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A MESSAGE FROM THE DIRECTOR

Dear Upward Bound Student,

Welcome to Ohio University Upward Bound!

We are looking forward to working with both you and your family, to provide an educationally productive and fun experience during both the Academic Year Phase and Summer Residential Phase.

This handbook details the information needed to fully participate in the program. It is our hope that this handbook will answer most of your questions and concerns; however, if you would like to personally discuss the program with an Upward Bound staff member, you are welcome to contact our office.

Past experience with participants has indicated that the more students know about the program, particularly regarding areas of student expectation, the better they will perform. Therefore, Upward Bound encourages students and their parents/guardians to thoroughly review the information provided in our handbooks and policies.

The program staff is dedicated to helping you learn, and we are committed to assisting you in moving toward your educational goals. Please let us know how we can help you.

Sincerely,

Kwabena Owusu-Kwarteng

Kwabena Owusu-Kwarteng
Director, Ohio University Upward Bound
UPWARD BOUND OFFICE INFORMATION

Office Address: 1 Ohio University
Upward Bound
McCracken Hall 125
Athens, OH 45701

Phone: 740-593-0728
Toll Free: 1-866-593-0728
Fax: 740-593-0714
Email: upwardbound@ohio.edu

Website: www.ohio.edu/upwardbound

Office Hours: Monday – Friday, 8AM – 5PM

Social Media: Facebook Upward Bound
Twitter @OhioUB
Instagram ohio_upward_bound
Pinterest Ohio University Upward Bound
Blog www.ohiouniversityupwardbound.blogspot.com
Remind Text @upwardbo to 81010

2016-2017 Office Staff:
Kwabena Owusu-Kwarteng Director
Garratt Weber Assistant Director
Brianna Sheridan Academic Advisor
Shayla Upchurch Academic Advisor
Chloe Musick Student Office Manager
Alexis Apparicio Student Assistant Office Manager
Caysee Kisor Student Office Assistant
Emma Jenkins PACE Blog & News Writer
PARTICIPATING HIGH SCHOOLS

1. Alexander High School
   6125 School Rd
   Albany, OH 45710
   (740) 698-8951

2. Athens High School
   1 High School Dr
   The Plains, OH 45780
   (740) 797-4521

3. Eastern High School
   38900 St Rt 7
   Reedsville, OH 45772
   (740) 985-3329

4. Federal Hocking High School
   PO Box 117
   Stewart, OH 45778
   (740) 662-6691

5. Jackson High School
   500 Vaughn St
   Jackson, OH 45640
   (740) 286-7575

6. Logan High School
   14470 St Rt 328
   Logan, OH 43138
   (740) 385-2069

7. Meigs High School
   42091 Pomeroy Pk
   Pomeroy, OH 45769
   (740) 992-2158

8. Miller High School
   10397 St Rt 155
   Corning, OH 43730
   (740) 394-2426

9. Morgan High School
   800 Raider Dr
   McConnelsville, OH 43756
   (740) 962-2944

10. Nelsonville-York High School
    1 Buckeye Dr
    Nelsonville, OH 45764
    (740) 753-1964

11. New Lexington High School
    2547 Panther Dr
    New Lexington, OH 43764
    (740) 342-3528

12. River Valley High School
    8785 St Rt 160
    Bidwell, OH 45614
    (740) 446-2926

13. Southern High School
    920 Elm St
    Racine, OH 45771
    (740) 949-2611

14. Trimble High School
    1 Tomcat Dr
    Glouster, OH 45732
    (740) 767-3434

15. Vinton County High School
    63910 US Highway 60
    McArthur, OH 45651
    (740) 596-5258
PROGRAM OVERVIEW

A. Mission:

Upward Bound is a college access program that provides high school students who are potential first generation college students and/or low income with college readiness skills and support services that cultivate resilience, confidence, and preparation for a post-secondary education upon high school graduation. Ohio University Upward Bound was established in 1967.

