



Castleton University

Upward Bound

2021 - 2022

Academic Year

Policies Handbook

Revised August 2021.

Mission Statement

Upward Bound is where every participant is a unique, valuable individual who deserves advocacy, educational opportunities, and guidance to promote self-awareness and college completion.

Students participate in Upward Bound because they find a welcoming, supportive family of peers and staff here. Upward Bound is where students can be themselves, make new friends receive academic support and encouragement, and increase their cultural awareness and sensitivities while clarifying their values and goals. A team of dedicated staff provides students with encouragement and support while serving as a crucial link to the university community and the resources necessary to promote their success.

Vision Statement

Every Upward Bound participant will graduate with a four-year college degree within six years of high school graduation because we firmly believe in the transformative quality of life that a college degree provides.

Values

1. We believe that every participant has the potential to complete a college degree.
2. We believe that every participant should capitalize on the opportunities presented to them to grow, change, and expand their world view.
3. We believe that persistence is just as valuable as intelligence.
4. We believe that mistakes are a valuable part of learning.
5. We believe that every participant is responsible for their own destiny, both personal and academic.
6. We believe in and practice Full Value, which is the belief that when we value others and ourselves, others see our value; and when others see our value, we value ourselves.

Academic Year Policies

Students receive weekly academic counseling and support during the academic year to help them fine-tune their academics skills and confidence. Weekly meetings during school, after school, or virtually allow students to share their needs with an Upward Bound staff member. Tutoring is offered virtually or in person, as needed. Saturday sessions are held monthly on Castleton's campus or virtually. Topics include career and college exploration, financial literacy, study skills, plus many more. College visits, cultural activities, field trips, community service, and other special events are included as part of the academic year experience.

Attendance

Upward Bound students are required to attend all scheduled meetings during the week and on Saturdays. Absences for official school activities, such as sports practice, club meetings, or early dismissal must be made up during the same week. Students should contact their Student Development Coordinator to set up a phone call or Zoom meeting. Students must sign in using our online check-in/check-out link for any virtual meetings to be counted!

Students absent from an Upward Bound required activity due to a scheduled trip with their high schools, such as Model UN, SkillsUSA, or college fairs, may be excused with documentation (email, phone call, letter) from the high school teacher or advisor. Students will need to notify the Upward Bound office of the school trip as soon as possible to remain eligible for the stipends.

New Student Forms

Upon entering the Upward Bound program, students and parents are required to fill out/sign 'New Participant Forms' found on our website, Castleton.edu/ub.

Conditional Acceptance

Newly admitted students must complete a trial period of six months before being a member eligible to receive a stipend. The six-month period may be waived for the summer program if the student has shown a strong commitment to the program as determined by the project director.

Absences

Students may be excused for up to three Upward Bound events per academic year without notification. However, communication from the student or parent/guardian is expected. Any absence beyond three will require communication with the parent/guardian and will be dealt with individually.

Summer Program

Students must participate in Upward Bound for the entire summer program, according to the schedule for their cohort (rising–sophomore, -junior, and -senior). Absences for family trips, summer camps, or other programs are detrimental to full participation in our summer classes, internships, and other activities and will not be approved. We believe that students must be completely engaged in the summer program to receive the full benefit. Students who choose to participate in another summer program will be dismissed from Upward Bound.

Students may be excused for summer medical appointments and extracurricular activities, such as sports leagues if they interfere with classes or internships. Students must complete the Summer Activities Leave Request online before the date of summer orientation that describes the appointment or extracurricular activity and the dates and times that the student will leave campus. Students and parents are responsible for transportation to and from these appointments or extracurricular activities and feeding students if they miss our scheduled mealtime.

The final trip is a privilege but also an expectation! A student who chooses not to attend the final trip will forfeit any stipends owed AND may be dismissed from the program. The trip costs around \$500-600 per person and is non-refundable; therefore, absences waste federal dollars and take away other students' opportunities.

Good Standing

Good standing means that the student is making every effort to succeed in academics and taking advantage of all that Upward Bound has to offer. Students who are not in good standing are not eligible for stipends and may not be eligible for special events and trips, such as leadership conferences and college visits.

