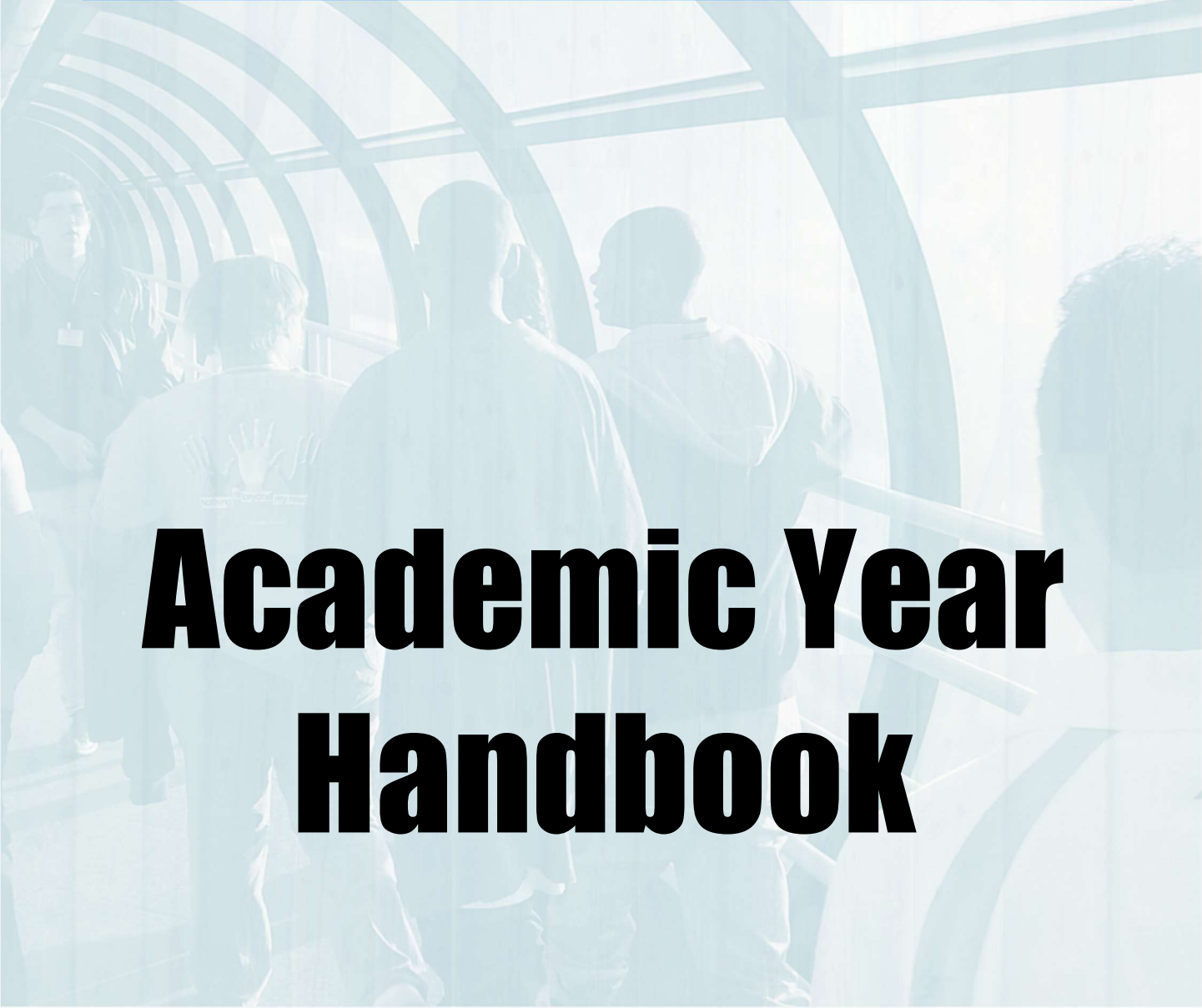


TRIO.....  
*Upward Bound*  
FORT WAYNE



**Academic Year  
Handbook**

**LEARN . CONNECT .  
EXPERIENCE . GROW .**

**PURDUE**  
UNIVERSITY®  
FORT WAYNE

# Academic Year Handbook

## Table of Contents

<b>Section Headings</b>	<b>Page #'s</b>
<b>Introduction</b>	<b>3</b>
<b>Section 1 - Academic Policies</b>	<b>4 - 5</b>
<b>Program Objectives</b>	<b>4</b>
<b>Academic Growth Policy</b>	<b>4</b>
<b>Academic Probationary Policy</b>	<b>4</b>
<b>Participation Requirements</b>	<b>4</b>
<b>Behavior Probation</b>	<b>5</b>
<b>Inclement Weather Policy</b>	<b>5</b>
<b>Laptop/Calculator Loan Policy</b>	<b>5</b>
<b>Section 2 - Academic Programs</b>	<b>6 - 7</b>
<b>Academic Tutoring</b>	<b>6</b>
<b>Academic Theme Saturdays</b>	<b>6</b>
<b>ICEPS</b>	<b>6</b>
<b>College Prep Seminars</b>	<b>7</b>
<b>College Visits</b>	<b>7</b>
<b>Cultural Events</b>	<b>7</b>
<b>Section 3 - Merit System</b>	<b>8 - 9</b>
<b>Upward Bound Merit Program</b>	<b>8</b>
<b>Stipends</b>	<b>8</b>
<b>Merit Trips</b>	<b>9</b>
<b>Upward Bound Group Travel</b>	<b>9</b>
<b>Section 4 - Upward Bound Dress Code &amp; Technology Policy</b>	<b>10</b>
<b>Section 5 - Upward Bound Behavior Policies</b>	<b>11 - 13</b>
<b>Rules of Conduct</b>	<b>11</b>
<b>Student Behavior Guidelines</b>	<b>11</b>
<b>Infractions and Penalties</b>	<b>12 - 13</b>
<b>Section 6 - Contact Information</b>	<b>14</b>

# Introduction

The mission of Purdue's Upward Bound program is to mentor participants' successful entrance into post-secondary education. This college preparatory project assists students in the development of academic skills and achievement as well as, provides guidance, support, and direction for success beyond high school. To do so, students participate in two program components: a six-week **Summer Academy**, which includes a residential stay, and a nine-month **Academic Year Component** that supplements the traditional school year.

This handbook serves as a guide outlining Upward Bound expectations for all participants during the academic year.

## *Academic Year Component*

From September through May, support services provided to participants aim to develop the total person while working to ensure academic progress and improvement. Services include:

