



BROWARD COLLEGE
TRIO
UPWARD BOUND
STUDENT AND PARENT
HANDBOOK

2019-2020

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Letter from the Director

Dear Upward Bound Scholars and Parents:

It is with great pleasure that I welcome you to participate in the Broward College Upward Bound Program. For the past 50 years, Upward Bound has been helping young men and women achieve their goals of completing a college education and obtaining rewarding and successful careers. Throughout Upward Bound's history, the emphasis has been on academic excellence, social awareness, and community responsibility. With your help and involvement, we will continue this rich tradition of success this year and for many more to come.

The Broward College Upward Bound (BCUB) team has prepared this Student/Parent Handbook to provide the information needed to benefit from the resources and opportunities available through the program. I encourage you to read the handbook together to ensure that you understand the policies, rules, important dates, and the expectations we have for our scholars. Participating in Upward Bound is a privilege. You have been selected because we believe you are dedicated and committed to achieving your full potential.

The Upward Bound staff is committed to making a difference in the lives of our scholars, to help them reach their potential, and achieve their dreams. We are depending on everyone; our students, their parents, teachers, and staff to continue the legacy of academic greatness Upward Bound has achieved for the past 50 years.

Sincerely,

Joevania Alexandre

Program Director
Upward Bound Program

What is the Upward Bound Program?

The Broward College Upward Bound Program (BCUB) provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their pursuit of post-secondary education. BCUB serves primarily high school students Deerfield Beach, McArthur, and South Broward high schools with a focus on students from families in which neither parent holds a bachelor's degree (first-generation college students). Upward Bound is a Federal TRIO Program governed by the United States Department of Education.

Mission

Broward College TRIO breaks the cycle of poverty by providing: academic, cultural, and personal support; empowering participants with tools for economic mobility and lifelong success.

TRIO Core Values

- ☐ Teamwork
- ☐ Resiliency
- ☐ Invaluable
- ☐ Optimism

Goals

- ☐ Provide a comprehensive service plan that includes college preparatory experiences during the academic year and a six-week summer program at Broward College that may include a one-week (optional) residential program offsite.
- ☐ Provide an individualized development plan to assist each student with improving their academic performance by increasing their grades, test scores, and school involvement to graduate from high school.
- ☐ Provide developmental activities that will enhance students' overall leadership, decision-making, communication, and citizenship skills.
- ☐ Provide guidance to ensure that each graduating senior successfully completes a post-secondary admissions application, applies for financial aid, and enrolls in a postsecondary institution. It is our goal that all program participants complete a degree within six years of graduating from high school.

Objectives

The United States Department of Education requires six objectives for Upward Bound program participants:

- ☐ Academic performance (GPA- 2.5 or higher on 4.0 scale)
- ☐ Academic performance (Proficiency on standardized tests)
- ☐ Secondary school retention and graduation
- ☐ Rigorous secondary school program of study
- ☐ Postsecondary enrollment
- ☐ Postsecondary completion

Objectives

1. Improve Academic Performance Percentage of participants served will have a cumulative GPA of 2.5 or better on a 4.0 scale by the end of the school year	4. Increase Secondary School Graduation (rigorous program of study) Percentage of all current and prior year UB participants who graduated from high school during the school year with a high school diploma will complete a rigorous program of study. Rigorous program of study is defined as completing at least two Advanced Placement courses and receiving a score of 3 or higher.
2. Improve Academic Performance on Standardized Tests Percentage of seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.	5. Increase Postsecondary Enrollment Percentage of all current and prior UB participants who graduated from the three schools during the school year with a high school diploma will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received acceptance but deferred enrollment until the next academic semester (e.g., spring semester).
3. Increase Secondary School Retention and Graduation Percentage of participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from high school with a high school diploma.	6. Increase Postsecondary Completion Percentage of participants who enroll in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