B. Eligibility:

Upward Bound is federally funded by the US Department of Education. According to the federal guidelines, program participants must be either low-income and/or potential first-generation college students. A potential first-generation college student is one whose parents or legal guardians have not received a bachelor’s degree. In addition participants must identify as the following:

1. Currently a freshman, sophomore, or junior in an Upward Bound partnership high school.
2. Have a 2.5 or higher cumulative GPA.
3. The drive and interest to pursue a post-secondary education following graduation from high school.

C. Expenses:

Participation in Upward Bound is completely free; all summer costs (except any potential medical fees) are paid by Upward Bound, and students receive a $20 stipend for each workshop they attend, after completing the new student probationary period during the academic year. In addition, the program pays for any Upward Bound sponsored event (i.e. college tours or end of summer trip). However, students selected to participate in Upward Bound must have the drive, determination, and commitment to take responsibility for their educational success by participating fully in all program activities and events.

D. Purpose:

The program’s goal is to ensure that participants receive access to academic resources and gain the academic, social, and personal skills that will prepare them for acceptance to and a successful transition to a post-secondary education. Students are advised and encouraged to select the college/university that meets their academic and financial needs.

In the past, Ohio University Upward Bound students have selected to attend a wide array of post-secondary institutions, such as Hocking College, Rio Grande University, Ohio University, Ohio State University, and Kent State. Upward Bound students are not limited to attending Ohio University or any other institution in the state of Ohio.
E. **Overall Objectives:**

- Identify and admit a minimum of 87 students each academic year who meet eligibility criteria and demonstrate an academic need for program services.
- Assess the academic, educational, and social needs of all Upward Bound participants and determine what program services are required, by preparing an Individualized Action Plan (IAP) for each participant.
- Meet once monthly with Upward Bound students to advise and counsel, especially regarding enrollment in and/or continuation in college prep courses each semester until they graduate from high school.
- Provide instruction, tutorial assistance, and other support services (i.e. academic advising) to all students during the summer and academic year. Help students improve and/or maintain above average GPA’s in the core college prep curriculum each semester.
- Provide academic support services to all participants. These services include, and are not limited to: advising, counseling, field trips, college tours, career exploration, student workshops, and cultural activities. The goal of these services is to equip students with the skills and motivation necessary to complete high school and enroll in a post-secondary institution.

F. **Objectives for Graduating Seniors:**

- All high school seniors participating in Upward Bound are required to apply to a minimum of three colleges/universities. One school must be Ohio University (any campus), as well as at least one back-up school. The Upward Bound office will provide application fee waivers for admissions applications.
- Each senior must provide materials for their “Senior File.” This includes:
  - Copy of ACT/SAT score(s)
  - Copy of all acceptance/denial letters from the colleges/universities applied to
  - Copy of any financial aid or scholarship awards received
  - High school transcript
  - FOR THOSE WHO HAVE TAKEN COLLEGE CREDIT COURSES – List of the courses taken with the grades received for each course
- Participation in the Summer Residential Phase Bridge Program is recommended for all graduating seniors. The Bridge experience is an opportunity for graduated seniors to take a college course that will begin their college career. For some, the course will build on the college classes they have already taken. Students wishing to participate in the Bridge Program must meet the following criteria:
  - Be a graduating high school senior
  - At least a cumulative high school GPA of 3.0 or higher
  - At least an ACT score of 21 or higher
  - Be accepted to an Ohio University campus
  - Have a good Upward Bound workshop/summer attendance record
  - Have a complete Senior File
STUDENT RESPONSIBILITIES

A. New Student Probationary Period:

New students enter the program under a 60-day probationary period. This gives students the opportunity to see if Upward Bound will be a useful tool to help achieve their educational goals. The probation period will also help us determine if the new student is committed to meeting our program’s standards.

During this probation period, students will be eligible for all Upward Bound services and activities, except for the workshop stipend. The probation period begins with student attendance to the Upward Bound orientation workshop. After the 60 days (two workshops starting with new student orientation) are complete, there will be an evaluation of the students’ attendance, grades, and Upward Bound participation. If they meet the overall requirements expected of Upward Bound students, a letter of final admission will be sent as well as the first $20 stipend. The Upward Bound requirements are as follows:

- Attend New Student Orientation with parents/guardians
- Attend and participate in the free, mandatory monthly Saturday workshops
- Receive tutoring and academic advising

Please note that there are many students who wish to participate in the program. Therefore failure to attend workshops and events during the 60-day probationary period without contacting the Upward Bound office will result in the student being removed from the Upward Bound roster and replaced by someone on the waiting list.