**Tutoring:** Offered twice weekly at convenient locations. Tutoring sessions are for the purpose of improving the student's GPA, preparing for the "**End of Course Assessment**", SAT readiness, and enhancing study skills

**Academic Theme Saturdays:** Bi-weekly programming that works to augment and support high school instruction as well as, provides opportunities for career exploration and the development of success skills.

**Individualized Attention:** Advising sessions designed to focus on each student's academic progress, study skills, and post-secondary goals offer a more individualized approach.

**Group Workshops:** College prep sessions geared toward providing additional information to students and parents to make informed post-secondary decisions.

**College Visits:** Students travel to local, state, and regional colleges and universities to gain exposure that will assist with the college selection process.

**Cultural Experiences:** Students participate in a variety of activities that include visits to museums, theatre productions, and discussions presented by nationally known lecturers.

**Leadership Programs:** Students have the opportunity to participate in various leadership seminars throughout the year.

The enrollment process is highly selective, so ***being a part of the Upward Bound program is a privilege!*** Each participant is accountable for maintaining a mature and positive demeanor, productive attitude, and respectful behavior.



# Section 1 -Academic Policies

## *Upward Bound Program Objectives*

Purdue Fort Wayne's Upward Bound program strives to:

1. Provide academic skills instruction in math, science and language arts.
2. Positively affect test scores and grade averages of students.
3. Make available tutoring and academic counseling for all participants.
4. Assist participants with the preparation of college applications and financial aid forms.
5. Instill a positive attitude and appreciation toward lifelong learning.
6. Expose students to new academic, social, and cultural learning experiences.

Because Upward Bound is a student development program, the expectation is that all participants strive to take full advantage of the services offered. In order to assist each student to achieve this goal, Upward Bound staff will periodically review progress reports to verify interim grades and current GPA status. It is the Program's wish to intercede, whenever possible, to affect a positive change in the education of all students.



## *Academic Growth Policy*

Upward Bound expects each student to demonstrate growth in his or her GPA. Continual progress is the key!

Upward Bound understands that some classes are more challenging than others are, and that additional support may be required. The Program offers several services and resource personnel to assist participants when challenges arise. However, it is the student's responsibility to take advantage of the services offered. The expectation is that a student do his or her best and to ask for help when needed!