Academic Services

BCUB provides:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Individualized academic counseling <input type="checkbox"/> Career and college exploration <input type="checkbox"/> Assistance with college entrance exams <input type="checkbox"/> Tours of colleges and universities <input type="checkbox"/> Test and college application fee waivers <input type="checkbox"/> Assistance with college applications <input type="checkbox"/> Assistance with financial aid applications <input type="checkbox"/> After-school tutoring | <ul style="list-style-type: none"> <input type="checkbox"/> 24/7 online tutoring on Tutor.com <input type="checkbox"/> ACT/SAT preparation <input type="checkbox"/> Assistance with securing scholarships <input type="checkbox"/> Assistance identifying internships <input type="checkbox"/> Hands-on workshops, and work-study <input type="checkbox"/> Mentoring <input type="checkbox"/> Cultural/educational field trips <input type="checkbox"/> Summer Institute <input type="checkbox"/> Summer Bridge <input type="checkbox"/> Graduation and underclassmen celebration (s) |
|---|---|

Academic Year Schedule

Mandatory tasks that assist students with meeting program objectives and preparing for college will be assigned in students individualized development plans (IDP). These tasks include tutoring, SAT/ACT prep, career exploration, and other enrichment activities. Stipends are partially determined by participation in these activities. Additionally, there are multiple college tours, educational, and cultural trips that are offered each year.

2019-2020 Broward College Upward Bound Schedule

September	1 st -20 th : Interviews 28 th : Program orientation	March	14 th : College tour orientation 23 rd -27 th : Florida college tour
October	9 th : Florida Memorial University tour 17 th : SGA meeting	April	9 th : SGA meeting 15 th : Report cards issued 21 st : Priority deadline to turn in report cards 25 th : End of year award ceremony
November	13 th : Report cards issued 19 th : Priority deadline to turn in report cards	May	16 th : Summer program and end of year field trip orientation
December	23 rd -3 rd : Winter Break	June	2 nd : Last day of school 7 th - 12 th : End of year college tour 22 nd : Start of Summer Institute (Rising 10 th -12 th graders) 24 th : Report cards issued 25 th : Start of Summer Bridge (Graduating seniors) 26 th : Field trip 30 th : Priority deadline to turn in report cards
January	6 th : SGA meeting 29 th : Report cards issued	July	3 rd , 10 th , 17 th , 24 th : Field trips 7 th : SGA Meeting 27 th -30 th : Residential component at Nova Southeastern University
February	4 th : Priority deadline to turn in report cards	August	3 rd -7 th : End of summer college tour 8 th : Last day of Summer Bridge 12 th : First day of school

Dates and events listed are tentative and subject to change.

Visit www.broward.edu/trioub for updated monthly schedules

Broward College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, marital status, sex, disability, or age in its programs and activities. The Broward College Upward Bound programs are 100% funded by the US Department of Education. The grant awards for 2019-2020 are approximately \$287,537 for each grant. Services are free.

Academic Support

One on One Meetings

BCUB Coordinators and Academic Specialists will meet with students throughout the academic year to advise them on their academic progress. Students are expected to meet with the Academic Specialist/Coordinator during all scheduled appointments, maintain contact, and develop academic plans. Students will be personally contacted to schedule their IDP meeting and subsequent sessions during the personalization period/study hall and/or after-school. Students are encouraged to communicate with the UB staff in person, email, and via Remind.com.

Face to Face Tutoring Sessions

Face-to-face tutoring is offered after school Monday-Thursday from 2:30 p.m. until 4:45 p.m. Students are informed of their personalized tutoring requirements on their IDP based on their academic performance and needs.

GPA less than 2.5	Attend at least two (2) full tutoring sessions per week (in person or one may be online)
GPA 2.51 – 2.99	Attend at least one (1) full tutoring session per week (in person)
GPA 3.0 or higher	Attend at least one (1) tutoring for at least half a session per week (in person)

Please note GPA listed is on a 4.0 scale (unweighted) for each marking period; not cumulative GPA.

Online Tutoring Sessions

In addition to after school face-to-face tutoring, participants have access to Tutor.com, an online tutoring service that provides our participants access to tutors 24 hours a day, seven days a week in all subject areas including ACT and SAT prep and advanced placement classes. Participants will receive an allocation of 20 hours on Tutor.com for their use for the academic year.

Workshops

Workshops are offered throughout the year to support academic, professional, and personal growth. Some sample topics include growth mindset, budgeting, scholarships, time management, and study skills.