Good standing requires students to:

- Attend and be on time to all required Upward Bound meetings, which includes but is not limited to weekly meetings with Upward Bound and monthly Saturday sessions at Castleton or online,
- Maintain an 80 or a 2.5 on a 4-point scale GPA, and be making adequate progress toward graduation and preparing for college,
- Follow through with your Student Development Coordinator if you have a 79 or a 2.4 on a 4-point scale or lower in a course at your weekly meetings.
- Not be failing any courses (1.0 or lower), including non-academic classes, e.g., Drivers Education, Art, PE, etc.,
- Positively participate in all Upward Bound activities, and
- Maintain a satisfactory attendance record at your school.
- Regaining good standing requires the student to meet all the above categories for the next entire month.
- Students who remain out of good standing for a prolonged period and are not showing improvement signs may be dismissed from the program.

Stipends

Members in good standing who have completed their six-month probationary period are eligible for a weekly stipend during the summer program and a monthly stipend during the academic year. Summer stipends are explained more in the Summer Handbook. During the academic year, students may earn up to \$40 per month on a prorated basis for attendance (\$20) and grades (\$20). For example, a student who attends all weekly meetings and the Saturday Session; but whose core class GPA is below 2.5 on a 4.0 scale will receive \$20.

Students are encouraged to sign up for direct deposit to expedite stipend payments. Stipends by check are often delayed. Please make sure we have your correct mailing address if you want to be paid by check.

Upward Bound Community and Safety

Full Value is the belief that when we value others and ourselves, others see our value, and when others see our value, we value ourselves. All students and staff will respect this principle while participating in Upward Bound activities by giving feedback to others in a spirit of helpfulness, support, and respect. All staff and students will also increase their awareness of times when they may be devaluing or discounting others or themselves and make a direct and conscious effort to confront and work toward changing this behavior.

Student offenses that may result in immediate suspension or dismissal during the school year or summer program:

- Inappropriate use of social media to promote self-harm, harm to others, sexting, or any other improper posting
- Drug or alcohol use, being in the presence of drug or alcohol use, or coming to school or campus under the influence of drugs or alcohol
- Verbal or physical acts or threats of violence to self or others
- Inappropriate sexual conduct
- Tampering with safety equipment such as fire alarms, fire extinguishers, or smoke detectors
- Possession of weapons, fireworks, or other explosives of any kind
- Violation of any local, state, or federal laws

UB in the Moment! We ask that our students not use their cell phones when participating in an Upward Bound activity, including virtual activities. Students are expected to have their cameras on during virtual activities and participate by asking or answering questions. This practice allows students to be fully present, active participants and allows Upward Bound staff to evaluate which students might be holding back and unsure of the shared content.

Student Advisory Board (SAB)

The Student Advisory Board (SAB) aims to assist the administration of the Castleton University Upward Bound program in an advisory capacity. Specifically, the SAB:

- Reviews and makes recommendations regarding programming.
- Proposes, plans, and jointly facilitate events, which promote the purpose of Upward Bound, including but not limited to academic, recruitment, cultural, and social events
- Assists in communicating the goals and activities of the program to students at the nine serviced schools, parents, and community
- Presents student concerns and assists in identifying issues, which are critical to responsive programming

The SAB consists of five delegates elected by members of Castleton University Upward Bound during the Summer Program. The five delegate positions are President, Vice President, Secretary, Treasurer, and Rising Sophomore Representative. Nominations and elections are conducted during each summer program as terms for each position are one year. Meetings are held after each monthly Saturday session. In addition, SAB members are expected to attend the New England Student Leadership Conference held each year in Fairlee, Vermont. * This year, due to our summer schedule, the SAB will be elected at the November Saturday session.*

SAB members must maintain an 80 or a 2.5 on a 4-point scale for a cumulative GPA or higher **and** not have a 69 or 1.3 on a 4 point scale. If a member fails to meet this academic standard, they may be asked to step down.

Parent Advisory Board (PAB)

The Parent Advisory Board (PAB) aims to assist the administration of the Castleton University Upward Bound program in an advisory capacity. Specifically, the PAB will:

- Raise funds for the Castleton Upward Bound Scholarship Fund
- Propose, plan, and jointly facilitate events, which promote the purpose of Upward Bound, including but not limited to academic, recruitment, cultural, and social events
- Assist in communicating the goals and activities of the program to students at the nine serviced schools, other parents, and the community

The PAB consists of four elected officers: The President, Vice President, Secretary, and Treasurer, and is open to all parents or legal guardians of a Castleton Upward Bound participant. Terms run two years in length and begin on January 1st. Meetings are held monthly.

