



COLLEGE *of*  
CHARLESTON

UPWARD BOUND

2020-2021

# ACADEMIC COMPONENT

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



## TRiO

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## Dear Upward Bound Parents and Scholars:

Welcome to the 2020-2021 Academic Year Component.

This is a different time for all of us. In typical times, we would have rooms reserved and would be talking about seeing you in person as often as possible. We would be looking forward to gathering in spaces with our staff, our teachers and tutors, our scholars and our parents to with hugs. Unfortunately, in the face of a worldwide pandemic, this is not possible for the moment, although we look forward to it soon enough.

What has not changed is that Upward Bound is for those young people who strive for something better for themselves and for their families, and what has also not changed is that our staff is always dedicated to meeting the moment, adapting to the needs in front of us, and expanding and growing in the way in which we can serve all of you in building the academic, emotional and social skills needed in high school, college, and beyond.

What has not changed is that we are all in this together and need each other for all of us to succeed; now more than ever.

Sincerely,

*College of Charleston Upward Bound Staff*

## Upward Bound Overview

The Upward Bound Program at the College of Charleston is a federally funded (U.S. Department of Education) TRIO college preparatory program designed to generate in its participants the skills and motivation the skills and motivation they need in education beyond high school. The Upward Bound Program provides special academic and cultural opportunities for a limited number of high school students (freshman through senior year) who both express an interest in pursuing and demonstrate the potential to succeed in post-secondary education. Upward Bound as a whole serves approximately 900 programs nationwide and in Puerto Rico. The program at College of Charleston has been serving Low County area students since 1975. *The vast majority of what is offered is always free of charge to participants and/or their families.*

The aim of Upward Bound at the College of Charleston is “Providing the Tools to Build Academic, Emotional and Social Success in High School, College, and Beyond” in order to address and help to develop various aspects of students’ well-being that college demands. Through workshops, seminars, academic classes and one on one as well as group counseling sessions, we foster the creation and pursuit of both personal goals and well-developed and practiced social skills as well as the cultivation of a personal vision.

It is also crucial to note that we are a resource; however, parents are the most important support our students can have. Parents whose children participate in Upward Bound are required to support the program and their child’s involvement in it. We can and will not “raise” children, but by working together (program, students and parents) we can prepare a better future for our scholars.

## Who Can Participate?

Admission to the College of Charleston Upward Bound program is open to any college bound high school student who is currently in the 9<sup>th</sup> or 10<sup>th</sup> grade at one of the following schools: *Burke, North Charleston, Stall, St. Johns and West Ashley*. Typically, we will not admit a student past the third quarter of his or her sophomore year except in cases of outstanding academic performance. The successful applicant should meet the following requirements:

- Parents have not completed a four-year college degree
- Family income qualifies the student for free or reduced lunch
- Both of the above
- The applicant is college bound and has demonstrated academic potential and need, as well as the motivation needed to keep going

## Program Offerings

Upward Bound encourages student success beyond high school by offering the following services...

*free of charge:*

- Academic support, career counseling and personal development opportunities during its Academic Year and Summer Components
- Exposure to the variety of options available in post-secondary education and promotion of access to higher education through college planning
- Opportunities for multiple in and out-of-state college campus visits (as permitted available) based on meeting regular program requirements and demonstrating continuous academic effort and success; OR expectations to complete a series of virtual college tours with assistance
- Participation in a number of culturally enriching events and activities
- Opportunities for standardized test registration fees (ACT and SAT) to be covered for a select number of students based on number of available fee waivers

### **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 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.

There is open space here.

## The Academic Year Component

During the Academic Year Component (August-May), students attend multiple workshops, seminars, Saturday classes and tutorial sessions. Instructional and academic support content includes English, math, science, foreign language (primarily Spanish), life skills, post-secondary planning, and standardized test preparation (ACT, SAT).