Academic Year Program Policies

Expectations

The purpose of BCUB is to assist students in preparing for attaining a college degree by enrolling in a college or university immediately upon graduating from high school. BCUB provides the framework to support this endeavor; however, students must build on this foundation. Every student is expected to:

- Attend all scheduled classes and activities on time;
- Receive prior approval from teachers and getting a pass before attending BCUB activities;
- Sign in and out of Lacai upon arrival and departure from all sessions;
- Be prepared with required materials such as pens, pencils, books, etc.;
- Be an active participant;
- Be courteous and respectful;
- Follow instructions; and
- Complete all homework assignments.

Misconduct will jeopardize a participant's status in the program and can lead to probation, suspension, and/or dismissal. A mandatory student/parent agreement can be found at the end of this handbook.

Attendance

Participation in tutoring, workshops, and various other BCUB events is critical to students' preparation for graduation, college, and success in the program. On days when tutoring sessions, workshops, or events are scheduled, students are to report to the BCUB Academic Specialist or Coordinator to sign-in. Students must sign in and sign out of events whenever they are departing, including when going to the restroom. It is a student's responsibility to inform the UB staff of their inability to attend a pre-scheduled event at least 48 hours in advance.

Step 1: Probation-Verbal warning after two unexcused absences.

Step 2: Suspension- Written warning and phone call home after three unexcused absences.

Step 3: Dismissal- if any additional unexcused absences occur.

Parents are expected to pick-up their child promptly by 4:45 pm after tutoring and within 15 minutes of the conclusion of any other Upward Bound activities i.e., field trips, after school activities, etc. Parents are strongly urged not to allow students to leave campus early unless necessary. If you wish to pick up a student early from Upward Bound activities, please let the UB staff know ahead of time. If your child has committed to attending a BCUB field trip but cannot participate, please inform the staff at the school at least 48 hours prior to departure of the trip. Absences must be discussed with the Program Coordinator or Academic Specialist and handled on a case-by-case basis. Unexcused absences from program sponsored activities will result in students receiving a deduction in their stipend and may lead to disciplinary action.

Textbooks and Materials

Students must have the proper writing tools, books, and study materials at all study sessions for tutoring. We encourage students to bring current assignments and homework to receive UB tutoring services.

Academic Progress

Students must keep the BCUB staff updated on their academic progress. Students must provide report cards, test scores, and notices of any academic difficulties and/or concerns to the UB staff at BCUB also needs to be updated when students have made academic progress and have shown improvement in their studies. **Report cards must be turned in by the 1st Tuesday following distribution.** Students who do not turn in a report card by the deadline delay their stipend payment.

Academic success is the measure by which the BCUB assesses its impact on our students. We expect our students to earn no less than a 2.5 unweighted GPA each marking period. Students earning less than a 2.5 cumulative GPA on a 4.0 scale will have unsatisfactory standing.

Earning below a 2.5 unweighted GPA for the most recent grading period places a student on academic probation. This means the student will **not** earn a stipend and will lose privileges, i.e., inability to attend trips except for college tours. Students with unsatisfactory or academic probation are required to meet with BCUB staff to develop a plan to increase their GPA the following quarter. A student remaining on academic probation for three consecutive quarters will be dismissed from the program. Consequences for low quarterly GPAs are listed below.

Marking Period GPA (on 4.0 scale)	Status	Consequence
Greater than or equal to 2.5	Satisfactory	Eligible for stipend and activities if other qualifications are met.
Less than 2.5	Probationary	Ineligible for stipend, and field trips. During summer, students with a GPA below 2.5 are not eligible for field trips (except college tours), or a stipend.
Less than 2.5 (for three or more quarters)	Dismissal	Dismissed from the program.

Academic Monitoring and Probation

The BCUB staff will intervene after each marking period to discuss failing grades (D or F) on a student's report card. The staff will set a meeting with the student and parent(s)/guardian(s) to discuss the failing grades, create an improvement plan, and provide resources to help the student succeed in the classroom and bring up their grades. If a student earns an unweighted GPA of 2.5 or below, he/she will be placed on probation.

