



## 2015 UPWARD BOUND Introduction

This handbook will provide you with information you need to know about Upward Bound (UB). You will find information about the staff, other students, Oklahoma City Community College, and the rules and requirements for remaining in the program.

Participation in the UB program is a very important step in preparing for your future. In order to obtain the full benefits of this program, it is important you comply with all the program requirements. The requirements are presented in this book for your reference.

It is equally important you communicate with the UB staff if you are having any problems - academic or otherwise. We will do our best to keep track of your academic progress and personal growth, but you need to be involved in this process as well. As we will be dividing our attention between you and several other students, there is one thing to keep in mind: you need to devote your time and energy to one very important student...YOURSELF!!

**TRiO Programs Office Number - (405) 682-7865**  
**Office Fax Number - (405) 682-7815**  
**Office Phone Number - (405) 682-1611 plus extension**

**Upward Bound Staff:**  
**Lathonya Shivers, TRiO Programs Director - Ext. 7620**  
**Greg Hallman, UB Assistant Director - Ext. 7373**  
**Brian Coulson, UB Project Advisor - Ext. 7763**  
**Regena Wright, TRiO Administrative Assistant - Ext. 7625**

<http://www.occc.edu/upwardbound>

## History of Upward Bound

For many high school students, a college education seems like an impossible dream. Students face a number of barriers that either prevent them from going to college or from being successful if they do go. The greatest barrier to higher education is the lack of opportunity. Many students are interested in college but do not have the resources and support necessary to make their college experience a successful one.

In 1965, President Lyndon Johnson established a series of programs designed to help students overcome barriers to higher education. They are known as TRIO Programs, and they provide information, academic assistance, counseling, and support services to students who may not otherwise have a chance to receive a higher degree of learning, such as college.

Upward Bound is the oldest TRiO Program. It is a college-based program that prepares students for success after high school. Upward Bound helps students in grades 9 -12 do well in their school classes, graduate from high school and go on to college.

During the summer, students attend a college campus for six weeks and have a chance to experience college life - academically and socially. Students take classes in reading, writing, math, science and other electives. Students also take part in social, cultural and recreational activities.

The success rate of Upward Bound is exceptional. The longer students remain in the program, the more likely they are to graduate from high school and enroll in college. Students who participated in Upward Bound programs are four times more likely to earn a four-year college degree than similar students who did not participate in an Upward Bound program. Upward Bound students do well in college because they are prepared.

## UPWARD BOUND ATTENDANCE POLICY

According to federal guidelines, you are required to attend at least 90 percent of all UB activities to be considered an active participant in the UB program. Although church and school activities have a positive influence on your development, we believe excessive absences caused by extracurricular activities reduce the effectiveness of UB and may require a reassessment of your need for the program. If you need to miss a UB summer class due to a previous commitment, talk to the UB Assistant Director about your situation.

**Attendance Policy:** The six-week summer mini-college is an intense period of academic instruction, educational field trips, cultural activities and fun. Daily attendance is essential to obtain the maximum benefit from these activities.

Absences for academic reasons or for sports, club or church camps may be excused if they do not occur at the beginning or end of the program; orientation and testing occur during these times. Documentation of planned absences must be submitted with enrollment for summer courses. All extended absences must be approved by the UB Assistant Director prior to the start of the summer program.

Family vacations should be scheduled around the summer session. Three (3) consecutive absences, if not excused prior to the absence with the UB Assistant Director, are grounds for dismissal. Excessive absences and tardies will result in dismissal. Students dismissed from the summer program will not automatically restart the Upward Bound program in September.

All students are expected to participate in the program activities, classes and seminars to the best of their ability. Students are expected to do all assigned class work. Students who are NOT cooperating in the classroom, completing all assigned class work, making passing grades and taking an active part in the program activities will not be allowed to go on scheduled trips. Students are expected to attend all scheduled activities unless excused by the Assistant Director.

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## STIPEND POLICY

You will receive a stipend disbursement on a monthly basis during the summer program. The amount you receive each month will depend on the following factors; your *attendance, preparation, demerits, attitude and participation.* Stipends are a privilege and must be earned!

**Attendance:** In the event of absences (both excused and unexcused) from daily classes and cultural events, stipend amounts will be adjusted accordingly. Tardiness will not be tolerated. Three (3) tardies will count as one absence.

**Preparation:** You must come prepared for classroom sessions. This includes bringing your course books, homework assignments, paper and pencils, or other necessary supplies.

**Participation:** You must make an effort to participate in the various UB activities. This includes group discussions, class assignments and homework. During the UB activities, staff members will note your efforts to participate in UB activities.