Scholarship Activities/Eligibility

Only students who participate in scholarship fundraising events will be eligible to compete for UB scholarships and other senior year giveaways. All students will still need to meet other eligibility requirements, such as be in good standing and have an 83 or 3.0 on a 4-point scale or higher cumulative GPA.

- Students must actively participate in a minimum of three scholarship activities during high school. This can include helping with set-up and/or clean-up at the basket raffle, making phone calls before an event, or other preparations for scholarship activities.

To be eligible for an Upward Bound Scholarship, seniors must be in good standing and have:

- Maintained satisfactory attendance throughout their senior year,
- Completed three fundraising activities during their time with Upward Bound, and
- Submitted an essay that answers this question: How has Upward Bound supported your college goals?

2021-2022 UB Academic Year Google Classroom

All Upward Bound Students will be required to have an Upward Bound Gmail account. This email will be the primary form of communication between Upward Bound and the student. The Google Classroom code is **pczul7b**. On the classroom account, you will find:

- Academic Year Handbook
- Newsletter
- How to join Remind
- Links to program forms, Khan Academy, Trello, and OnTrack.

Early College

Upward Bound supports our students who are ready and capable of attending college during their senior year of high school. Each high school, college, and university has different requirements and deadlines for admission, so students must inform their Upward Bound counselor no later than the fall of junior year if they plan to apply. We want to offer students the most timely and informative support that we can through this process.

Early College students are also encouraged to participate in summer programs at their college or university before starting in the fall. These summer programs are designed to help first-time students adjust to campus and get to know a corps group of students before classes begin. They are often the difference that keeps a student engaged and enrolled in the long term.

All Upward Bound students participating in Early College programs must meet with their college or university academic counselor weekly. Early College students are college students and need to make connections with support staff on their campuses for the best chance of success. Upward Bound will verify attendance with the college or university, and apply this to the stipend requirement for Early College students.

Dual Enrollment

All rising juniors and seniors have the option to take a FREE dual enrollment course during the Upward Bound summer program. To be eligible, students must have an overall GPA of a 3.0 on a 4-point scale at the end of their third marking period and a 3.0 in the high school discipline that they will be taking as a college course. For example, students must have a 3.0 in their current English course if they want to take Effective Speaking, or a 3.0 in their current Math course if they want to take Computer Programming.

Dual Enrollment courses must be approved by high school counselors and Upward Bound counselors.

College Entrance Exams, AP Exams, Financial Aid, & College Applications

Upward Bound requires students to take several tests throughout high school and apply to colleges and for financial aid. Below is the timing for each of these tests and applications. If you wish to take an additional or different test, your family will be responsible for payment.

Fall of 10 th Grade	PSAT or PLAN	Paid by Upward Bound
Fall of 11 th Grade	PSAT or PLAN	Fee waived by your school
May of 11 th Grade	SAT or ACT	Fee waiver from Upward Bound
August of 12 th Grade	SAT	Fee waiver from Upward Bound
September of 12 th Grade	ACT	Fee waiver from Upward Bound
October of 12 th Grade	FAFSA, TAP and/or VSAC Grant Applications, and CSS Profile	FREE
November to May of 12 th Grade	College Applications	Fee waiver from College Board

Trip Policy

All trips are subject to change or cancellation per administration. All students who attend trips need to be in good standing with Upward Bound. Please see Good Standing section of the handbook.

Trip	Eligible Students
New England Student Leadership Conference (last weekend in September)	SAB or up to five students with leadership potential and a 3.0 or higher cumulative GPA.
NEACAC College Fair (3 rd week in September)	Up to ten seniors based on cumulative GPA ranking
Vermont Day at the Edward M Kennedy Institute for the Senate (scheduled by Senator Sanders office)	Up to five students with a demonstrated interest in political science, public policy, history, or another similar college major
STEM Trips (throughout the academic year).	Number of students varies, but students must have a demonstrated interest in STEM and cumulative GPA ranking
TRIO* Day NY (January)	Two students who are interested in the legislative process, political science or history.
New England TRIO* Day (Mid- February).	Juniors attend TRIO Day each year during February. This trip includes an overnight stay in a metropolitan area of one of the New England states. Attendees receive college application pointers, financial aid information and several college visits. The trip culminates with guest speakers and entertainment. Over 500 TRIO students from around New England and New York attend this event.
JFK Leadership Conference (April)	Up to eight students who have demonstrated interest in political science, public policy, history, or another similar college major
End of Summer Trip (first week of August.	Successful completion of the summer program both academically and behaviorally.