After being placed on probation, the Upward Bound staff will communicate with the student and parent(s)/guardian(s) to implement the plan. Upward Bound staff will send out weekly reminders regarding tutoring requirements and provide an avenue for students, staff, and parents to work closely to ensure progress.

After the end of the marking period, the Upward Bound staff will collect report cards and contact the student to determine if he/she earned a 2.5 GPA and evaluate whether he/she will remain on probation.

If the student has been on probation for two marking periods, during the following nine weeks, the Program Director will generate a letter to notify the student and parent of their final warning to bring up their marking period GPA to a 2.5 or they will be removed from the program. After three consecutive marking periods on probation with a GPA below 2.5, the student will be dismissed from the program.

Improvement Plan	BCUB Actions
Each marking period	<ul style="list-style-type: none"> -UB staff discuss D/F grades with student/parent and recommend resources for improving grades. -Students with unweighted GPA below 2.5 develop or adjust Academic Improvement Plan. -Coordinator, academic specialist, and tutor track participation and academic progress.
End of marking period in which plan is developed or adjusted	Coordinator, academic specialist and tutor monitors plan, progress report, class grades, and marking period GPA to determine if student will be removed from probation.
Nine weeks after a student has been on an improvement plan for three marking periods	The program director will send a dismissal letter for failing to meet the GPA requirement.

Participation & Performance Stipend System

Stipends are a privilege and not a right. The point system has been established to inform students how they can earn or lose funds and to assist BCUB staff in making objective decisions regarding student stipends. A student will earn points for his/her involvement, efforts, and performance in BCUB, high school, and in program sponsored or supported activities. Students are encouraged to participate in all program sponsored activities, (i.e. community service, college tours and field trips, cultural activities, etc.) Parents and students will need to sign a Stipend Acknowledgement Form to confirm receipt of the stipend check each marking period.

Criteria	Earnings	Occurrences	Total Possible
Grade Point Average (GPA) (2.5 on 4.0 scale per quarter)	\$60.00	1	\$60.00
UB Attendance (Workshops/ Tutoring/ Field Trips/Etc.)	\$3.00	10	\$30.00
Behavior	\$3.00	10	\$30.00
Total: \$120.00 (Per Quarter)			

**The maximum earnings possible for the participating in the six-week summer program is \$80.*

Infraction	Deduction Amount
Failing to notify UB staff in writing (Remind or email) of inability to attend a trip or event at least 48 hours prior to scheduled departure or start time (full deduction)	(\$120/\$80)
Failing to be picked up by an authorized person within 15 minutes of the conclusion of any UB activity	(\$30)
Disruptive or rude behavior (per infraction/risk of probation or dismissal)	(\$3.00-\$30)
Skipping class (per infraction/risk of probation or dismissal)	(\$3.00)
Not following directions (per infraction/risk of probation or dismissal)	(\$3.00)
Earning less than 2.5 semester GPA (full GPA deduction/risk of probation or dismissal)	(\$120/\$80)
Dress code violation (per infraction)	(\$3.00)
Not turning in report card by the start of the next marking period (full deduction)	(\$60.00)
Sleeping in class (per infraction)	(\$3.00)
Dishonesty/cheating/plagiarism (full deduction/risk of probation or dismissal)	(\$120/\$80)
Use of electronics for non-academic purposes (per infraction)	(\$3.00)
Tardy (per infraction)	(\$3.00)
Not bringing materials (per infraction)	(\$3.00)
Failure to complete work (per infraction)	(\$3.00)
Inappropriate conduct not listed above	(\$3-\$120)



Stipend Acknowledgement Form

Date: _____

To the Parent(s)/Guardian(s) of _____

(Participant's First and Last Name)

The Upward Bound participants have received a check for their stipend. The stipend is determined based on several factors including but not limited to the following:

- Submitting all required documents;
- Attending orientation and scheduled appointments/workshops with Upward Bound staff; and
- Submitting a completed W9.