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

## Upward Bound Code of Conduct/Behavior Policy

All participants are expected to be positive representatives of the program and of their high schools by demonstrating responsible behavior both on and off campus. When you sign the contract admitting you to the program, you agree to these rules and responsibilities, and parents agree to support the enforcement of these rules as well. Furthermore, if you know that other students are not living up the code of conduct and are thereby endangering themselves, others or the Upward Bound Program as a whole, please speak with them and remind them of the promise they made to the entire group. If the violation is flagrant or presents an immediate danger, however, you have a duty to report the misconduct to a staff member. ***Failure to follow the stated code of conduct can result in probation and possible dismissal from the program.***

As a reminder, parental support of each child and of the program is expected and required. The following is a list of expectations for Upward Bound parents:

- Attend student/parent orientation
- Participate in as many Parent Workshops as possible per year, particularly the **annual parent conference** in November
- Attend special events such as end of year graduation and awards ceremony
- Provide all necessary information to staff that is required for tracking and enhancing student success, such as updated contact information and all pertinent school records as well as PowerSchool access to student grades

## Student Code of Conduct

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 and marijuana are not permitted in the program at any time
3. Public display 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, regardless of gender

*The following behavioral plan is 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 following 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.

## Disciplinary Levels

### 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: Reasonable suspicion of drugs including marijuana usage 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 seen 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.

### Demerit System

**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, who will make a decision either to resolve the situation or refer it to the Project Director.

***IMPORTANT:*** This list of infractions is not all-inclusive. 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 suspension or dismissal from the program. The tables are a guideline and may differ at the discretion of UB Staff.

## 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 brining materials	\$1.50

<b>Actions Risking Dismissal</b>	<b>Reason</b>
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

## Attendance

All school visits, Saturday sessions and college tours are mandatory unless otherwise restricted (for example, student on probation or grade-level specific). If you know that you will miss any of the above, particularly Saturday or in-school counseling sessions (or scheduled virtual group sessions) due to medical concerns or a school related conflict, please speak with your counselor well in advance. As stated in the Upward Bound contract, you are required to provide notification. ***Students who miss school visits without prior notice or excuse will also have their monthly stipends deducted for the amount of a full session, as this is a major component of participation in Upward Bound. "I forgot" is not an excuse.***

If you miss a Saturday session for any purpose other than academic that serves to directly advance the goals of the Upward Bound program (such as extra tutoring, additional ACT/SAT preparation or actual exams, scholarship search opportunities or college admissions activities), **you will not get paid for that session**, even if considered "excused." Students who miss two consecutive class sessions may be referred to the Academic Coordinator or Director for a conference and may be placed on probation to develop a corrective course of action. In general, students are expected to be present, on time and fully prepared for classes and all scheduled appointments (including tutoring sessions).

### Procedures for Reporting "Excused" Absences

1. Obtain an announcement of the school-related event that you plan to attend. If there is no official announcement, ask the administrator/contact person for the event to write a letter on your behalf to attend the event.
2. Complete the Official Leave Request for School-Sponsored Activity form
3. Copy the announcement or letter and fax it with your Leave Request Form to the Upward Bound Office (843.953.4902) if you are not able to bring it in person.
4. Follow up with a telephone call or visit with your counselor.
5. On the Friday prior to the session you plan to miss, call the Upward Bound office (953.5469) to make sure that an "Excused Absence" is documented on the attendance roster.

Please note that the following are NOT Excused Absences: family gatherings, mentoring events, social meetings, studying for exams at home (you should allow enough time so that "cramming" is not necessary). If you are in doubt, **call your counselor before the event.**

## Academic Standards

Students who are selected to participate in Upward Bound represent a select group. We expect participants to pursue excellence at their school and enter the program with the intent to improve their academic work, study skills, and level of motivation. We strongly encourage our students to maintain a GPA of 3.0 or higher because it makes them more competitive in the college application and admissions process as well as more qualified for scholarships; but definitely to never fall below a 2.0. For those students who have below a 'B' average in any of their core academic courses, tutoring will be required. For those students who currently have a 2.0 or below, an improvement agreement will be drawn up and followed. **If a student fails to maintain at least a 2.0 after a plan has been agreed on, he or she may face being removed or excluded from Upward Bound temporarily or permanently.**