Summer Bridge

The summer after high school graduation, participants are offered the opportunity to enroll in up to two FREE credit-bearing courses at Castleton University. Participants must be in good standing at the time of enrollment. Interested participants must contact their Student Development Coordinator by May to sign up for courses.

Medical Emergency Policy

In the event of a medical emergency on the Castleton University campus, Upward Bound staff will immediately contact Public Safety for emergency aid and/or ambulance service. Upward Bound staff will notify parents of medical emergencies directly after contacting Public Safety.

In the event of a medical emergency off campus, Upward Bound staff will either transport the participant to the nearest hospital or contact 911 for ambulance service. Upward Bound staff will notify parents of medical emergencies directly after seeking medical attention for the participant. Upward Bound staff will accompany the participant to the hospital and/or in the ambulance and remain with the participant until parents arrive.

Upward Bound staff are not medical professionals and will always seek out immediate medical care for participants who are not able to continue regular participation in Upward Bound activities due to an illness, injury, or medical emergency.

Physical Activity

All Upward Bound participants are expected to perform physical activity while in the program, particularly on field trips. These include but are not limited to walking, climbing stairs, standing for extended periods of time, and getting in and out of vehicles without assistance. We will make reasonable accommodations for otherwise qualified students with disabilities in compliance with federal laws that pertain to public institutions of higher education, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Participants requesting accommodations are required to submit medical documentation to administrative staff, meet with administrative staff and develop a plan together for all upcoming events and activities within a reasonable amount of time before events and activities are scheduled. Should these accommodations not be satisfactory to the participant, he/she may appeal to the Castleton University ADA/Section 504 coordinator.

Tuition-Assistance Scholarships

Upward Bound strongly encourages all students who are ready and capable to enroll in college courses while in high school. Each summer, Upward Bound offers at least one college course for students to enroll in after completing their sophomore year and meeting a 3.0 or higher GPA in any prerequisite courses taken in high school. For example, students must have completed a B or higher in Algebra 2 to enroll in Statistics I. However, several of our target high schools have agreements with local colleges and universities to offer in-house college courses during the academic year. Upward Bound will provide each student up to \$100 per academic year towards the tuition of these courses, as long as the student meets the following criteria:

- The student has a 3.0 or higher in the high school prerequisite course,
- The student has a 3.0 or higher cumulative GPA in high school,
- The student is actively attending weekly meetings with their Student Development Coordinator,
- The student has applied for all tuition-assistance programs available to them through the college or university, and
- The student provides Upward Bound with an invoice to pay the college or university directly. We cannot reimburse students for tuition payments.

The overall goal of Upward Bound is to see its participants through high school graduation, college enrollment, and college graduation. Once a student is accepted into the program, they become a full-time commitment to the program staff and will be given the support they need to succeed. Each student is viewed as an individual and is given "full value" as a unique and respected member of the program. This is the key to the success of every Upward Bound participant.

History of Upward Bound

The origins of Upward Bound can be found in the Economic Opportunity Act of 1964 and the Office of Economic Opportunity (OEO) in 1965, until its final transfer to the Office of Education (OE) on July 1, 1969. The Office of Education (later the United States Department of Education) has administered Upward Bound since 1969.

Upward Bound is a highly successful, college-based program of rigorous academic instruction and individual tutoring and counseling for low-income high school students or high school students who are the first in their families to consider postsecondary education.

During the summer, Upward Bound students live on the college campus. They are involved in an intensive academic program emphasizing English literature and composition, mathematics, science, and foreign language. The student-teacher ratio is low, allowing students excellent access to their instructors. The summer program operates for six weeks and ends with a college tour trip during the last week.

During the academic year, Upward Bound students receive week academic tutoring and counseling after school hours. The Associate Director follows student progress throughout high school and after graduation. Students learn about the college application process and how to apply for financial assistance.

Upward Bound is one of five TRIO programs funded under TITLE IV of the Higher Education Act of 1965 (initially just three programs). Other TRIO programs include Student Support Services, which helps students stay in college until they earn baccalaureate degrees, and Talent Search, which serves young people in grades six through twelve. In addition to counseling, participants receive information about college admission requirements, scholarships, and various student financial aid programs. The Educational Opportunity Center program serves displaced and under-employed workers by helping them choose colleges and suitable financial aid programs. The Ronald E. McNair Programs Post-Baccalaureate Achievement Program encourages low-income and minority undergraduates to consider careers in college teaching and prepare for doctoral study.