The maximum stipend available for the academic year is \$120 per marking period and \$80 during the six-week summer program. However, students must earn their stipends by performing to the standards outlined in the Upward Bound Student Handbook and adhering to their personalized Individual Development Plan (IDP). Please see the Handbook for behaviors that allow students to earn and infractions that lead to deductions in the stipends. As stated in the Student Handbook, *"stipends are a privilege, not a right."* Please return this document to the Upward Bound office as soon as possible. If you have any questions, please feel free to contact me or the Upward Bound team at the high school.

Sincerely,

Joevania Alexandre

Joevania Alexandre

Broward College TRIO Director

Stipend: PY 2019-2020 ☐ 1st Quarter ☐ 2nd Quarter ☐ 3rd Quarter ☐ 4th Quarter ☐ Summer

Parent Name (Print): _____ Parent Signature: _____

Student Name (Print): _____ Student Signature: _____

Office Use Only

Student Check/Invoice Number: _____

UB Staff Signature: _____

Student Signature Confirming Check Received: _____ Date Student Received Check: _____

Summer Clerk/Work-Study Stipend System

Stipends are a privilege and not a right. They are regulated by Federal laws and are limited to students with an acceptable GPA, behavior, and dedication to the work-study program. Stipends are subject to approval by the Program Director. The point system has been established to assist the Broward College Upward Bound (BCUB) in making fair, objective, and measurable decisions regarding student stipends. A student will earn points for his/her GPA, work performance, and attendance during work hours. Per Federal regulations students who are designated as work-study can earn a maximum of \$300 per month, up to \$450 during the six-week summer program. Preference to be selected for a clerk position is given to former Broward College Upward Bound participants who have graduated from high school.

Upward Bound Summer Clerk Criteria (Enrolled in summer classes)	Earnings	Occurrences	Total Possible
Grade Point Average (GPA) (Minimum 2.5 on 4.0 scale during six-week summer term)	\$200.00	1	\$200.00
Complete assigned duties as directed by Upward Bound staff	\$10.00/Hour	25	\$250.00
Total: \$450.00 (Summer Term)			

Upward Bound Summer Clerk Criteria (NOT enrolled in summer classes)	Earnings	Occurrences	Total Possible
Complete assigned duties as directed by Upward Bound staff	\$10.00/Hour	45	\$450.00
Total: \$450.00 (Summer Term)			

Infraction	Deduction Amount
Disruptive or rude behavior (per infraction/risk of dismissal)	(\$3-\$30.00)
Skipping class (per infraction/risk of dismissal)	(\$10.00)
Not following directions (per infraction)/risk of dismissal)	(\$2.50)
Earning less than 2.5 summer term GPA (full GPA deduction/risk of dismissal)	(\$200.00)
Dishonesty/cheating/plagiarism (full GPA deduction/ risk of dismissal)	(\$200.00)
Use of electronics for non-academic purposes (per infraction)	(\$3.00)
Not bringing materials (per infraction)	(\$3.00)
Failure to complete work (per infraction)	(\$3.00)
Late/ tardy for work shift (per infraction)	(\$3.00)
Not turning in report card by the start of the next marking period (full GPA deduction)	(\$200.00)
Inappropriate conduct not listed above	(\$3-\$120)

Seniors and Graduates

Criteria for Senior Counseling

Seniors are expected to complete additional requirements to prepare for college enrollment and success. These criteria are essential, and seniors must complete the tasks to be eligible for senior activities.

1. Complete a graduation audit by September 30
2. Apply to at least 5 colleges/universities by November 1
3. Complete a FAFSA (if eligible) by November 1
4. Complete a Florida Bright Futures application (if eligible- even if planning to attend college out of state) by the last day of school before Winter Break
5. Apply to at least 5 scholarships by the last day of school before Winter Break
6. Provide documentation to BCUB staff of each college/university acceptance and scholarships received.
7. Provide a copy of first-semester college/university class schedule
8. Provide all report cards, standardized test scores, and other academic documents

Criteria After High School Graduation

The BCUB program supports its graduates until they earn an associate or bachelor's degree for up to six years after high school graduation. Graduates should contact the Upward Bound team from their high school at the beginning and end of each semester while they are enrolled in college. If they are not enrolled in college and still pursuing an associate or bachelor's degree, they should contact the program with an update by the last day of January, April, July, and October. They should communicate any challenges and accomplishments they encounter during their post-secondary career to receive support from the BCUB. Additionally, it is imperative that graduates inform BCUB if their contact information changes including phone number, email address, or physical address.