**Attitude:** Maintaining a positive and encouraging attitude is a priority of the UB staff. Students should always show a good attitude while at a UB activity/event. It will make the event more meaningful and enjoyable ***FOR EVERYONE.*** Attitude, not ability, determines the amount of success you will have in life, plus in the UB program!!

## APPEARANCE POLICY

All Upward Bound students must be well groomed. Impressions are formed by your conduct, actions, language, and appearance. A sloppy personal appearance will reflect poorly on you and the Upward Bound program. Because you represent Upward Bound, good taste in appearance is important. Although attire is a matter of personal preference, there are certain items that are considered appropriate and those that are inappropriate.

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## DRESS CODE POLICY

Your clothing, in general, should not be revealing or offensive. You are expected to be mature, responsible, and sensible in your choice of apparel.

- Jeans will be neat, clean and well-sized.
  - Skirts, dresses and walking shorts must reach to the knees; **NO** short items will be allowed.
  - Blouses and shirts will **not** expose (or reveal) the midriff, bra or underwear.
  - Shoes must be worn at all times. Sandals are allowed, flip-flops are not.
  - No clothes or accessories which portray a negative image, such as displaying alcohol, drugs, profanity, sex, violence, or bigotry.
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## DRUG AND ALCOHOL

Upward Bound, along with OCCC, prohibits the use of alcohol and the illegal use of drugs in any form on OCCC premises. The illegal use of drugs and alcohol is in direct violation of local, state and federal laws, as well as OCCC policy.

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## SMOKING

OCCC is a tobacco-free campus including use of tobacco or other nicotine products in private vehicles on campus property. Students in the UB Program **may not smoke, dip, chew or vape** while attending UB activities.

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## DESIGNATED AREAS

The structured schedule and daily activities require UB students limit themselves to specific areas of campus. You shall not be in areas that are not authorized for UB activities. This is for your protection in the event of misconduct on campus.

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## MEALS

All meals will be served in the student cafeteria in the Main Building, except for off-campus trips. Food is not allowed outside the cafeteria and you are expected to push in your chairs and clean up your own table. With the busy schedule planned for you, it is important to eat a good, nutritious meal.

## USE OF A MOTOR VEHICLE

Students who wish to have the use of an automobile, motorcycle or any motor vehicle while participating in the summer program must register their vehicle with the Oklahoma City Community College Police and the UB Program. Parental permission is required. Car/motorcycle keys ***MUST BE*** checked ***in and out*** with the UB Program. Transporting other students without permission from Upward Bound staff is strictly forbidden and could result in dismissal from the program. Students cannot leave the campus without permission during the UB session (i.e., between the hours of 8:00 a.m. and 3:40 p.m. Monday through Thursday).

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## LEAVING CAMPUS

The only time you are allowed to leave the campus, other than the scheduled field trips, is if UB staff has received prior, written permission from your parent/guardian. Excused checkouts include: doctor appointments and school or church activities that were previously approved by the UB Assistant Director, Greg Hallman. When you leave for any of these activities, you must be signed out by your parent or other authorized person (except those who have permission to sign themselves in or out). In emergency situations, you may leave campus without prior permission only if your parent or other authorized person signs you out.

Students are to be on-campus for UB activities **at least** 15 minutes before the activity begins or no more than 15 minutes after the activity ends. The start and end time for Friday activities vary and are listed at the end of this summer handbook. When the Upward Bound program is not in session, parents are responsible for students' safety and whereabouts.

***Upward Bound does not provide transportation to or from the OCCC campus***

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## IDENTIFICATION CARDS (IDs)

Each student will be issued a UB photo ID card. This card is your identification for the summer session. ***Be sure to wear your own ID card around your neck facing forward and not upside down at all times.*** Upon request, you will be expected to show your ID to OCCC staff, cafeteria personnel, OCCC library staff, computer center staff and wellness center staff. *If you lose your ID card, it will be your responsibility to pay the \$10.00 fee for a replacement card.* IDs must be checked in and out every day.

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## ELECTRONIC DEVICES and COMPUTER USE

When attending classes, UB summer mini-college students will not bring their laptops, tablets, MP3 player, iPod, or any other type of electronic entertainment devices unless they have been authorized to bring them by the UB Assistant Director or before the activity. This also includes any device with a headphone or attachment to the ear. While using computers as part of class, students will not engage with Facebook, downloading, games, pornography, instant messaging, radio or music unless specifically instructed by the instructor.