### 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.

## Stipends

An auditing and tracking system is in place to ensure fiscal control of participant stipends. During the academic year, stipends will be distributed approximately once per month or every six weeks, beginning with the third session (fourth at the latest) of the academic year. Students will earn up to \$20 per session /no more than \$40 per month during the Academic Year Component (August through May). Attendance, behavior, academic performance, punctual completion of requirements (paperwork submitted on time, etc.) and overall performance in the program will all affect the stipend. It is not enough, and not acceptable, to just "show up to get a check." ***In order to get the total amount for each month you must be in attendance at all mandatory meetings and complete all assignments.*** Upward Bound staff will be tracking attendance and assignment completion/classroom effort every week. Written records are maintained to track the disbursement of stipends and full documentation is required to approve stipends. A student signature is required to document receipt. Parents **MUST NOT** sign-in or log in for their absent child during Saturday sessions; this will be considered forgery because there are financial matters involved and is punishable by law as well as dismissal from the program. **Stipends also directly depend on participation in counselor school visits.**

## Participant Dismissal and Appeal Process

A participant in the Upward Bound program may be dismissed from the program for failing to live according to the code of conduct and general rules and guidelines outlined in this student handbook. Steps for dismissal and appeal are as follows:

1. After a verbal warning by instructor or staff, if the student persists in disregarding the code of conduct, his/her counselor shall be given written notification of the absences and/or behavior problems. The counselor will schedule a conference with the individual student, as well as call the parent to report the misconduct.
2. In the conference with the counselor the student will be given a disciplinary slip and help to construct an agreement of corrective action to be followed. A copy of both will be sent home to be reviewed by the parent, as well as to the Program Director for record.
3. If the student is reported again for the same or similar offense (e.g. verbal abuse to fellow participant and then a staff member; continued use of profanity), a parent/student conference will be held with the Program Director. At this time the student and parent will be advised as to the terms of his or her probation. A student's dismissal or continuation in the program will be based on her or her total compliance with the prescribed actions.
4. A participant and/or parent may contact the Director within five (5) business days of the initial probation to request a consideration of appeal to the terms of probation if there is new information that was not previously discussed.
5. After consulting with the appropriate staff, the Director will notify the participant and parents, in writing, of the decision regarding appeal. This notification will be completed within three (3) days from the date of the appeal. NOTE: a disciplinary appeal may only be considered once. The decision of the appeal is final and must be honored by all parties involved. **Important: Repeated offenses and flagrant violation of the code of conduct will result in immediate dismissal.**

**College of Charleston**  
**Academic Year Component Calendar (2020-2021)**  
**\*Held 1<sup>st</sup> and 3<sup>rd</sup> Saturday of each month except as noted**

*August 29	Session #1	Fall Orientation
September 5	Session #2	
September 19	Session #3	
October 3	Session #4	
October 17	Session #5	
November 7	Session #6	
November 21	Session #7	<i>Parent Conference</i>
December 5	Session #8	<i>(may be subject to cancellation for hurricane makeup day)</i>
December 19	Session #9	<i>6<sup>th</sup> Annual Alumni Panel Discussion</i>
*January 9	Session #10	Second Saturday due to New Year
January 16	Session #11	
February 6	Session #12	
February 20	Session #13	
March 6	Session #14	
March 20	Session #15	
April 3	Session #16	<i>Academic Wrap-up/Final Class</i>
April 17	Session #17	<i>Emerging Youth Leaders Conference</i>
*May 2	Session #18	<i>(Sunday) Graduation Ceremony - TENTATIVE</i>
May 15	Session #19	<i>Summer Orientation</i>

## Academic Course Descriptions

During the 2020-2021 Academic Component, Upward Bound is striving to meet students where they are. Instead of adding more to their workload from their current high school classes, this year's Saturday Session academic courses are designed to meet their most pressing academic needs. Our highly qualified teachers will focus on helping students master important skills in each subject area and assist them in completing their current homework assignments.

**English/Composition:** Designed to help students master the fundamentals of the English language, this class will help students in their understanding of parts of speech, subject/verb agreement, punctuation, adjectives and adverbs, and other important grammatical skills. In order to learn to construct effective essays and research papers, the course will also review the following topics: writing complete sentences, construction a focused thesis statement, write effective introductions, developing a good title, and revising essays.

**Mathematics:** Designed to help students master important math skills and prepare students for the mathematics section of the SAT/ACT, students will learn to utilize various test-taking strategies, general math strategies, and different test-taking tactics specific to arithmetic, algebra and geometry, and in some cases, trigonometry and pre-Calculus.

**Science:** This course is designed to increase students' understanding of science concepts geared towards their current high school science courses, such as Chemistry, Physics, and Biology. Students will be provided problem solving activities, diagnostic testing, and test-taking tips to enhance skills and competence in preparation for the science component of standardized tests.