Field Trips

Field trips are off-campus learning experiences that enrich the existing curriculum. They are supervised by BCUB staff and authorized chaperones. Liability waiver forms, medical forms, and copies of current medical insurance cards must be signed and on file prior to departure from campus.

Students without a signed liability waiver will **NOT** be allowed to attend a field trip. Behavior, participation in the program, and grades determine whether you may attend a field trip. BCUB field trips are for program participants only. Individuals who are not BCUB participants who are friends or relatives are not permitted to accompany or meet the group at any time during trips.

Field Trip Eligibility

Qualifications to attend **ANY** field trip for each marking period include the following:

- Earn at least a 2.5 unweighted GPA (except for college tours) for the most recent grading period;
- Attend required activities;
- Turn in all documents required by the BCUB staff such as report cards, test scores, forms, etc.; and
- Behave appropriately with no major conduct violations.

Field Trip Participation and Cancellation Policy

- Each trip taken by the Upward Bound program requires upfront expenses that are based on projected participation.
- Failure to notify staff in writing at least 48 hours before the trip will result in a full stipend deduction (\$120 academic year/ \$80 summer) Emergency situations will be evaluated on a case by case basis. A doctor's note may be required for cancellations related to illness.
- Every student must attend orientation for each trip he/she is invited to attend otherwise he/she will forfeit the opportunity to participate.
- A student who receives any infractions during a field trip must:
 - 1) Remain with a chaperone for the remainder of the trip;
 - 2) May not attend any additional trips for the remainder of the grant year;
 - 3) Is subject to immediate probation; and
 - 4) May be subject to dismissal from the program as determined by the program staff with final approval by the director.

Program Evaluation

Students will complete an evaluation/survey following the academic year, at the end of the Summer Institute/Bridge, and after each field trip. Students and parents will complete a survey at the end of the academic year to assist us with improving our offering of services.

Summer Programming

For more than twenty years Karl Alexander, a researcher from Johns Hopkins University, studied the personal and academic development of 800 students starting in the first grade. He discovered that students who did not have educational opportunities during the summer experienced what is known as "summer slide." Students who remained engaged academically during the summer were found more likely to score higher on standardized tests, graduate high school, and attain a college degree.

Upward Bound offers programming year-round including during the summer. The summer institute (underclassmen) and summer bridge (graduating seniors) is a requirement for Upward Bound participants. Exceptions are evaluated on a case by case basis unless and prior approval to be excused from the summer program must be attained from program staff and verified by parents/guardians.

Summer Institute

The six-week summer institute is held at Broward College Central Campus in Davie, Florida. Participants have an opportunity to complete non-credit college classes at no cost. All costs, including transportation to and from the high school, materials, breakfast, and lunch are provided. Fridays are reserved for enrichment activities and local cultural activities. This summer students will be able to experience living on a college campus for a week. The last week of the summer institute is reserved for a college tour.

Summer Bridge

Graduating seniors entering their first year of college are able to get a head start in college by participating in the six-week Broward College Seahawk Summer Academy summer bridge program. Participants earn 4 college credits, attend field trips and other fun activities, and get to be a part of support system through their learning community of other students who are also starting their journey in higher education. Scholarships are available. Visit www.broward.edu/summeracademy for more information.

Electronic and Communication Policies

Upward Bound believes that courtesy, tact, and consideration should guide each participant in relationships with peers and the public. It is vital that each student in BCUB show maximum respect to every person involved in the program and others we encounter. BCUB requires that all students adhere to all program policies. Additionally, students must use their own social media accounts responsibly and adhere to the same guidelines as they are representing themselves, their families, and the program.