## WEAPONS

No weapons of any kind or items that could be used as a weapon or explosive will be brought on campus or during a program sponsored activity. This is a serious violation, which will result in disciplinary action, up to and including dismissal from the program.

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## COMMON COURTESY

Remember: you are a guest on the OCCC campus and must comply with all campus policies. You must extend courtesy and consideration to regular OCCC students when using campus resources, and care for UB property (books, ID holder, class equipment or supplies).

Courtesy also includes treating others with kindness, respecting others' personal space and property, not using profanity, and keeping noise and activity low.

English is the language used in Upward Bound so that we may all understand and communicate with each other equally. Other than practicing academic language instruction, use English as your first language when communicating with UB students and staff.

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## IN CASE OF INJURY

If one of your fellow UB classmates is injured, **DO NOT ATTEMPT TO MOVE HIM/HER.** Press the emergency button on the closest grey phone. Get an Upward Bound staff member or Oklahoma City Community College Police officer immediately. **DO NOT** attempt to administer first aid, **UNLESS** you are a trained first responder or an emergency medical technician. Police may be reached by pressing the emergency button on the phones located in every classroom.

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## IN CASE OF A TORNADO

In the event severe weather conditions pose an imminent threat to any OCCC facilities, an announcement to move to designated safer areas will be made utilizing all aspects of the Campus Alert Notification system. If you are in class or at any scheduled activity, the first procedure is to remain calm and listen carefully for any instructions from your UB Instructors and UB Staff. Most likely, you will need to head to the nearest stairwell or underground area and crouch near a wall with your heads covered, just like in school. Above all, stay calm and wait it out.

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## IN CASE OF FIRE

**Remain calm.** Proceed to the nearest stairs or exit. **DO NOT** use the elevators. Go to the preferred parking lot D immediately and gather in class groups so that an accurate roll can be taken. This the only way we can be sure that everyone has exited the building safely, including your instructor. Wait for instruction from safety representatives, loudspeaker, and Campus Alerts.

## **IN CASE OF BOMB THREAT**

**Remain calm.** Turn all electronic devices off and proceed to the nearest stairs or exit. **DO NOT** use the elevators. The UB Program will meet across from parking lot D & E sign on Faculty Circle immediately and gather in class groups so that an accurate roll can be taken. This the only way we can be sure that everyone has exited the building safely, including your instructor. Wait for instruction from safety representatives, loudspeaker, and Campus Alerts.

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## **IN CASE OF THREAT OF VIOLENCE**

**Remain calm.** If you are in a classroom, close the blinds, lock the door, and turn off the lights. Silence any electronic devices. Wait for instruction from safety representatives, loudspeaker, and Campus Alerts. Above all, stay calm.

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## **HONESTY**

Honesty, both academic and personal, is essential. Dishonesty will not be tolerated, especially in regards to academic work, checkouts or day excursions. It is dishonest for a student to be misleading by not telling the whole truth, not stating important or relevant information, and not making all reasonable efforts to clear up misunderstandings, whenever possible, about his/her plans.

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## **MEDICAL AUTHORIZATION**

All students must have an updated Health Form, OCCC general release form and copy of insurance card on file with UB. In case of an accident, injury or serious illness, every effort will be made to contact the student's parents or legal guardians when medical attention is required. However, in case of extreme emergency, necessary medical treatment will be sought immediately and parents will be notified as soon as possible.

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## **BUS/VAN RULES**

We will be traveling on a bus or van to various activities and for out-of-town trips this summer. Inflicting damage to others, their property, or the vehicle will result in dismissal. Additionally:

- No horseplay or fighting.
- No shouting, crude language, profanity or obscene gestures.
- No littering or throwing of objects from windows. Remove all trash when exiting.
- No reserved seats: first come, first served.
- No talking back to the bus/van driver. You must obey the rules of bus company and the driver.

## CLASSROOM/INSTRUCTION PROCEDURES

The summer program is when we have the greatest opportunity to improve your academic skills. Therefore, we have instituted some simple procedures that will make the most of instruction time. Recognize that not all instruction will take place in the classroom; there will be many opportunities for learning on various out-of-town trips.