1. Excused absences during the 60-day probation period – Students who miss a scheduled workshop or event and have contacted the UB office to notify us about their absence will be excused and remain in the 60-day probation period without penalty; however, the student must attend the next scheduled workshop.

2. Unexcused absences during the 60-day probation period – Students who miss a scheduled workshop or event without contacting the UB office will be removed from the new student roster.

Any student who misses a required workshop event during the 60-day probationary period will be notified of their current standing within the program by the Upward Bound office via email and/or mail.

B. Student Commitment:

Upward Bound students are required to sign a Student Commitment Contract upon accepting the invitation to participate in the program. By signing the contract, students are agreeing to commit to furthering their academic endeavors as well as utilizing the opportunities that Upward Bound offers. Moreover the student acknowledges that attendance at monthly workshops and academic advising during the Academic Year is mandatory.
This means that students will make a commitment to:

- Have respect for self, peers, and Upward Bound staff.
- Attend and be on time for all mandatory workshops and events during the academic year.
- Notify the Upward Bound office prior to each workshop about attendance.
- Fully participate in the six-week Summer Residential Phase each year, realizing that this is a critical component to overall academic and social development.
- Strive to achieve the grades that will be necessary to attend a post-secondary institution.
- Seek assistance from tutors offered through Upward Bound and/or the high school if grades fall below a B average.
- Abide by the rules and regulations set forth by the program.
ATTENDANCE

A. Workshops/Activities:

Upward Bound students are required to attend all program workshops and activities during the Academic Year, including monthly advising sessions at their high schools. The Upward Bound office provides workshop dates and information through several means:

1. An academic year calendar and workshop description flyer is mailed to each student in the beginning of the academic year.
2. An academic year calendar and advising schedule can be found on the Upward Bound website.
3. A Facebook event is created at least three weeks before each workshop. Other social media accounts are constantly updated with relevant information.
4. Students may also sign up for Remind, a text messaging service which sends workshop/event updates to their cell phone.
5. Monthly workshop/event flyers are emailed to students and parents/guardians at least two weeks before the workshop.

Students must RSVP for each workshop by contacting the Upward Bound office by calling us at 1-866-593-0728, emailed us at upwardbound@ohio.edu, or messaging us on Facebook.

See the separate Summer Student Handbook for information regarding attendance during the Summer Residential Phase (found on our website).

B. Excused Absences:

Students must contact our office before each workshop in order for an absence to be considered excused. An excused absence may include the following:

- School related activity
- Scheduled family activity
- Work
- Illness

We expect students to be committed to the goals and objectives of the program. It is required that students sign in at every workshop so that staff can maintain an accurate student attendance record, and also so stipends can be issued accordingly.

C. Unexcused Absences:

An unexcused absence occurs if the student does not contact the Upward Bound office regarding a workshop absence.

Participants who consistently fail to attend three mandatory program workshops or events during the academic year without contacting the Upward Bound office will be sent a warning letter. Continued non-attendance without notification of the absence will result in dismissal from the program.
D. Withdrawal and Dismissal:

Any participant who fails to attend the next scheduled workshop after receiving a warning letter will be sent a “Withdrawal/Dismissal” form. The following steps must occur:

1. The form must be completed by the student, indicating why he/she is no longer interested in program participation.
2. The form must be signed by both the student and a parent/guardian, and returned to the Upward Bound office in the envelope provided.
3. The information provided on the form serves as the students’ official withdrawal from the program.
4. Please see the Summer Student Handbook for detailed information about dismissal and withdrawal from the Summer Residential Phase.

Students may be dismissed from the program for violation of student behavior conduct, which can be found in the Upward Bound Policies and Procedures Manual.

Students may also withdraw from the program at any time. Upward Bound is a voluntary program in which student commitment determines their success in the program.

E. Program Re-Admission:

Any student who has withdrawn from the program must reapply for admission during the next academic year admission cycle. Upward Bound does not accept applications after the fall deadline.

