



COLLEGE *of*
CHARLESTON

UPWARD BOUND

2020
VIRTUAL SUMMER COMPONENT HANDBOOK

Embracing a V.I.R.T.U.A.L. Reality

(Valuable Invested Resources Tailored to Uplifting Authentic Learning)



TRiO

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WHAT IS UPWARD BOUND?

Upward Bound is a pre-collegiate preparatory program designed to generate the skills and motivation necessary for success in education beyond high school. The Upward Bound Program provides academic and cultural opportunities for a limited number of high school freshmen, sophomores, juniors and seniors from Charleston County School District (CCSD) throughout year and includes one Academic Component as well as two Summer Components. The Academic Component consists of its participants attending eighteen (18) Saturday sessions during the regular school year conducted at the College of Charleston. Supplemental instruction in English, math, science, foreign language, special programs, field trips, and community service projects are included in the Academic Component.

The six-week Summer Academic Enrichment Component and the Bridge Component make up the two Summer Programs. Both consist of participants living on the College of Charleston's campus and receiving instruction in college preparatory English, literature/composition, math through pre-calculus, laboratory science, and elective courses. Tutorial sessions, academic counseling, recreational activities and social events complement the summer component. Both sessions are integrated into one overall program to generate the skills and experiences needed for success during high school and college. A week of service learning/civic engagement and a one-week college tour field trip completes the six-week program for 10th – 12th graders.

MISSION STATEMENT

The mission of the College of Charleston Upward Bound Program is to continuously strive to recruit, prepare, retain, graduate, and track its college-bound participants. We seek to offer academic, cultural, and personal support services which provide a positive and motivational experience to ensure success of our students.

PROGRAM OBJECTIVES

The objectives of the Upward Bound Program are (1) to provide students with the skills and motivation necessary to succeed in post-secondary education; (2) to enable students to explore options available to them in the areas of school, careers, and social activities; (3) to assist students in making realistic choices in the stated aspects of their lives, which are consistent with their abilities, interests and post-secondary goals; and (4) to track students through post-secondary education.

PROGRAM GOALS

- To provide academic, personal and career exploration services
- To expose participants to events and activities that are culturally enriching
- To offer comprehensive academic support through curriculum advisement and tutorial services that will strengthen and enhance the participants potential and skills
- To offer participants an awareness of options and resources available in post-secondary education and to encourage the use of them.

THE SUMMER ACADEMIC ENRICHMENT COMPONENT- MODIFIED FOR COVID-19 PHYSICAL/SOCIAL DISTANCING MEASURES

The regular Summer Academic Enrichment Component is a six-week residential scholastic program, culminating in a tour of college campuses during which students are housed in the College of Charleston's residence halls and take courses in college preparatory English, math, science, foreign language, and elective courses. Tutoring, academic counseling, recreational activities and social events are all integral elements of the component.

Due to the widespread unique circumstances of Corona Virus/COVID-19 worldwide quarantine, the program is going to be administered 100% virtually/on-line (internet based) for Summer 2020.

HOW MUCH DOES IT COST?

There is no monetary fee to participate in the Upward Bound Program; however, there is a great personal commitment. As a participant, you will be expected to give your best work and be your very best at all times. The program is funded by the U.S. Department of Education and covers all participant costs. In addition to paying all student fees associated with the program, each participant is paid a stipend, which may be used to cover personal expenses that he/she may have during the course of the program.

SUMMER POLICIES AND PROCEDURES

MEALS

We are in the process of providing meals stipends for each participating Upward Bound student to cover the average cost of breakfast and lunch on campus.

Classroom Behavior

Students are expected to come prepared and to be on time for all classes. Good behavior in and out of the classroom is just as important as attending class. Students selected for participation in this program have a high standard of good behavior to uphold. Many people associated with this College as well as community residents are very interested in this program. As a result, they *frequently observe* activities and classes. It is very important to remember that negative actions affect the entire Upward Bound family. Appropriate disciplinary action will be the consequence of any infraction of these rules.

- Be prepared
- Be committed
- Be punctual
- Be visible.
- Be attentive
- Be prepared to be challenged!
- Be responsible

Plagiarism

Plagiarism is the act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. There will be consequences for any student found plagiarizing.