Guidelines

- Students must post under their real name when accessing or posting material.
- Students must refrain from bullying, gossip, harassment, profanity, insults, and explicit, inaccurate, or malicious content.
- Students should report any of the above behavior to UB staff immediately to prevent future issues.
- Students may post appropriate information related to BCUB activities that promote academics.
- Students must be mindful of what they post. Once posted, others will be able to view and save the information for later use.
- Students should access electronic and phone communication during UB sponsored activities only if given permission by BCUB Staff.
- Students who do not follow these policies will be placed on probation, suspension, and/or dismissed from the program

Cell Phone and Texting Policy

We will call or text information to participants' cell phone in certain circumstances, including emergency notifications, academic progress updates, to ask or answer questions, and other reasons related to programming activities.

- During the academic year, students can contact BCUB staff by cell phone after school and before 7 p.m. on weekdays ONLY using Remind.com and NOT personal phone numbers.
- Students should not talk or text on their phone during class, workshops, tutoring sessions, college tours, or other UB activities unless given permission to do so by their instructor/ BCUB staff.

The program is not responsible for the loss or theft of cell phones, electronics, or other personal property. **The BCUB staff can confiscate devices if the student uses them at any time during UB tutoring, workshops, or other event**

Conduct

Respect and Inclusion

Upward Bound students are expected to show respect for their students, teachers, and staff members. Disrespectful conduct of any kind will not be tolerated under any circumstances and is reason for suspension/dismissal. Discrimination and harassment are not permitted, and any allegation of such will be taken seriously. Profanity is not tolerated. Any infraction related to such behavior will lead to a stipend deduction.

Dress Code

Dress codes are maintained to promote a positive representation of the student and the BCUB program to the community, and to foster a positive learning environment. The following dress code must be followed:

- UB T-shirt should be worn on all field trips.
- Pants must be secured on the waist and no undergarments exposed (belt required).
- Hair must always be neatly groomed.
- Hats/hoodies cannot be worn inside any building.
- Skirts/shorts: in good repair and no shorter than fingertip length when arms are by your side.
- No holes in jeans, pants, shorts, or other attire.
- Students may be asked to refrain from certain attire at any time by BCUB staff.

Plagiarism

Plagiarism is the act or instance of using or closely imitating the language and thoughts of another author and yourself without authorization and the representation of that author's work as one's own. Students found plagiarizing will receive a full deduction, be suspended, and must attend an academic honesty workshop.

Disciplinary Actions

When possible, BCUB staff handles routine discipline issues with the expectation that students will be encouraged not to repeat their mistakes, to turn the situation into a learning experience, and to build self-esteem in our participants. However, any behavior, action, or activity that directly or indirectly threatens the physical or emotional safety, interests, and rights of an individual or group is not tolerated under any circumstances and will result in disciplinary action, including suspension or dismissal from the program. At the time of infraction, all parties will provide written accounts and UB staff will take appropriate action.

Probation

If a student does not comply with performance, attendance, or behavioral policies, that student may be placed on probation. The BCUB staff will determine the student's eligibility to participate in field trips and/or activities. If the problem persists or is severe, the BCUB staff will take further action such as suspension or dismissal. Students who are on probation must meet with the program staff at the school and the Assistant Director and/or Director.

Suspension

A student may be suspended from the program based on the circumstances of the offense and can be considered for reinstatement by following the appeal procedures. Students who are suspended from BCUB will not receive their stipend or be eligible for trips or other privileges.

Dismissal

A student will be dismissed from BCUB when that student is deemed not suitable for the program due to lack of participation, effort, commitment, incorrigible offenses or a violation of the BCUB rules. Students who are dismissed can appeal the decision.

Disciplinary Chart

The Disciplinary Chart lists penalties for not following program rules and policies. Actions that endanger the safety of students and jeopardize the operations of Upward Bound will result in dismissal from the program. While this list consists of most major violations, incidents that are not on this list will be evaluated by the Upward Bound staff. Appropriate resolutions will be determined on a case by case basis for infractions not listed.

