

COLLEGE of CHARLESTON

UPWARD BOUND

HANDBOOK CONFIRMATION & CONTACT INFORMATION UPDATE (2016/2017 Academic Component)

This is to verify that I, _____ and my parent/ guardian, have
(Student Name)

been issued a copy of and read the Upward Bound Student Handbook and are fully aware of and understand the Code of Conduct, academic schedule, procedures for emergency situations, and any other information printed in the document.

Student Signature

Today's Date

Student's Cell: _____ Student's Email: _____

Parent/ Guardian Signature

Today's Date

Parent's Cell: _____

Parent's Current Full Home Address: (include street, city, state, zip code)

Telephone: (H) _____ (W): _____ Email: _____

Emergency Contact Name: _____ Relation: _____

Telephone: (H) _____ (W): _____ (C): _____

Email: _____

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Medical Consent Form

It is very important that this form is completed and returned with the Student Confirmation Form. Students are not permitted to participate in the programs sponsored by the College of Charleston Upward Bound without this consent form.

Students Name Parent's/Guardian's Names

Home Address City State Zip Code

Telephone Number Email Address

In Case of an emergency, please contact:

Name/ Relationship

Home Address City State Zip Code

Telephone Number

Before medical services can be performed for a under 18 years old, permission of the parent or guardian must be secured. In the event of serious illness, or accident, every effort will be made to contact parents or guardians. However, in the event that delay in medical or surgical treatment may be detrimental to the health of the student, authorization for consultation and treatment by the College physician and local physicians is requested. With this understanding, permission is hereby granted to any duly licensed dentist, physician, or surgeon to perform emergency dental, medical, or surgical service during the period of this program. The College of Charleston has purchased insurance coverage for participates effective during the length of this program.

Student Signature Parent/ Guardian Signature Date

Parent Release Form

I/We consent to _____ participating in supervised activities/field trips. I agree to release and discharge the College of Charleston as South Carolina officers, agents and employers, exercising reasonable care within their scope of employment, from liability (all claims and demands/ rights and causes of action) growing out of personal injuries and property damage resulting or occurring during an activity, or in transit to and from activities during the duration of the participates specified program.

Signature of Parent/ Guardian Date

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PARENT CONTRACT

As the parent/guardian of an Upward Bound Program participant, I understand that I must become involved with my son/daughter's educational development. Accordingly, I agree to the following stipulations:

1. My son/daughter will maintain a minimum GPA of 2.5 or above. (Mandatory tutoring below 2.5)
2. I understand that my son/daughter will be pre and post-tested academically as prescribed by the U.S. Department of Education and the test results documented in the Upward Bound permanent records. Test results are serious and determine course offerings and the quality of recommendations for college acceptance and financial assistance.
3. I will commit to participating in **nine (9) PAB Saturday sessions**, and the activities and workshops for parents specified by the Upward Bound Programs staff, and send a surrogate if I am unavailable.
4. My son/daughter will submit an Activity Sheet to the project staff if involved in school-related extracurricular activities. He/she will submit a new form each time he/she changes activities. If any form is submitted late, he/she will receive an unexcused absence for each missed weekly tutorial and Academic Saturday session. **Student employment beyond 15 hours a week is discouraged!**
5. I understand that the Upward Bound staff and I will monitor my son/daughters academic course selection and progress during his/her tenure in high school.
6. I understand that if my son/daughter is experiencing academic difficulty during progress report time or at mid-term of the semester, an **UB Progress Report Form** will be sent to his/her instructors for completion and assessment of his/her academic status to enable our staff to assist that student with tutoring specifics.
7. My son/daughter will attend the school visit and counseling sessions with the Program Counselors as scheduled.

8. My son/daughter will attend a minimum of three hours of weekly tutorials at the target school or through Upward Bound at the College of Charleston (especially if below a 2.5 has been earned in a subject).
9. I will enable my son/daughter to arrive on time and **properly sign-in** at Saturday sessions and tutoring with prepared class assignments, textbooks, binder, and notes for each session.
10. My son/daughter will attend scheduled Mentor/Mentee workshops.
11. My son/daughter will actively participate in the semi-monthly/bi-weekly Academic Saturday sessions.
12. My son/daughter will notify the program staff in advance of the need to miss an Academic Saturday session. Failure to submit documentation will result in an unexcused absence.
13. I understand that my son/daughter's future enrollment in the programs may be jeopardized by my failure to meet the outlined standards and guidelines.
14. I will actively cooperate with the Upward Bound staff by ensuring that documents such as transcripts, progress reports/ report cards are submitted in a timely fashion as requested.

I have read the above statements and will adhere to the contract:

Date, Parent/Guardian Signature

Son/Daughter's Name

College of Charleston Upward Bound

2016- 2017 Academic Year Agreement

The mission of Upward Bound is to prepare students for success in high school and college.

The purpose of this agreement is to explain what students can expect from Upward Bound and what is expected of them.

UPWARD BOUND'S RESPONSIBILITIES

1. Upward Bound will provide Advisors to help students set and achieve their academic, college preparatory and personal goals;
2. Upward Bound will offer a variety of enriching workshops, college visits, cultural and social activities;
3. Upward Bound will assist students with career and college choice, college applications and financial aid planning;
4. Upward Bound will provide tutoring, access to computers, workshops on special topics, and cultural activities;
5. Upward Bound will provide stipends to students who meet program expectations monthly;
6. Upward Bound will periodically provide parents with college and program-related information through its monthly meetings, Annual Parent Conference, Emerging Youth Leaders Program, workshops, newsletters and web site;
7. Upward Bound will work with each student to develop and periodically revise education achievement strategies designed to help guide high school achievement and college planning.