## *Academic Probationary Policy*

Students failing to meet a minimal GPA of 2.5/4.0 scale and/or students receiving two consecutive quarters of D's or F's, will be placed on Upward Bound academic probation. Such students are required to attend mandatory tutoring, academic advising, etc. If the student fails to meet the terms of probation and/or demonstrate growth in his or her GPA within one grading period, **he or she will be at risk of dismissal from the Upward Bound program.**

## *Participation Requirements*

Upward Bound expects students to attend the majority of scheduled activities. However, Upward Bound may excuse students from activities for **school related events or family emergencies.**

In addition, participants involved in extra-curricular activities must inform his or her advisor of any conflicts by filling out an **Extra-Curricular Verification Form**. Students will need to discuss with his or her advisor any absences and the impact it may have on overall participation in the program and stipend credit.

If a student has excessive absences during the year resulting in less than 25% participation, staff will evaluate whether there is a true commitment toward participating in Upward Bound. A relevant course of action instituted toward any student placed on probation may include loss of stipends, loss of cultural/social privileges, exclusion from trips, and/or possible dismissal from the program.

If a student has any issues, concerns, or questions he or she may discuss these with his or her advisor.

### ***Behavioral Probation***

The Upward Bound program has high expectations for its students in regards to behavior. In order to foster a productive learning environment and achieve the mission and objectives, UB expects its students to adhere accordingly to the Rules of Conduct outlined later in this handbook. Failure to do so will require disciplinary action.

In the unfortunate event, that a participant receives a written warning for any serious behavioral infraction the student, during a parent-attended conference, is provided an opportunity to explain his or her side of the incident before a consequence is determined. If a behavioral agreement is warranted, the agreement will serve as the

terms of probation. Failure to adhere to this agreement may ultimately result in dismissal.

### ***Inclement Weather Policy***

If **FWCS** cancels due to inclement weather on the day of a scheduled UB event, the Upward Bound event also cancels. If inclement weather occurs the day before a scheduled UB event or program, typically on a Friday or Saturday, check the Upward Bound social media pages for any possible cancellations.

Whenever possible, UB staff will contact participants through Remind 101 or Facebook of the cancellation. Should participants or parents have questions, contact the UB office. Safety should never be compromised in order to attend an Upward Bound session or meeting.

### ***Laptop/Calculator Loan Policy***

Laptops and calculators are available for checkout through the Upward Bound office. The student may check out a calculator at any time and keep it for the semester. Laptops will require parent and student to sign an agreement, which details the terms and conditions of the loan. Laptop loans are for **three** weeks at a time.



# Section 2 -Academic Programs

## *Academic Tutoring*

Upward Bound students are expected to strive for academic excellence. **The ultimate goal is for every student to maintain at least a “B” average in all classes.** Thus, all students are required to participate in a form of weekly academic enrichment.

To aid in this pursuit, Upward Bound has provided weekly study sessions at convenient sites. Upward Bound strongly suggests that participants attend scheduled Monday and/or Wednesday tutoring, regardless of GPA.

If a student is receiving a “C-” or lower in ANY CORE class or has not passed the “**State Qualifying Exam,**” he or she is **required** to attend tutoring not only through Upward Bound, but at his or her respective school. Failure to do so will be seen as unwillingness to improve.

Upward Bound knows that attendance at offered tutoring sessions will make a difference in participants’ grades; however, merely attending tutoring is not sufficient. Students must **WORK** toward an improvement in grades.

Tutoring is provided in English/language arts, math, and science. IPADS are available upon request to access Khan Academy and other educational resources.

Moreover, students are highly encouraged to pursue additional academic activities such as an Academic Team at school, Khan Academy, and/or become peer tutors.

## *Academic Theme Saturdays*

Upward Bound offers supplemental instruction and active learning experiences in math and language arts twice a month; laboratory sciences and study skills once a month beginning in October. These Saturday sessions referred to as ATS, run from 9:00 am until 1:00 pm. **Students are expected to attend at least 3 ATS sessions in order to receive stipend credit.**

Students are to arrive on time and be prepared to work with Upward Bound personnel. Students who are excessively tardy, unprepared, or uncooperative will receive a reduction in stipends with the possibility of disciplinary action.

## *Individual College Education Plans (ICEPs) /Campus Toolkit*

Again, Upward Bound’s mission is to assist students with the pursuit of a college education. To help in this endeavor, UB personnel will assist each student through individualized planning sessions that work to discuss each student’s academic progress and establish post-secondary goals. These conferences are very important!