**Foreign Language (Spanish):** Design to review current materials that students have in their individual Spanish classes at their high schools. It also introduces students to the study of Spanish from a cultural perspective. Students will also be introduced to an overview of the Spanish language and relate the study of Spanish to future job and occupational needs. Students will be encouraged to express themselves in the Spanish language through written and oral communication.

**Counseling Sessions:** These sessions are in various formats and are intended to aid our students in becoming successful in school as well as with their transition from high school to college. Sessions are one-on-one, as well as in group and school visits. We expose students to various topics concerning personal and academic issues of high school and college such as the application process, selecting a major and how to identify what their preferences for the type of campus environment they might need.

**School Visits:** These sessions will typically occur once a month at the five (5) target schools. Counselor will typically use this time to make sure students are on track during each semester and toward graduation over all as well as to discuss any pertinent issues students may need to address individually or as a group.

**Tutoring:** Extra academic support and assistance is available to all Upward Bound students and, as has been indicated, may be mandatory to make sure students are achieving at the highest level of which they are capable. Tutoring may occur during Upward Bound Saturday sessions or at school; either way it must be documented (subject matter covered, amount of time, person doing the tutoring and session outcome).

TUTORING WILL BE OFFERED VIRTUALLY THIS YEAR THROUGH CONTRACTING WITH DIFFERENT COMPANIES THAT ALLOW MORE OPTIONS

# Academic Year Class Schedule

## UPWARD BOUND SATURDAY SCHEDULE

UB SESSIONS ARE SCHEDULED FOR THE 1<sup>ST</sup> AND 3<sup>RD</sup> SATURDAYS OF EACH MONTH  
EXCEPT FOR JANUARY  
(2<sup>ND</sup> AND 3<sup>RD</sup> DUE TO NEW YEAR HOLIDAY)

### GENERAL FORMAT:

- Teachers (with the exception of digital literacy and financial literacy) conduct prepared/formal lessons one week
- Academic teachers will be available for office hours/supplemental assistance and tutoring by appointment on the other Saturday
- 9<sup>th</sup> and 10<sup>th</sup> grade will be blended to start the year; we may adjust as needed as 9<sup>th</sup> grade students are added
- All activity conducted online via Zoom unless otherwise notified

### SCHEDULE OF CLASSES BY WEEK

#### FIRST SATURDAY (ALPHA DAYS)

<i>CLASS</i>	<i>STATUS</i>
ENGLISH	LESSON
MATH	LESSON
SPANISH	OFFICE HOURS/TUTORING
SCIENCE	OFFICE HOURS/TUTORING
DIGITAL LITERACY	LESSON
FINANCIAL LITERACY	OFF

#### THIRD SATURDAY (BETA DAYS)

<i>CLASS</i>	<i>STATUS</i>
ENGLISH	OFFICE HOURS/TUTORING
MATH	OFFICE HOURS/TUTORING
SPANISH	LESSON
SCIENCE	LESSON
DIGITAL LITERACY	OFF
FINANCIAL LITERACY	LESSON



SCHEDULE OF CLASSES BY PERIOD

TIME	GRADE GROUP >>	9/10	11	12
9:15-9:30	ALL- Group opening session	ALL- Group opening session	ALL- Group opening session	ALL- Group opening session
9:35-10:15		English (Alpha) Spanish (Beta)	Enrichment Digital Literacy (Alpha) Financial Literacy (Beta)	Math (Alpha) Science (Beta)
10:25-11:05		Math (Alpha) Science (Beta)	English (Alpha) Spanish (Beta)	Enrichment Digital Literacy (Alpha) Financial Literacy (Beta)
11:15-11:55		Enrichment: Digital Literacy (Alpha) Financial Literacy (Beta)	Math (Alpha) Science (Beta)	English (Alpha) Spanish (Beta)
12:00-12:10	ALL- Group Wrap up	ALL- Group Wrap up	ALL- Group Wrap up	ALL- Group Wrap up