- ❖ Be **punctual** for classes. Tardiness will not be allowed! If you are not in your seat when class begins, you will be considered tardy.
- ❖ Be **present** in the classroom and ready to work with a good attitude and supplies needed to do the work.
- ❖ Be **cooperative** while in the classroom or other situations where instruction is taking place (this includes participating in activities, discussions, taking notes, etc.).
- ❖ **Complete** assignments on time as required. Late assignments will not be accepted, *except in unusual circumstances and with prior approval.*
- ❖ **USE HALL PASSES** when outside of class during the school day.
- ❖ Be **respectful** of your instructors and other students at all times; our instructors are giving up part of their vacation to be in the classroom for you!
- ❖ **Be quiet in hallways between classes.** OCCC classes follow a different time schedule; professors will be conducting college classes during the time we change classes. Please give them the common courtesy of silence.
- ❖ **No card playing during class.** *Unless the instructor is using cards as part of the lesson.*

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## PROGRESS REPORTS

At the halfway point and at the end of the program, you will receive a report of progress in each of your courses. Your parents will also receive a copy. This report will include:

- ✓ The level of effort you are putting into the class.
- ✓ Your attendance, completion of assignments and participation.
- ✓ The areas in which you are doing well and where you need to improve.
- ✓ The letter grades (A, B, C or D) at which you are currently performing.



## RULE VIOLATIONS AND CONSEQUENCES

In order for the UB Summer Mini-College to have the best possible impact on student participation, the following rule violations have been established. The UB Staff and Teachers will strictly enforce these rules which are explained in detail on pages 3-8. Each rule is assigned a number of demerit (negative) points. ***When a student has amassed twenty-five (25) demerits, he/she will be dismissed from the program.***

VIOLATION	DEMERIT
Alcoholic beverages and/or other drugs (not prescribed) are not to be possessed or consumed by any student while at UB or while under UB supervision, on/off campus. If another student is found with or near the vicinity of the student using alcohol or drugs, he/she will also be considered guilty of involvement.	25
Possession of any weapons – weapons are not allowed on campus.	25
Physical fighting.	25
Willful destruction of OCCC property or personal property of anyone associated with UB or OCCC.	25
Theft/Borrowing without permission will not be tolerated.	25
Three (3) consecutive absences, if not excused prior to the absence.	25
Tobacco, E-cigarette, vape or nicotine use in any form.	25

Involvement in any of the activities listed below **will result in immediate termination from the Upward Bound Program.**

1. Instigation of violent behavior.
2. Possession of firearms.
3. Willful destruction or vandalism of property.
4. Possession or use of alcohol/drugs/tobacco or the inappropriate use of over-the-counter prescription drugs.
5. Participation in any immoral act.

In the case of a verbal confrontation, each individual incident and the individual students involved will be evaluated and UB Staff will determine a decision of termination and/or alternate behavioral plan. The variables listed below will be taken into consideration:

1. Students' past attitude and behavior.
2. Commitment toward the UB philosophy.
3. Recommendations from the Upward Bound faculty and staff.

VIOLATION	DEMERIT
Unexcused absence from a full day of classes or Friday Field Trip. Upward Bound students will need to attend all classes and activities as agreed. Students attending a part of the day will earn demerits for course absences and tardies not to exceed seven per day. Excused absence due to illness/doctor appointment must be verified (note has to be turned in within 24 hours).	7
Inappropriate attire	5
Unexcused full absence from EACH afternoon class missed.	4
Harassment/Bullying- Tormenting other classmates or staff members of Upward Bound is considered a violation in the sense of community. Actions deemed harmful or dangerous to an Upward Bound student will <u>NOT</u> be tolerated. Excessive Bullying is dismissal	5
Displaying an uncooperative, apathetic attitude toward class and or extracurricular activities.	3
PDA – Public Displays of Affection: Males and females who let their hormones rule their actions will be counseled. Should PDA continue, appropriate actions will be taken by the UB Assistant Director.	3
Failure to turn in and or use MP3 players, laptop, tablets, ipods, cell phones, PSP, anything connected to or has to do with earphones, or any electrical devices, playing cards or video games while in class or during lunch time is unacceptable.	2
Dishonesty.	2
Unexcused full absence from any full class.	2
Using profanity or inappropriate language.	2
Failing to treat Upward Bound Staff and classmates, OCCC Faculty or Staff with respect. This includes deliberate and non-deliberate actions.	2
Disrupting Class.	2
On wrong website during class.	2
Failure to call office before 9:00am if absent	2
Sleeping in class.	1
Unnecessary and /or disruptive noise anywhere on campus (running, yelling, throwing things, etc.)	1
Unexcused absence from morning roll call. (8:00 a.m. - 8:30 a.m.)	1
Tardy to class.	1
Not ready to work or prepared for class at the class start time.	1
Not clearing away your trash in the cafeteria or pushing your chairs in. If you made a mess on the table, it is your responsibility to clean it.	1
Being in unauthorized areas.	1
Failure to turn in phones, keys or IDs	1
Failure to have your IDs around your neck at all times.	1
Caught wandering around the halls or loitering.	1

## CONSEQUENCES FOR NOT FOLLOWING PROGRAM REQUIREMENTS

Step 1. **Warning** – from Instructors or Staff for your offense followed by counseling on required behaviors for improvements.