Each semester, UB students are expected to take the initiative to complete the Campus Toolkit assignments by the due date and meet with his or her assigned advisor.

## *College Prep Seminars*

To further assist students with college readiness, UB personnel periodically conducts

grade-specific seminars. The workshops are designed to provide participants and parents with the specific knowledge to complete the admissions process, financial aid applications, scholarship searches, as well as, develop strong success skills.

### *College Visits*

Choosing the right college is a big decision. Each year, a number of college visits are scheduled within the city, state and region, to help students with the college selection process. While it is not possible to visit every college, the scheduled visits work to prepare students for the important questions which need to be asked as well as, the things each student will need to be aware of before making one of the most important decisions of his or her life.

### *Cultural Events*

Since cultural competency is needed for all to compete in the global community, Upward Bound is more than just tutoring and classes. It is desired that all participants become well rounded academically, as well as socially. The cultural events scheduled are designed to expose students to all aspects of life and diversity.

Tickets for certain cultural/educational events are purchased in advance. Students who sign up for an activity and cancel for any reason are required to give Upward Bound staff at least a 24-hour notice. Failure to do so will result in the loss of **stipends as reimbursement** to the program for the cost of the ticket. The student may also lose the opportunity to attend future large events.



# Section 3 – Merit System

## *Upward Bound Merit Program*

The merit system is designed to track each participant's involvement. To award participants for a job well done, Upward Bound students are eligible to receive stipends and/or earn admittance to the Merit trip for his or her academic performance, participation, attitude and behavior. To qualify for both incentives, students must meet all of the requirements.

Everyone in this program is capable of high achievement and the merit system will provide an added form of motivation and encouragement.

## *Stipends*

The Upward Bound program has the mission to prepare each participant for successful entrance into a post-secondary institution. To accomplish this task, the program puts great emphasis on those components that stress academics. Therefore, it is determined that participants **must** attend Academic Theme Saturdays (ATS) and tutoring (or suitable alternatives) to qualify for stipends.

Each Upward Bound student has an opportunity to earn up to \$130.00 in stipends per academic year. Stipends up to \$65.00 will be awarded two times during the academic year. If at any time a stipend disbursement day is missed, it is the responsibility of the student to pick up the stipend at the office. **Each student will have 120 days to claim the stipend or monies will be forfeited.**

In order to receive the maximum stipend, participants must fulfill requirements as outlined during the annual fall orientation. UB staff will keep track of each student's attendance. However, merely attending an event does not automatically qualify a participant for a stipend. Students must **FULLY** participate in the activities attended.

In addition, money will be deducted from a stipend award due to any behavioral penalties such as the following\*:

1. Excessive late arrivals or early departures.
2. Sleeping in class.
3. Having no books or assignments or documents during tutoring.
4. Not submitting required homework or assignments.
5. Not submitting necessary program forms.
6. Loitering and loud talking in and around halls and classrooms.
7. Cutting classes, workshops and tutoring.
8. Horseplay.
9. Using profanity.
10. Exhibiting disruptive behavior or disorderly conduct.
11. Disrespecting any staff member.
12. Inappropriate dress.
13. Fighting.
14. Harassment of any kind.
15. Stealing.
16. PDA.

**\*The program reserves the right to modify this list as deemed appropriate.**



## Merit Trips

In addition to the stipend, students are able to earn the merit trip through 70% participation in the following areas:

- **Academic Theme Saturdays**
- **College Visits**
- **Cultural Visits**
- **Tutoring**

A student must **also** meet the minimal GPA requirement of 2.5 mentioned previously. A student must also have grades above a “C-”. If a student is on academic probation by the qualification date of a merit trip, he or she will be ineligible to attend. Also, students must actively participate in the ICEP process.

So what does this mean? Each student who fully participates in the Upward Bound program, maintains a level of academic excellence, and meets any additional qualifying objectives, will have a chance to attend the Upward Bound merit trip.

Staff will review attendance records, transcripts, and behavioral records to determine which participants are eligible to attend the merit trip. Seats on the bus are usually limited, so merit trips are strictly an earned occasion.

## Upward Bound Group Travel

Traveling as a group is a valuable part of the Upward Bound experience. An orientation will be held for students and parents/guardians prior to any merit trip to discuss the learning objectives, travel itinerary, and permission forms. These travel forms must be returned to the Upward Bound office prior to

the scheduled trip or the student will not be allowed to attend.