STUDENT RESPONSIBILITIES

1. Grades:

In order to remain in satisfactory academic standing (SAS), students must maintain at least a 2.5 grade point average (GPA), based upon a four point scale. A student whose GPA falls between 2.0 and 2.5 will need improvement. A student whose GPA falls below a 2.0 or who receives an F in an academic course will be given a warning. Should this occur a second time, the student will be placed on UB probation and must work with his/her UB Advisor to develop a contract that describes how his/her grades will be improved. A student whose GPA is 3.0 or above will be on the UB honor roll.

2. College Bound Only:

UB is funded to serve college bound high school students. Students who demonstrate, through either words or deeds, that they are not planning to attend college after high school, cannot continue to be served by the program.

3. Course Requirements and Credits:

Students planning to attend a four-year college should take the following college-preparatory level courses in high school: 4 years of English, 3 years of math (Geometry, Algebra I & II), 2 lab sciences (minimally Biology & Chemistry), 3 years of history and social sciences, and 2 years of the same foreign language. These are minimum course requirements for college admissions; many competitive colleges recommend four years of math, science and a foreign language. Students should earn at least five credits over the course of the academic year. Current seniors need to earn sufficient credits to graduate but are encouraged to take more than the bare minimum since that will affect how colleges perceive them.

4. College Boards:

It is required that juniors take the ACT during the first semester and the SAT during the second semester. Seniors must take the SAT during their first semester. UB will provide SAT fee waivers for students. (COFCUB: Students may elect to substitute the ACT for the SAT).

5. Meetings with your Advisor:

Students **must meet regularly** with their UB Advisor and provide requested information in a timely manner (e.g. progress reports, PSAT/SAT/ACT scores, FAFSA, communication from colleges, financial aid awards). **Please note:** If you are unable to attend a scheduled meeting or school visit, you should notify your Advisor **in advance**. In addition, students must be available for regular phone or email communication with their advisors, particularly on the weeks when in-school meetings are not scheduled.

6. Academic Enrichment Activities (AEAs):

Students are expected to log-on to their online ComFit account at least two hours per week to complete homework, enhance computer skills, receive and provide tutoring, participate in workshops on special topics, and share and explore new ideas with other Ubers and AEA Coordinators. While in attendance, students will be expected to adhere to AEA rules, the UB Policy on Internet Use, and the UB Student Guidelines.

7. Academic Sessions, Reunions and College Visits:

It is **required** that students participate in all 18 Saturday sessions, unless their absence is approved. Students are **encouraged** to participate in other workshops and in cultural events, civic engagement activities, service learning, TRIO reunions and college visits.

8. Tutoring

Tutoring is encouraged at the local school level. Any student with a 2.5 grade point average or lower during any grading period will be assigned to tutoring. (See tutoring guidelines).

9. Financial Aid:

Seniors must complete the **FAFSA** (and other college-based financial aid applications, if required) and must provide copies to UB along with copies of all financial aid awards. A FAFSA workshop will be presented for seniors and their parents during the month of November.

10. Adherence to Guidelines and Policies:

Students are expected to follow all of their high schools' behavior policies and to adhere to relevant UB *Student Guidelines* when participating in any Upward Bound event, meeting or activity and in communications outside the program with UB students and staff.

11. Stipends and Summer Participation:

Students who meet academic requirements, workshop/IEP expectations, and who meet regularly with their UB Advisor are **eligible to receive stipends** and will be **encouraged to participate** in the summer program. In order to be eligible to apply for the Bridge program, graduating seniors **must have applied** to at least three colleges and **must be able to document** that they will attend college full time in the fall.

12. Consequences of Not Meeting Program Expectations:

Students who do not meet grade expectations for any two or more quarters of an academic year and who do not develop and commit to a contract with their UB Advisor will be suspended for the remainder of the year and the upcoming summer. A student who is suspended but would like to return the following fall must write a letter of appeal explaining (a) what was learned from the suspension, (b) what will be gained by continuing with Upward Bound, and (c) what the student intends to bring to the program and the other students. If this appeal is accepted, the student will be allowed to re-enter the program and receive its services.

Upward Bound is College Bound.

Student Name: _____ School: _____ Grade: _____

Parent: _____ Date: _____ Expected Graduation Date: _____

Telephone: _____ Cell: _____ Email: _____

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PowerSchool Parent Portal Access

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

The Upward Bound Program is requesting access to the Power School Parent Portal information for your student. This access will allow us the opportunity to monitor grades, class schedules, academic progress, attendance, and other information needed in an effort to enhance our advocacy and intervention as it relates to your child's education. We will **ONLY** use this information for the purposes of keeping accurate accounts of the student's academic progress, to assign tutoring and/or other academic intervention strategies, and to alert student and parent of the need for intervention at the first indication of academic need. The Upward Bound Program assumes **NO** responsibility for any changes made to the child's schedule and/or academic record as we serve as advocates and advisors only to both student and parent. By signing this document, you grant us access to your student's Power School information using the credentials you provide in the space below.

Student Name _____

Parent Name _____

User name _____

Password _____

Signature Parent _____ Student _____