Step 2. **Probation** – from Instructors or Staff for any subsequent, repeat offense whether it is the same or a related offense. Your parent/guardian will be contacted and you will be referred to the next level of authority for counseling, disciplinary action, and required behaviors for improvement.

Step 3. **Dismissal** – If there is a third offense, you will be dismissed from the program which will result in as loss of all privileges related to Upward Bound.

***This system will be followed for violating any rules of the Upward Bound Program or Oklahoma City Community College.***

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### Parent Responsibility for Students

The TRiO Upward Bound program is in-session during specific times. When Upward Bound is not in-session, the program and the staff are no longer responsible for students' whereabouts and safety, Parents are. Students are expected to vacate campus promptly after Upward Bound summer activities. From June 8th to July 15th, the UB summer program begins at 8:00 a.m. and ends at 3:40 p.m. Mondays through Thursday. Friday schedules vary depending on Friday field trips.

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### Transporting Students

In accordance with OCCC policy regarding the protection of minors on campus, Upward Bound staff will not be providing students with rides home to or from the summer program. If you are experiencing difficulty with transportation, please don't hesitate to share this with UB staff. We will assist you in coordinating transportation assistance which may include assistance with public transportation.

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### Summer Attendance

The UB summer program is six weeks of academic enrichment work that supports your future success. Attendance is vital and necessary for active participation in the program. You must have 90% attendance of the entire Summer Program, no more than 10 demerits and class participation will be determined for the end of Summer Activities the two last days of the program.

Please speak with the UB Assistant Director, Greg Hallman, if you are considering participating in other summer programs (academic, sports, church) during the UB summer program. We are here to help you succeed and will talk through the pros and cons of each choice. Students who do not participate in the summer program or who are dismissed from the summer program will ***NOT*** automatically restart participation Upward Bound in the fall semester and must contact the UB Assistant Director, Greg Hallman, to request a review in August 2015. Decisions will be made on a case-by-case basis and considerations will include past attendance and behavior.

## **UPWARD BOUND STUDENT GRIEVANCE PROCEDURES**

If a student believes that an action has been taken against him or her by fellow member of OCCC Upward Bound, a member of the OCCC Upward Bound staff, or OCCC college staff that misrepresents a policy or a procedure and/or violates the student's rights to education, the student may request that the action be reviewed through the Upward Bound Student Grievance Procedures. The procedures for student grievances are as follows:

1. The student must first informally discuss the action with the appropriate staff member involved. In the case of a grievance with a fellow student, the informal discussion should be facilitated by the UB Advisor. If possible, the student and staff member should resolve the grievance at this initial stage. If there is a resolution, the grievance shall be deemed concluded.
2. If the student is not satisfied with the results of the informal discussion with the staff member, he or she should discuss the matter informally with the Director of TRiO Programs. If there is a resolution at this stage, the grievance shall be deemed concluded.
3. Following the informal discussion with the Director of TRiO Programs, if the student is still not satisfied, he or she may formally submit a grievance in writing to the Director of TRiO Programs stating the reason for the grievance and the desired outcome. The written grievance shall:
  - A. Include the date, time, individuals present, staff person responsible for the action or activity grieved, etc.
  - B. Provide supporting information regarding the specific policy, procedure, or student's right alleged to have been violated.
  - C. Recommended resolution.
  - D. Be received by the Director of TRiO Programs no later than 7 calendar days from the date of the action alleged to be a violation of the student's rights or to be a violation of the program's policies or procedures.
4. The Director of TRiO Programs shall monitor the process for resolution and shall provide the student with the opportunity to meet with the staff member in the presence of the Director of TRiO Programs through timely scheduled meetings. The Director of TRiO Programs shall develop a resolution of the grievance.
5. Upon final resolution by the Director of TRiO Programs, the student shall receive written notification regarding the resolution. A copy of the final resolution will be forwarded to the staff member and fellow student(s) involved, as appropriate.
6. If the student is still aggrieved, he or she should contact the Director of Student Support Services through the Director of TRiO Programs.
7. The Director of Student Support Services will review the documentation available and meet with the aggrieved student to determine whether to pursue the matter further. The decision of the Director of Student Support Services shall be final.