Upward Bound behavioral guidelines will be in force during any UB sponsored trip. In addition to the stated Rules of Conduct, there are some additional standards that participants will be expected to follow. These are listed below. Appropriate disciplinary action will be the consequence of any infraction of these rules.

1. There will be no members of the opposite sex in any participants' room.
2. There will be an announced curfew, and from that time until the announced time the next morning, students will be expected to stay in the assigned room.
3. As representatives of the Upward Bound program, participants will conduct themselves as ladies or gentlemen at all times.
4. Dishonesty (stealing, lying, etc.) will not be tolerated. Participants will treat others as well as, property with respect. This includes property of the hotel, other guests, staff and peers. **Destruction of property will be the responsibility of the offending party and his/her family.**
5. Students will display appropriate behavior while visiting any hotel. Appropriate hotel behavior includes:
  - a. No running in the hallways.
  - b. No loud noises or talking in the hallways and bedrooms.
  - c. May congregate in two areas only, in the lobby or recreational facilities.



# Section 4 –Upward Bound Dress Code and Technology Policy

## *Dress Code*

Upward Bound maintains a dress code. While on campus or during any scheduled event, participants are required to represent the program positively through appropriate dress. In general, T-shirts and jeans are acceptable (unless otherwise noted.) However, the following are not allowed at any UB event\*:

1. Crop tops, halter-tops and tube tops and any T-shirts exposing the bare midriffs.
2. Female participants without the appropriate undergarments.
3. **Shorts/skirts above the mid-thigh.**
4. **Pants worn below the hip.** (Undergarments or secondary layers of clothing should not be seen – male or female.)
5. Pajamas or other “sleeping attire”.
6. Shirts, hats, or other articles of clothing or jewelry with **profanity, offensive, inappropriate words, or drug paraphernalia** printed on them.
7. **Jeans, T-shirts, and shorts at major programs** such as the **Academic Year Awards Banquet** which dictate professional, business casual attire.
8. **Caps, do-rags, and/or hoods in classrooms, or other indoor venues. This policy does not apply to headgear considered as part of a religious or cultural dress.**
9. **Sunglasses** (unless medical documentation is provided) are not

to be worn during classes, group meetings (or other meetings), formal programs, campus tours, etc.

Additional dress regulations may be imposed upon participants during special extracurricular activities.

**\*The program reserves the right to modify this policy as deemed appropriate.**

## *Technology*

Cell phones have become a major distraction during UB events. This includes group meetings, formal programs, campus tours, etc. Cell phones are permitted, but the use during, or disruption of, UB events are prohibited. That means “OFF,” not “vibrate” while in classes; put away, not on the table - especially during tutoring.

Students receive adequate breaks in which phone calls or text messages may be returned. In case of emergencies, family members may contact the appropriate staff member and, a message will be passed to the student.

This policy extends to all electronic devices.

### **Consequences if policy not adhered to:**

*First offense* = warning

*Second offense* = phone confiscated;

student retrieves at the end of the event.

# Section 5 –Upward Bound Behavior Policies

## *Rules of Conduct*

The Purdue Fort Wayne Upward Bound program has established Rules of Conduct for all participants in the program. Each student is expected to adhere to this code which states that all students will:

1. Pursue learning and set high academic and personal goals.
2. Show respect for themselves, for other individuals, for other cultures and for the environment, both the human and natural.
3. Be role models with high standards of conduct, trustworthiness, and the ability to resolve conflicts peacefully.
4. Show responsibility by taking personal responsibility for oneself and for the well being of the program and community.
5. Respect the college environment as a place of learning by being respectful when others are studying or attending class, and being respectful of all staff when teaching, working in offices, or walking on campus.
6. Treat each other and the staff with respect **at all times**. Any racial, cultural slur, bullying (physical or cyber), or sexual harassment will be viewed as a serious violation of this expectation.
7. During college visits and other group activities, show respect to speakers and guests by engaging them in questions and displaying interest in presented topics.

If any participant chooses to violate any of the above guidelines, corrective action will

be necessary. These policies are reviewed annually during fall orientation.

## *Student Behavior Guidelines*

A strong desire to pursue an education should be the aspiration of ALL students selected to participate in the program. The Upward Bound program is here to foster that goal and provide the tools necessary for students to not only succeed in high school, but in a post-secondary environment and beyond. The acquisition of knowledge is vital to each student's academic development.