Re-admission to the program is contingent upon the circumstances in which the student withdrew or was dismissed (e.g. behavioral issues, lack of participation, etc.).
ACADEMIC POLICIES

A. Academic Progress:

Monitoring the academic progress of Upward Bound students throughout their participation in the program is fundamental to academic development and matriculation to a post-secondary institution.

Upward Bound staff will track students each grading period to determine if the student is:
1. Progressing toward graduation
2. Enrolled in college prep classes
3. In need of an adjusted Individualized Action Plan (IAP) due to lower grades than expected or not meeting UB grade requirements
4. In need of additional academic advising or counseling
5. In need of tutoring

B. Low Academic Performance:

Students who receive a letter grade of C or below during either the Academic Year or Summer Residential Phase will be supervised during the year with a “Student Monitoring” form. This evaluates academic progress and must be submitted to the Upward Bound office by the students’ teachers.

The student will be provided with tutoring, instruction, and academic advising to assist with improving academic performance in the struggling class. In addition students with low grades must attend tutoring sessions at the monthly Upward Bound workshops.

If it is determined from the “Student Monitoring” form that the student is not working toward progress, he/she will be re-evaluated at the end of the next quarter to determine an appropriate academic plan. Upward Bound will notify the students’ parents/guardians regarding their poor academic performance.

Students will be required to repeat the course that they received a grade of C or below during the Summer Residential Phase if they did not successfully raise the poor grade after receiving support services during the academic year.

C. Report Cards:

Upward Bound staff requests report cards from high school counselors every grading period to monitor academic progress, so that appropriate academic advising and tutoring is provided. Student report cards will be used only to assess academic progress.

D. College Prep Curriculum:

Upward Bound has developed a college prep curriculum that will prepare the student for high school graduation and post-secondary admission. It is important that participants follow the recommended
sequence of classes listed below. The curriculum was created to ensure that Upward Bound students successfully transition to a post-secondary institution of their choice.

- **4 full years of English classes.** This includes an emphasis on the analysis and interpretation of literature, composition, and speech.
- **4 full years of Math classes.** The student should at least complete Algebra II in high school.
  - Pre-Algebra
  - Algebra
  - Geometry
  - Algebra II and/or Trigonometry
  - Pre-Calculus
  - Calculus
- **3-4 years of laboratory science classes.** Students should take at least two of the following courses.
  - Biology
  - Chemistry
  - Physics
  - Physical Science
- **3 years of social sciences.** Students should take at least one of the following classes, in addition to World History and American History.
  - Government
  - Sociology
  - Geography
  - Psychology
- **2-4 years of foreign language.** These classes must be taken consecutively (i.e. Spanish I during 9th grade and Spanish II during 10th grade).

**E. Cumulative GPA:**

Upward Bound expects that students participating in the program will attain at least a 3.0 grade point average (GPA) at the completion of their senior year of high school. GPA is based on the unweighted, 4.0 scale.

**F. Academic Probation:**

Students must maintain at least a 2.5 or higher GPA while participating in the program; any student who has a 2.5 or lower GPA at the end of the grading period will be placed on academic probation. This means the student is required to receive tutoring. Academic probation procedure is as follows:

1. A warning letter will be sent to the student at the end of the first grading period.
2. The student who has not raised his/her GPA above 2.5 by the end of the second grading period will be sent an academic probation letter with the following stipulations.
   a. Requirement to meet with the UB academic advisor
   b. Academic advisor will contact the student’s teachers for monthly academic progress monitoring
   c. Mandatory tutoring during academic year workshops
   d. A student who does not improve academic performance and raise their GPA to at least 2.5 will not be eligible for participation in the Summer Residential Phase.
ACADEMIC YEAR COMPONENT

A. Overview:

The Academic Year Phase is a nine-month period in which program participants meet monthly on designated Saturdays during the school year. This phase is designed to provide additional academic support as well as personal and cognitive development. Students also receive assistance in preparing for the ACT/SAT, college applications, financial aid, and many more areas regarding academic and personal success. In addition, Upward Bound academic advisors travel to each school every month or provide tutoring and advising to their UB students. Services provided include:

- Monthly workshops and activities
- Tutoring and mentoring services
- College visits
- ACT test prep sessions
- Academic advising at each high school

B. Monthly Workshops:

Upward Bound provides monthly Saturday workshops in which students interact with our staff to explore about various academic, social, and cultural topics. These activities are planned as a means to broaden each student’s life perspective and prepare them for experiences that they will face during post-secondary education.