Since 1966, an estimated 2 million TRIO students have graduated college.

Castleton University Upward Bound

Upward Bound is a year-round program sponsored by Castleton University and 100% federally funded at \$610,080 annually by the US Department of Education to serve 123 students from Rutland County, VT, and Washington County, NY. The purpose is to empower all Upward Bound students to achieve their full potential by developing and enhancing their academic and motivational skills so they may graduate and successfully enroll in a postsecondary educational institution.

Services Available

- **Coaching**—Provides motivation and personal support to participants through continuous contact with UpwardBound administrators, school teachers, school counselors, tutors, summer residential staff.
- **Tutoring**—Provides academic support in the following areas: reading, writing, science, math, foreign language, and study skills throughout the academic year.
- **Summer Residential Program** — Provides a six-week program during the summer (June-August), which allows participants to live on the Castleton University campus and participate in various academic, social, and cultural activities. The program emphasizes English composition and literature, math, science, and foreign language. Many participating schools offer high school credit for successful completion of the summer program.
- **Other Services** — Provides academic advisement, career exploration, college preparation, college admissions and financial aid counseling, and educational/cultural experiences.

Population Served/Eligibility:

- First-generation college (neither parent or guardian has attained a four-year degree), and/or
- Low-income within the federal guidelines, and/or
- Ward of the court or youth in foster care,
- Disconnected or homeless youth, and
- Academic need.

Federal TRIO Programs Current Year Low-Income Guidelines (Effective January 13, 2021 until further notice.)	
Size of Family Unit	Taxable Income
1	\$ 19,320
2	\$26,130
3	\$32,940
4	\$39,750
5	\$46,560
6	\$53,370
7	\$60,180
8	\$66,990

For family units with more than eight members, add the following amount of each additional family member:
\$6,810.

The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount.

Castleton University Upward Bound Student Contract for Participation

Student Name: _____

As a participant in the Castleton University Upward Bound program, I agree to:

- 1) Be an active participant by attending and positively participating in Upward Bound functions that include, but are not limited to:
 - the six-week summer program
 - academic year events and gatherings, such as Saturday sessions and college visits
 - weekly meetings with Upward Bound staff and representatives
- 2) Behave in a manner that reflects positively on myself and the Upward Bound program at all times, especially when I am participating in Upward Bound functions.
- 3) Work to improve performance in high school course work by:
 - Making adequate academic progress toward graduation
 - Making individual contact with an Upward Bound representative at least once a week
 - Immediately contacting an Upward Bound representative if I experience difficulty in any of my courses
 - Maintaining a satisfactory attendance record
 - Maintaining at least a 2.5 GPA
 - Enrolling in appropriate college preparatory courses as recommended by Upward Bound staff

In addition, I agree that if I have a course grade that is a "C" or lower or a 2.4 or lower on a 4.0 scale, I will:

- Share grades and updates with Upward Bound staff each week, and
- Participate in additional weekly live or online tutoring in the subject(s) until the grade improves.

In return, Castleton University Upward Bound agrees to:

- 1) Closely monitor my academic progress in high school
- 2) Communicate with me at least once a week during the academic year
- 3) Assist me in determining the best way to deal with academic problems
- 4) Offer me access to academic, cultural, and social enrichment opportunities
- 5) Assist me with the college, financial aid, and scholarship application processes during my senior year of high school.

By signing this contract, I understand the commitment I am making to the Castleton University Upward Bound program. In turn, I understand the commitment Castleton University Upward Bound program is making to me. I understand that the goal of Upward Bound is to assist me in achieving success in my education beyond high school, and I agree to do whatever I can to achieve that goal.

Student signature

Date

Castleton University Upward Bound Parent/Guardian Contract

Student name: _____

Parent/Guardian name: _____

I understand that the purpose of the Upward Bound program at Castleton University is to generate the skills and motivation necessary for success in high school and college and prepare participants to complete a program of postsecondary education. Because parent/guardian involvement and support are essential to student success, I agree to participate by:

- 1) Keeping myself informed of my student's progress in school
- 2) Contacting Upward Bound staff with any concerns about my student's progress
- 3) Arranging transportation for my student to attend required Upward Bound activities and picking him/her up promptly at the end of the activity
- 4) Encouraging and allowing my student to attend Upward Bound field trips
- 5) Participating in at least three Upward Bound parent events with my student each year

Parent/Guardian Signature

Date