Part of that process includes creating an environment that fosters learning; an environment where students may pursue positive peer relationships and connect his or her dreams with realistic post-secondary educational plans. Therefore, the Upward Bound program has established a set of guidelines to deal with behaviors and actions deemed inappropriate and a detriment to a positive learning environment.

For clarity sake, following is a brief description of a few serious infractions.

### *Disruptive Behavior*

**This behavior is defined as:**

Disrespectful, offensive, and/or threatening behavior; interference or negative impact with the learning activities of other students or the learning environment; impediment to the delivery of UB services, and refusal to participate in the learning environment. Disruptive behavior includes physical, verbal, or psychological harassment; threatening, or acting abusively toward an

instructor, staff member, or toward other students in any activity authorized by Upward Bound.

### ***Harassment/Teasing/Instigating/Bullying/Cyber-bullying***

#### **This behavior is defined as:**

Pestering or tormenting another student, instigating a verbal or physical altercation, or teasing or bullying. Overt, repeated acts or gestures, including verbal or written communications, text messaging, Facebook or other social networking websites; physical acts committed; or any other behaviors committed by a student or group of students against another participant with the intention to harass, ridicule, humiliate, intimidate, or harm the other student also fall within this definition.

### ***Infractions and Penalties***

**The following actions although not grounds for program expulsion will result in loss of stipends, merits, and/or disciplinary actions (which may include probation or dismissal):**

1. Disrupting program activities, verbal abuse, or defying the authority of any UB or college staff member (*teacher, tutor, educational specialist, administrative staff, or director.*)
2. Using profanity.
3. Displaying public affection (**PDA**) for someone. (*If such displays are made, the offending parties will be disciplined at the discretion of the staff.*)
4. Playing practical jokes and/or pranks at any time that result in injury.
5. Threatening physical injury to another

person, whether a fellow student, staff member, or other outside person.

6. Gambling.
7. Stealing.
8. Cutting classes and/or workshops.
9. Harassment, teasing, instigating, bullying (physical or cyber.)

### ***Disciplinary Actions***

Upward Bound staff members will reinforce the policies and rules of the program by dealing with behavioral problems as they arise. Depending on the severity of the violation, disciplinary action may not necessarily occur in this order.

1. A verbal warning is the first step in dealing with serious violations of the rules of conduct.
2. A written warning is the second step in dealing with continued violations of the rules of conduct, or in dealing with offenses that warrant more than a verbal warning. The written warning will be given to both the student and the parent or guardian.



3. The final step may be the dismissal of the student from the program (depending on the severity of the offense.) Prior to a dismissal, the student, parent, and Upward Bound staff will meet to discuss the possibility of immediate dismissal of the student. If continued participation is desired, a behavioral agreement between all parties may be established. Lack of adherence to this agreement will constitute a breach of contract, which will then result in dismissal.

**The following actions are grounds for immediate program expulsion WITHOUT prior warning:**

1. Causing serious physical injury to another person, whether a fellow student, staff member, or other outside person.
2. Bringing alcoholic beverages and illegal drugs on campus at any time. *(This is against state law.)*
3. Possessing weapons (guns, knives, karate weapons, etc.) or fireworks.



# Section 6 –Contact Information

Staff Name	Office Phone
<b><u>Program Director</u></b> Nicholas Gray	481-4148 <a href="mailto:graynw01@pfw.edu">graynw01@pfw.edu</a>
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<b><u>Academic Specialist</u></b> Melissa Montes	481-0688 <a href="mailto:montm04@pfw.edu">montm04@pfw.edu</a>
<b><u>Academic Specialist</u></b> Gladys Calderon	481-0687 <a href="mailto:calderog@pfw.edu">calderog@pfw.edu</a>
<b><u>Office Administrator</u></b> E. Robin Steenman	481-4188 <a href="mailto:steenmae@pfw.edu">steenmae@pfw.edu</a>
<b><u>UB Student Worker</u></b>	481-6213
<b><u>Additional Numbers</u></b>	
<b>Campus Police</b>	481-6827
<b>Purdue General Information</b>	481-6100

## *Conclusion*

As stated previously, being a part of the Upward Bound program is a **privilege** and the program expects much from a UB student. While participants are encouraged to take advantage of the many cultural and social support services offered, this is an academic program with the focus of providing the necessary skills to succeed in and beyond high school.

As a representative of the Upward Bound program, each participant must read this handbook carefully and adhere to all of the policies stated throughout. Failure to do so will result in a series of consequences that may lead up to dismissal from the program.



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