do you have a Medicaid card: Yes _____ No _____

EMERGENCY CONTACT INFORMATION

Contact information: In case of emergency, the named adult or I can be reached as follows:

Parent/Guardian

Name: _____

Phone: (Day) _____

Address: _____

Another Adult (not a parent)

Name: _____

Phone: (Day) _____

Address: _____

Mother/Guardian's Employer & Work Phone Number: _____

Father/Guardian's Employer & Work Phone Number: _____

I/We, Parent(s)/Guardian(s) of: _____

Print Student's Name

Hereby authorize emergency medical treatment and care of my son/daughter in the event of an accident or illness while he/she is participating in any activities with SCC's Upward Bound Program. I/we agree to pay all medical expenses incurred for any medical treatment.

Signature of Parent/Guardian

Date

ABSENCE MAKE-UP TUTORING FORM

Student Name: _____

High School: _____ Grade: _____

I will be absent on _____ for _____
 (Date) (Reason: Be Specific)

Missed work will be made up by _____
 (Date)

The Upward Bound Program is required to provide documentation of the participant's tutorial/ study time. Participants from your high school who are unable to attend the after school tutorial session can use study hall time for this purpose. Please verify the student's study time by signing this form. Thank you for your assistance.

DATE	SUBJECTS	HOURS / MINUTES	INSTRUCTOR SIGNATURE

Comments: _____

I understand that I am responsible for making up any missed tutoring sessions. I may make up the session through Study Hall, extra time with an instructor, or the optional tutoring time established by Upward Bound. I understand that time needs to be made up before the end of the month or my stipend will be affected.

Student Signature: _____ Date: _____

APPENDIX G

TECHNOLOGY REQUEST

Student Name: _____

Date: _____

The TRiO/UB program at Southeast Community College agrees to lend the following to the above named student upon the following conditions:

TI-83 Other
 Laptop Computer
 PDA

1. This technology use is for Upward Bound and classroom purposes only during Upward Bound/school time.
2. No game playing or message beaming will occur during class time.
3. Staff members have the right to check/view the content on above mentioned device at any time.
4. A device can be checked out by calling the Upward Bound Office (1-800-233-5027 ext.361), or through an Upward Bound Staff member. Arrangements will be made regarding the picking up/delivery of the device to the student. (Please note: Staff will only deliver the device to the student's respective high school on the day(s) staff is scheduled to be at the school.) Check-out **REQUIRES** a reservation. The device checked will be available on a first come, first serve basis.
5. The student who checks out the device is responsible for the instrument at all times. If the device is lost, stolen, or damaged, the student signing this contract is responsible for the repair cost and/or the cost of replacing the device.

TI-83-\$300.00, Laptop Computer-\$1,700.00, Pocket PC (PDA)-\$300.00.
6. The TI-83 and PDA will be returned after nine weeks (63 days) if used during the academic year, or after six weeks (42 days) at the end of the Summer Program. The Laptop Computers may be checked out for a maximum period of seven (7) days. Everyday including weekends are counted as part of the rental period.
7. If the device is returned after the due date the student will be subject to circumstances which may include community service. A student will not be able to re-check out any device until requirements have been met.
8. If a device is returned late twice in an academic semester, the student on this contract will not be able to check out a device for the remainder of that academic year.
9. Under no circumstances are students permitted to add, alter, or remove any software. If the device lacks software required for completion of an assignment, contact a UB staff member and arrangements will be made.
10. The student who checks out the device **MUST** be the one who also returns it. Failure to comply will result in a restriction of future technological use.

As a member of the Upward Bound program, I promise to follow the rules for proper care and use of the PDA, TI-83 and Laptop Computer. I understand that failure to do so may result in fines, loss of using technology devices provided by Upward Bound, or any combination there of.

The _____ id#: _____ has been checked out on _____ and is due back no later than _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Upward Bound Staff: _____

Date: _____