<b>ENGLISH</b>	<b>Zoom:</b> 953 1169 4345 (password: UB) / <b>GC Code:</b> 7gkbcz2
<b>SPANISH</b>	<b>Zoom</b> 999 0908 1948 (password: UB) / <b>GC Code:</b> z7qs6n4
<b>MATH</b>	<b>Zoom</b> 976 6322 2455 (password: UB) / <b>GC Code:</b> 4jl2ztx
<b>SCIENCE</b>	<b>Zoom</b> 978 3653 9652 (password: UB) / <b>GC Code:</b> jeyi2a6
<b>ENRICHMENT</b>	<b>Zoom:</b> 967 9030 5612 (password UB)

## Contact & Emergency Information

### College of Charleston

66 George Street (mailing address)  
Charleston, SC 29424

### Upward Bound Offices

25 St. Phillip Street (physical address)  
Rooms 121-124  
Charleston, SC 2942

Phone: (843) 953-5469

Fax: (843) 953-4902

Program Director, Talim Lessane.....953-6555  
Academic Coordinator, Ashley Robinson.....953-5249  
Academic Counselor, Ameerah Vickers.....953- 1860  
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Ms. Sanders-Hernandez	<a href="mailto:sandershernandezs@cofc.edu">sandershernandezs@cofc.edu</a>

<p><u>Dial 911 for:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Fire</u></li> <li>▪ <u>Police</u></li> <li>▪ <u>Ambulance</u></li> <li>▪ <u>Hazardous material spill</u></li> </ul>	<p><u>When you make a 911 call:</u></p> <ul style="list-style-type: none"> <li>▪ <u>Give your name, location, phone number, and describe what happened. Do not disconnect until asked to do so.</u></li> </ul>
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### Police Departments

- College of Charleston Campus Police.....953-5611
- Charleston City Police Department..... 577-4047
- Mt. Pleasant Police Department..... 884-4176
- Berkeley County Police Department..... 719-7930
- Goose Creek Police Department..... 572-4300
- North Charleston Police Department.....745-2800

### Fire Departments

- Charleston City Fire Department.....577-7071
- Mt. Pleasant Fire Department.....884-4155
- James Island Fire Department.....795-2345
- North Charleston Fire Department.....745-2800

### Hospitals

- MUSC.....792-2300
- Roper.....724-2000
- East Cooper.....881-0100

## 2020-2021 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.*

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### 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. 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.

#### **5. 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.

#### **6. 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).

#### **7. 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 October, as close to the opening of the filing period as possible.

#### **8. 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.

#### **9. 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 at least half-time in the fall.

#### **10. 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
- (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.

# CofC Upward Bound Vision

The Upward Bound program at the College of Charleston envisions the following for its students and for the program itself:

- Upward Bound students are known leaders, both academically and socially, within their schools and communities
- Our students maintain high grade point averages in addition to testing well, particularly on standardized tests (ACT and SAT), which opens up more opportunity and increases options for college applications and acceptance
- Students are accepted to a wide range of higher education institutions, with significant non- loan based financial support
- Upward Bound students are knowledgeable and are strong in their ability to seek out and utilize available resources
- Upward Bound students are future-focused while being able to set and meet short term goals that benefit their current and future ambitions
- Our students are independent thinkers and consistently take responsible action
- The Upward Bound program continues to develop and strengthen its offering of individualized service to each student through academic counseling and various levels of mentoring
- The Upward Bound program works with students on identifying and planning possible and appropriate career pathways that fit their ideas and strengths
- Upward Bound establishes strong partnerships within the community, the College and other institutions, as well as each target school
- Upward Bound students are resilient and have the ability to proceed through adversity in order to learn from it instead of being side-tracked or conquered by it
- Upward Bound students are always COLLEGE-READY!

# UPWARD BOUND PLEDGE

I AM A COLLEGE-BOUND STUDENT AT  
ALL TIMES AND I WILL FUNCTION  
ACCORDINGLY.

I PLEDGE TO MAKE THE MOST OF MY  
INNATE ABILITIES AND TO MAXIMIZE MY  
POTENTIAL.

IT IS MY JOB TO SHOW MY PARENTS,  
TEACHERS, MY COMMUNITY AND  
MYSELF WHAT I AM TRULY  
CAPABLE OF.

# Notes









# Join us on Social Media



Facebook: Upward Bound (College of Charleston UB)



Instagram: cofc\_upwardBound



Snapchat: cofcupwardbound



Tik Tok: @upwardboudcofc

**TRiO**