SUMMER POLICIES AND PROCEDURES CONT.

Attendance

In order to obtain the maximum benefits from the summer program, regular continuous attendance is essential. The time students spend in class is imperative to their success. Students/Parents should make effort not go on vacation or participate in other summer camp activities during the UB Summer Program.

Due to the nature of the summer program, the program has a maximum of three (3) days in which a student could miss. Missing more than 3 days may result in dismissal from the summer program.

Summer Employment

Students who will be employed during the summer are strongly encouraged to arrange their work schedule around the UB school day. Please notify the staff if documentation in the UB is needed for schedule adjustments.

Dress Code

Dress codes are maintained to promote a positive representation of the UB program to the community, and to foster a positive learning environment. Students are required to attend classes each day fully dressed and groomed.

- No undergarments exposed (bottoms are required).
- Hair must be neatly groomed at all times. (No bonnets, head scarves or du-rags allowed.)
- Hats or sunglasses cannot be worn while logged on.
- No holes, rips, or tears in shirts, or other attire.

Sign-in/out

Always notify a member of the UB program staff prior to logging out via text message, email or telephone call.

Permission to leave virtual campus

Parents are strongly urged not to allow students to be permitted to leave the summer virtual campus unless absolutely necessary (i.e. medical appointments). Should there be a need for a student to leave campus, parents/guardians must notify the UB staff and complete an “Absentee Form”.

Parental permission is required at least *48 hours in advance* if a student has an outside appointment or obligation causing them to miss a day or class of the summer program. A completed Absentee form including the date and return time must give to the UB staff.

SUMMER POLICIES AND PROCEDURES CONT.

Summer Program Stipends

Summer Program students are eligible to receive a maximum stipend of \$90 for satisfactory attendance and academic performance. The stipend relates to a student's attendance academic performance only. It is earned and students will receive the complete stipend at the end of the Summer Program.

Stipends are earned each week and are given to students who *fully participate* in the Summer Component. They are awarded at the conclusion of the summer component. If a student is absent for part of the week, violates UB policies, or is ill for more than one full day, the stipend will not be awarded for that week or a set number of weeks to be determined by the Director. Stipends are not a right, but a privilege of Upward Bound students and must be earned. Stipends are awarded to students who make satisfactory effort in achieving the goals of the program and their own personal academic goals. Students must be present, on time, engaged in learning and make satisfactory attempts to complete assignments to be eligible to receive their stipend. You can't just show up!

CODE OF CONDUCT AND DEMERIT SYSTEM

Participants are expected to be exemplary representatives of their high schools and The College of Charleston's Upward Bound Program by demonstrating responsible behavior both on and off campus. That responsibility does not end with an individual. We are a family during your participation in the Program. Therefore, if you know that other students are not living up to the code of conduct and are thereby endangering themselves, others, or the Upward Bound Program as a whole, it is your duty to report the misconduct to a staff member. Failure to conduct oneself in accordance with the stated Code of Conduct may result in probation and possible dismissal from the Program.

The entire Upward Bound staff takes the responsibility for your educational welfare seriously and is committed to that end. We look forward to a rewarding Summer Component and rest assured in the fact that each of us will live by the Code of Conduct.

General Rules

The following are a generalized look at some of our rules:

1. Profanity is not acceptable
2. Alcoholic beverages and illegal drugs are not permitted on our online campus at any time
3. Public displays of affection among students is not allowed
4. There is a zero tolerance for any forms of sexual harassment in person, in virtual learning settings and social media

The following is the behavioral plan carefully developed to ensure that all students may benefit from all Upward Bound program activities and most importantly remain safe. As a program, the staff is legally responsible for all Upward Bound students while with us. The follow procedures, rules, and sanctions were created for this reason. The entire program suffers when an individual breaks the rules, making it critical that you follow this plan.

Procedure

All accusations of misconduct will be noted on an incident report by the reporting staff member. An administrative staff member will notify the student of the violations and the student will be given the opportunity to explain their role.

The administrative staff will determine what, if any, consequences will be imposed based on the information available. The process designed seeks a teachable moment for the student with the hopes of helping change negative behaviors.

The objectives of sanctions are to ensure a safe and secure environment and to promote an atmosphere that is conducive to learning, student development and community leadership. The following are sanctions for the academic year and the Summer Component.