C. Tutoring:

Tutoring is available to UB students during the academic year during the monthly workshops. Students must sign up for tutoring by visiting the tutoring section on our website. Students receiving a C or below in a class are required by Upward Bound to receive tutoring.

Students may be referred to The Allen Student Help Center in Baker Center or Academic Advancement Center in Alden Library at Ohio University.

D. Mentoring:

Upward Bound has a mentoring program that pairs current high school seniors with program alumni. The mission of mentoring program is to help form meaningful relationships between Upward Bound students with college students or community professionals who share their career interests and goals. This is achieved through e-mail and other online tools to provide a more convenient means of contact that ensures a longer, more communicative connection.

E. ACT Test Prep:

Upward Bound will provide an ACT Test Prep Session on a Saturday before each exam date. During these sessions students receive one-on-one tutoring and will be able to work on any section in which
they require assistance. The purpose is to reduce the student’s anxiety about standardized test taking and to possibly increase the student’s existing score.

It is expected that Upward Bound students receive a composite score of at least 20 by their senior year.

F. Academic Advising:

Academic advising serves to help each student meet the necessary requirements to complete high school and matriculate to a post-secondary institution. In addition, advising assists with creating an individual plan that will improve each student’s skills.

Students will meet with their academic advisor once a month at their high school to discuss academic progress and other relevant happenings. High school counselors will be notified of each student’s needs, as well as the UB advisor or director’s recommendation for cooperative efforts to fulfill those needs.

Each student will receive at least three individual advising sessions per semester (other sessions will be in a group setting with other UB students from the same high school). Students will receive career guidance and academic direction to determine long-term academic and professional goals.

G. Academic Track Assessment:

Upward Bound staff, primarily the academic advisors, will guide students on high school and post-secondary options, ultimately establishing an academic track by assessing the following:

1. **College Prep** – See Academic Policies part17 D for more information on the courses in this track. Students who take college prep classes are seeking a 4-year institution.

2. **Vocational and Technical Prep** – Students on this track prefer to attend a 2-year college, technical, or vocational institution. Students are seeking a combined secondary and post-secondary program that:
   a. Leads to an associate degree or 2-year certificate.
   b. Provides technical preparation in at least one field of engineering technology, applied science, agriculture, health, business, or mechanical, industrial, or practical art/trade.
   c. Builds student competence in mathematics, science, and communication through a sequential course of study that leads to placement in employment.

3. **Ohio Graduation Tests** – To ensure that students pass the AIR test so that they can graduate from high school (for students in graduating classes of 2018 or later).

4. **High School Graduation Requirements** – It is essential that Upward Bound assists counselors with monitoring participants’ high school credits toward graduation.
PARENT/GUARDIAN INVOLVEMENT AND PARTICIPATION

Parent/guardian involvement and participation is recommended and highly encouraged in order to secure the support needed to help students achieve their educational goals. For example, Upward Bound encourages that each parent/guardian help us with the following:

1. Assistance in encouraging student participation in scheduled events
2. Follow-up discussion regarding academic advising
3. Involvement in Parent Advisory Council (PAC)

In addition it is mandatory for all parents/guardians to participate in the following scheduled events:

1. New Student Orientation
2. Financial aid/scholarship seminars and workshops
3. Summer Residential Phase Orientation
4. Summer Residential Phase move-in day and registration

Dates and times for all events, workshops, and PAC meetings will be given to participants at the beginning of the academic year.
STUDENT ACHIEVEMENT

Upward Bound staff recognizes students for high academic achievement and high participation in program activities during the last workshop of the academic year (Summer Orientation). Furthermore student achievements will be regularly highlighted on our website, newsletter/blog, and social media platforms.

Last Revised 12/3/2016