

# TRiO Upward Bound Student Hand Book

## Welcome

Dear Students and Parents,

Students welcome to the TRIO Upward Bound Program! We are excited to embark on this journey with you in our program. We hope we can provide support in your academic journey and future success.

To our parents, thank you for entrusting us with the opportunity to support your child's education. We encourage you to stay involve in your child's progress by reaching out to us with any questions or concerns.

This handbook is designed to provide you with information regarding our program including its goals, expectations, resources and policies.

We look forward to a successful and reward year. Welcome to the TRiO Upward Bound Program at Laredo College.

Regards,

Cecilia Salinas  
Director for the TRiO Upward Bound Program

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## 1. Introduction to TRIO Upward Bound

The TRIO Upward Bound Program is a federally funded initiative aimed at providing support to high school students from low-income families and/or first-generation potential college students. Our goal is to help our students succeed in high school and successfully transition to a college setting

## 2. Program Goals and Objectives

- Increase academic performance
- Offer tutoring services
- Provide college and career counseling
- Motivate students to pursue a post-secondary degree
- Facilitate college visits and cultural enrichment activities
- Support students in the college application and financial aid process

## 3. Student Expectations and Responsibilities

As a participant in the TRIO Upward Bound Program, you are expected to:

- Attend at least 90% of scheduled program activities and meetings
- Maintain a minimum GPA of 2.5 or better
- Complete all assignments given by your teachers
- Participate in Upward Bound academic year **and** summer components this includes outings and field trips and mandatory tutoring
- Comply with Code of Conduct

- Demonstrate respect and cooperation with peers and staff
- Successfully complete high school and enroll in a post-secondary institution

## 4. Academic Support Services

We offer a variety of academic support services year-round, including:

- Summer Component is an intensive six-week experience that includes
  - Academic classes in Math, Science, and English
  - College and career readiness workshops
  - Cultural and recreational activities
  - Social events
  - Earn up to \$120-dollar stipend
- Fall/Spring component includes:
  - Ten academic Saturdays involving core subjects
  - Tutoring during weekdays in Math and English
  - One outing/fieldtrip for cultural/career activity
  - Academic advising and goal setting
  - Earn up to \$100-dollar stipend per semester
- Bridge component is designed for graduating seniors that includes:
  - Students may qualify to earn a scholarship for two summer courses at Laredo College immediately after high school graduation
  - Assistance in transitioning from high school to college
  - May earn a stipend of up to \$300 dollars

## 5. College Preparation Activities

Our program includes activities designed to prepare you for college, such as:

- College campus visits
- Financial aid workshops
- College application assistance
- Career exploration and planning

## 6. Fieldtrips

Field trips are an integral part of the Upward Bound program, providing students with valuable educational experiences outside the classroom. Here are some key points about the field trip policy

## Eligibility

- Students must maintain a passing grade of 70 or better
- Teachers must approve participation of a student in the trip
- Complete mandatory tutoring session(s)
- Actively participate in your classes, which means attending regularly and behaving appropriately in the classroom
- Attend **mandatory orientation** at the beginning of every semester
- Submit all liability form by the deadline (no exceptions)

## Behavior Expectations

- Students are expected to follow all program rules and conduct themselves appropriately during field trips.
- Any violations of the code of conduct can result in disciplinary actions, including being banned from future trips

## Parental Notification

- Parents or guardians will be informed about any upcoming field trips during the **mandatory orientation** at the beginning of every semester
- Parents must notify staff if they will be picking up a student from an event where Upward Bound has provided transportation with at least 2 days in advance

## Safety Measures

- To ensure the safety of our students the Upward Bound program implements a buddy system
- Students must remain in the company of at least one other student during trips. If a student does not comply a staff member will then be responsible for the student
- Students and staff must report any incidents to the program Director or Assistant Director immediately
- Parents must notify the program via email with at least 48 hours in advance if they plan to pick up their student from a fieldtrip or outing venue

## 7. Transportation

Upward Bound provides transportation for all Academic Saturday events, local outings and fieldtrip. Here are some guidelines regarding transporting:

- Students will be picked up and dropped off at designated locations.
- The bus will depart at scheduled time with no exceptions; therefore, students should arrive on time

- Students must follow chaperone's instructions and show respect for others using transportation
- Disruptive behavior will result in disciplinary actions

## 8. Code of Conduct

All students are expected to adhere to the following code of conduct:

- Respect the rights and property of others
- Student must abide by the UB Student Dress Code
- Refrain from any form of bullying or harassment
- Refrain from displays of aggression, antisocial or destructive behavior
- Maintain a positive and inclusive attitude
- Respect Program Staff and Work studies
- Refrain from public displays of affection this includes: hugging, or kissing
- Cell phones are permitted in class with the instructor's permission. Otherwise phones should be placed in silent mode.
- Leaving campus or Upward Bound event without notifying UB Staff is prohibited
- While on Laredo College campus, students are expected to behave in a responsible manner that will not portray Upward Bound or its participants in a negative light.
- If a student is suspended from their designated high school, the consequences can also impact their involvement in the Upward Bound Program. Therefore, it is essential for the student or parent must inform the staff immediately.

## 9. Dress Code

Students are expected to adhere to the following dress code guidelines

- Clothing should be neat, clean and appropriate
- Tops: Students must wear Upward Bound t-shirts provided by the program (No alterations may be made)
- Bottoms: Shorts and skirts should be no shorter than mid-thigh
- Footwear:
  - Gym – students must wear tennis shoes
  - Outings and fieldtrips – closed toe shoes are highly recommended due to safety
- Special Events:
  - Banquet – Students must wear Sundays best.
    - Male – clean, neat pants and appropriate shirt (no vulgar language or images allowed)
    - Female – Student must keep midriff covered and length of bottoms should be no shorter than midhigh

- Certain activities will require specific dress code students will be informed in a timely manner

Note: Students may be asked to change or go home if staff determines they are not dressed accordingly

## 10. Attendance Policy

Regular attendance is crucial for your success in the program.

- Please notify your staff in advance if you need to miss a session.
- Excessive absences may result in dismissal from the program.
- Student must attend at least 90% of scheduled program activities and meetings, except in cases of school or medical reasons.
  - In order for an absence to be considered excused parents/student must provide documentation

## 11. Stipends

Upward Bound provides stipends to students as an incentive for participation. Below are the guidelines for receiving the monies

- Student may earn up to \$100 dollars per academic semester on their attendance, tutoring participation and class participation
- Student may earn up to \$120 dollars during the summer component based on their attendance, tutoring and class participation
- Bridge students may earn up to \$300-dollar stipend based on their participation in our sister program, Student Support Services (SSS) events

## 12. Probation and Dismissal

### Probation

- If a student does not comply with the program expectations, they will be placed on probation for one semester. During this period, the student must work closely with their advisor to meet the required standards and improve their performance
- If a student violates the code of conduct, they may be placed on probation or dismissed from the program, depending on the severity of the infraction

### Dismissal

- If a student fails to meet the program requirements for two consecutive semesters, they will be dismissed from the program. This decision is made to ensure that all participants are fully committed to their academic and personal growth within the TRIO Upward Bound Program
- Any infractions pertaining to campus safety and security violations may be grounds for **immediate dismissal** from the program and further prosecution as authorized by the law
- Participation in illegal activity, harassment of any kind, or bullying will result in **immediate dismissal** from the program
- Possession, sale, distribution or use of any drugs or contraband will result in **immediate dismissal** from the program

## 13. Contact Information

For inquiries you may visit or contact us at:

### Office Location

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