- 1) **Reprimand** – Oral reprimand regarding the behavior and a warning regarding the consequences of future misbehavior. Written reprimands may also be placed in the student’s file.
- 2) **Revocation of Privileges** – Privileges, such as free time, cultural enrichment events, and campus visits, may be revoked for a period of time which will be determined by staff based on the nature of the offense.
- 3) **Restrictions** – Students may not be allowed to attend social or special activities such as movies, dances, etc. In some cases, students will not be allowed to attend the end of summer trip/spring break college tour.
- 4) **Probation** – Students may be placed on probation for a period of time as determined by the offense. During this period, certain requirements, spelled out by a probationary agreement must be met.
- 5) **Suspension** – Student may be sent home for a period of time during the summer session or not allowed to live residence if behavior warrants.
- 6) **Dismissal** – If the circumstances warrant, students will be dismissed from the program.

Level 1 Offense Examples

- Types: Use of profanity, tardiness to class, public displays of affection, clothing infractions, gossip, or bullying behavior.
- Staff Response: Staff will meet with the student within 24 hours of incident, preferably on the same day.
- Possible Sanctions: Additional academic or community service assignments, removal of weekly stipend(s), and/or notification of parents.

Level 2 Offense Examples

- Types: Two or more Level 1 violations, non-compliance of sanction from Level 1, disrespect of staff members, cheating or plagiarism, skipping class, hazing or harassment, indecent behavior including sexual behavior.
- Staff Response: Administrative staff will meet with the student within 24 hours of incident, preferably on the same day.
- Possible Sanctions: Additional academic or community service assignments, removal of weekly stipend(s), notification of parents, and possible removal or suspension from the Upward Bound Program.



Level 3 Offense Examples

- Types: Suspicion of drugs and/or alcohol.
- Staff Response: Administrative staff will meet with the student immediately to determine sanctions.
- Possible Sanctions: Immediate notification of local law enforcement, removal of weekly stipend(s), dismissal from Upward Bound Program. Notification of Parents.

Witness/Bystander Behavior

As a student in the Upward Bound Program you are our representative. We expect you to be mature and considerate of others and their property. Current and former program staff worked hard in our community to earn respect for the program and its participants. We expect your association with Upward Bound to enhance our reputation, not tarnish it.

As a participant you play a crucial role in setting the Upward Bound standard. You have the potential to intervene to prevent behavior detrimental to the integrity of the Upward Bound Program. Providing a safe and healthy Upward Bound Program environment is a shared responsibility. If you see a violation of Upward Bound's behavioral standards please notify a staff member immediately.

This standard is adopted to provide guidance to students who may have saw or heard of a violation of Upward Bound Policies or ethical standards. The purpose of the clause is to both support those students who witnessed policy violations and set the behavioral standard for the program.

Drug and Alcohol Addendum

The Upward Bound Program is a drug-free environment. UB explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription. .
- Being impaired or under the influence of legal or illegal drugs or alcohol

In the event of reasonable suspicion of the violation of the drug-free environment law enforcement will be notified immediately.

Demerit System

Upward Bound staff members will reinforce the policies and rules of the program by dealing with behavioral problems as they arise. As a fair and just means of discipline, the Upward Bound staff established a demerit system. The accumulation of an excessive number of demerits will result in the loss of privileges, stipends, and/or dismissal form the summer program. The tables are a guideline and may differ at the discretion of UB Staff.

CODE OF CONDUCT AND DEMERIT SYSTEM CONT.

Demerits

| | |
|---|----------------------------|
| Dress Code Violation | \$1.50 |
| Not following the directive of the program | \$1.50 |
| Skipping Class | Loss of stipend/ pro-rated |
| Tardy to class/activities | \$1.50 |
| Failure to complete work | \$1.50 |
| Sleeping in Class | \$1.50 |
| Disruptive or rude behavior | Loss of stipend/ pro-rated |
| Refusal to participate in class/activity | \$1.50 |
| Dishonesty and/or Cheating (including plagiarism) | Loss of Stipend/ pro-rated |
| Use of electronic devices for non-academic purposes | \$1.50 |
| Not bringing materials | \$1.50 |

Residential Demerits

| | |
|--------------------------------------|----------------------------|
| Failure to attend evening activities | Loss of stipend/ pro-rated |
| Violations of boundary lines | Dismissal |
| | |

| Actions Risking Dismissal | Reason |
|---|--|
| Disrespectful conduct including misuse of electronics (cell phones, iPods, laptops) | Interrupting learning |
| | Lack of respect/not following rules |
| Drug/alcohol/cigarettes | Illegal/health risk |
| | |
| Excessive absences/lateness | Interrupting classroom learning |
| | Safety/program image/physical harm |
| Harassment of others | Safety/emotional/physical harm |
| Indecent behavior (public display of affection, sexual activity) | Endangerment to attaining future goals |
| Leaving online campus | Safety |

Upward Bound participation is a privilege, not a right or an entitlement. Reports of any violation of this conduct code will be documented and brought to the attention of the Upward Bound Staff, Supplemental Academic Coach/Counselor or Director. The staff members will make a decision either to resolve the situation or refer it to the Project Director. The Project Director will make a decision for temporary suspension or termination.

IMPORTANT:

This list of infractions is not all-inclusive. Upward Bound staff reserves the right to ask any student to leave the summer program at any time.

2020 SUMMER COMPONENT CALENDAR

| | |
|-----------------|--|
| June 15-18 | ACT Boot Camp with Mastery Prep |
| June 22-July 10 | Academic Enhancement Classes |
| July 13-17 | Online Team Building/Character Development |
| July 20-24 | Virtual College Tours – Self Guided |

****Every Friday is Independent reading (No Zoom)****

***** Evening Activities** are planned by your Supplemental Academic Coach Counselors

SUMMER 2020 DAILY SCHEDULE

Week 1: June 15th -19th

| <i>TIME/Group</i> | <i>10</i> | <i>11</i> | <i>12</i> |
|---------------------------|-----------------------|-----------|-----------|
| <i>9:15 am - 12:00 pm</i> | MASTERY PREP BOOTCAMP | | |
| <i>12:00 pm- 12:15 pm</i> | WRAP UP | | |

Every **Friday is Independent reading (No Zoom)**

Week 2-4: June 22nd-26th /June 29th- July 3rd/ July 6th -10th

| | | |
|--|------------------------------------|------------------|
| ENGLISH | Zoom: 828 8535 8001 (password: UB) | GC Code: 7gkbcz2 |
| SPANISH | Zoom: 828 8535 8001 (password: UB) | GC Code: z7qs6n4 |
| MATH | Zoom: 329 671 615 (password: UB) | GC Code: 4jl2ztx |
| SCIENCE | Zoom: 329 671 615 (password: UB) | GC Code: jeyi2a6 |
| ENRICHMENT/MONDAY MORNING MOTIVATION | | |
| Zoom: 967 9030 5612 (password: 965139) | | |

A Days: Mondays and Wednesdays

| <i>TIME/Group</i> | <i>10</i> | <i>11</i> | <i>12</i> |
|---------------------------|--|--|--|
| <i>8:45am</i> | <i>Monday Morning Motivation</i> ☺☺ | | |
| <i>9:00 - 9:45am</i> | ENGLISH (Mr. Nuccio) | Enrichment Public Speaking/Personal Branding (Mrs. Rush) | MATH (Mrs. Spinner) |
| <i>10:00 -10:45 am</i> | MATH (Mrs. Spinner) | ENGLISH (Mr. Nuccio) | Enrichment Public Speaking/Personal Branding (Mrs. Rush) |
| <i>11:00-11:45 am</i> | Enrichment Public Speaking/Personal Branding (Mrs. Rush) | MATH (Mrs. Spinner) | ENGLISH (Mr. Nuccio) |
| <i>11:45 am- 12:15 pm</i> | WRAP UP | WRAP UP | WRAP UP |

SUMMER 2020 DAILY SCHEDULE CONT.

B Days: Tuesdays and Thursdays

| <i>TIME/Group</i> | <i>10</i> | <i>11</i> | <i>12</i> |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <i>9:00 - 9:45am</i> | SPANISH (Sra. Sanders-Hernandez) | Enrichment YOGA (Mrs. Miller) | SCIENCE (Ms. Young) |
| <i>10:00 - 10:45 am</i> | SCIENCE (Ms. Young) | SPANISH (Sra. Sanders-Hernandez) | Enrichment YOGA (Mrs. Miller) |
| <i>11:00-11:45 am</i> | Enrichment YOGA (Ms. Miller) | SCIENCE (Ms. Young) | SPANISH (Sra. Sanders-Hernandez) |
| <i>11:45 am- 12:15 pm</i> | WRAP UP | WRAP UP | WRAP UP |

Every **Friday is Independent reading (No Zoom)**

Week 5: July 13th- 17th

| <i>TIME/Group</i> | <i>10</i> | <i>11</i> | <i>12</i> |
|---------------------------|------------------------------------|-----------|-----------|
| <i>8:45am</i> | <i>Monday Morning Motivation</i> ☺ | | |
| <i>9:00 am - 12:00 pm</i> | PARADIGM SHIFT LEADERSHIP CAMP | | |
| <i>12:00 pm- 12:15 pm</i> | WRAP UP | | |

Every **Friday is Independent reading (No Zoom)**

Week 6: July 20-24

| <i>TIME/Group</i> | <i>10</i> | <i>11</i> | <i>12</i> |
|-------------------|------------------------------------|-----------|-----------|
| | Virtual College Tours -Self-Guided | | |

Supplemental Academic Coach Counselor Groups

| Breyonna Miller & Justin Leonard | Lauren Reese & Traymall Holland |
|---|--|
| Egypt Anderson | Samareyah Butler |
| Zaire Brooks | Trinity Daniels |
| Kaila Campbell | Yasmeen El-Amin |
| Kaleelah El-Amin | Zoe El-Amin |
| Azaria Ervin | Jaelin Ervin |
| Kira Gambrell | Jaedin Haynes |
| Jondalyn Garner | Rachel Heyward |
| Aaron Johnson | Trinity Horlbeck |
| Jacoby Johnson | Tasadia Johnson |
| Armonie Noisette | Aneesha Larkins |
| Alexis Pinckney | Nyla Lewis |
| Nathaniel Rock | Joshua Pinckney |
| Tiffany Robinson | Tina Robinson |
| Danyell Sanders | Aaliyah Simmon-Rivers |
| Alex Soriano | Theory Summers |
| Stanford Summers | Dominic Thompson |



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To-Do List for Parents & Students

Steps All students/parents Must Follow for Summer Program Participation

1. Complete Student & Parent Handbook Confirmation
2. Create Gmail account (First Name, Last Name)
3. Create SeeSaw account (Seessaw.com)
4. (Suggested) Join us on Social Media



Facebook: Upward Bound (College of Charleston UB)



Instagram: cofc_upwardBound



Snapchat: cofcupwardbound



Tik Tok: @upwardboudcofc

5. Set Up/Run Test on Account For Mastery Prep BootCamp

CONTACT INFORMATION

Business Address

66 George Street
Charleston, SC 29424

Phone: 843.953.5469

Upwardbound.cofc.edu

upwardboundcofc@gmail.com

Mailing/Physical Address

25 St. Philip Street, room 121
Charleston, SC 29424

Fax: 843.953.4902

upwardbound@cofc.edu

“Providing the Tools to Build Academic and Social Success in High School, College and Beyond”

Talim Lessane
Director

lessaneta@cofc.edu
843.501.4381

Ashley G. Robinson
Academic Coordinator

robinsonag@cofc.edu
864.384.0346

Ameerah Vickers
Academic Counselor
vickersan@cofc.edu
843.300.5904

Carlin Nelson
Office Manager
cdnelson@cofc.edu
843.953.5469

Supplemental Academic Coach Counselors

| | |
|------------------|------------------|
| Breyonna Miller | (803) 414 - 2300 |
| Justin Leonard | (803) 429 - 9229 |
| Lauren Reese | (843) 493 - 2233 |
| Traymall Holland | (864) 623 - 8632 |

Teachers

| | |
|--------------|----------------------------|
| Mr. Nuccio | rmnuccio@gmail.com |
| Sra. Sanders | stacia_Sanders@hotmail.com |
| Mrs. Young | youngn@cofc.edu |
| Mrs. Spinner | simonaspinner@gmail.com |