Actions Resulting in Dismissal	Reason
Being in an unauthorized location	Safety/not following rules
Disrespectful conduct in-class including misuse of electronics (cell phones, iPods, laptops, etc.)	Interrupting learning environment
Not following directions	Lack of respect/not following rules
Stealing others' property	Lack of respect/not following rules
Drug/alcohol/cigarettes	Illegal/health risk
Excessive absences/tardiness (5 or more absences)	Interrupting learning environment
Fighting, Confrontations, Intent to Harm	Safety, harming others
Skiping class	Safety/not following rules
Harassment of others	Safety
Indecent behavior (public display of affection, sexual activity)	Endangerment to attaining future goals
Leaving campus without prior approval	Safety
Earning less than 2.5 GPA for three or more consecutive quarters	Endangerment to attaining future goals

Appeal Procedure

Students will have an opportunity to file an appeal in writing within one week (7 calendar days) after being placed on probation, suspension or dismissal. The letter should be sent to the Coordinator and Academic Specialist who will send the letter to the Director. All extenuating circumstances must be documented in writing with the signatures of both the student and parent/ guardian.

Emergency Procedures

Cancellations

In the event of an unexpected circumstance related to weather or otherwise we will follow Broward County Public Schools (BCPS) and Broward College (BC) protocols. Activities will be cancelled, postponed, and rescheduled if BCPS is closed. In such scenarios, the Program Coordinator and Academic Specialist will contact students by text message, emails, and/or via phone calls, to inform students on program activities.

Fire

In case of fire during Upward Bound sponsored events, call 911 immediately to notify the fire service and school administrators. If a fire occurs while at the high school, follow Broward County Public Schools protocol. Observe the following:

- Know the location of fire exits in the building.
- Know the location of fire extinguishers and alarm systems and know how to use them.
- If a minor fire appears controllable, evacuate, pull the alarm, inform staff, and immediately dial 911.
- For large fires that do not appear controllable, evacuate all rooms and close all doors to confine the fire and reduce oxygen. Do not lock the doors. Dial 911
- When a building evacuation alarm is sounded, an emergency exists. Walk quickly to the nearest exit and alert others to do the same.
- Assist the disabled in exiting the building. Do not use the elevators during a fire.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- In an evacuation, report to your designated building assembly location. Stay there until an accurate headcount is taken.
- An Incident Command Post may be set up near the emergency site. Stay clear of this area unless you have official business there.
- Do not return to an evacuated building unless told to do so by an authorized School Administrator.

Tornado/Severe Weather

An Approaching Thunderstorm--When to Seek Safe Shelter: Lightning can strike as far as 10 miles from an area where it is raining. That's about the distance you can hear thunder. If you can hear thunder, you are within striking distance. Seek safe shelter immediately.

Outdoor Activities--Minimize the Risk of Being Struck: Program staff will stop activities at the first roar of thunder to ensure everyone has enough time to get inside a building.

Indoor Activities--Things to Avoid: Inside the building, do not use corded phones, computers and other electrical equipment that put you in direct contact with electricity. Avoid pools, indoor or outdoor, tubs, showers and other plumbing

Academic Resources

Schools	
Broward County Schools	http://browardschools.com/
Florida Shines	www.floridashines.org
Florida Virtual School	www.flvs.net
Online Learning Resources	
100 Super Useful Sites for High School Students	www.tinyurl.com/highschoolsites
Broward County Public Libraries	www.Broward.com/Library
Cliff Notes	www.cliffsnotes.com
Cosmeo	www.cosmeo.com/bySubject.cfm?social
Crash Course	www.youtube.com/user/crashcourse
Easy Bib References	www.easybib.com
Khan Academy	www.Khanacademy.com
Math.com Homework Help	www.math.com/students/homeworkhelp.html
Mathway	www.mathway.com
Moby the Robot	www.youtube.com/user/mobytherobot
Paperrater Writing Help	www.paperrater.com
Spark Notes	www.sparknotes.com
The Purdue Online Writing Lab	http://owl.english.purdue.edu/
Tutor.com	www.tutor.com/bcupwardbound
Face-to-Face Tutoring and Learning Services	
100 Black Men of South Florida	https://100blackmensf.org/
Big Brothers and Big Sisters	http://www.bbbsbroward.org/
Boys and Girls Club	http://www.bgcabc.org/
Computer Mentors	www.computermentors.org
YMCA	http://ymcasouthflorida.org/

Academic Resources

Scholarship and College Entrance	
ACT	www.act.org
Blackstudents.com	www.blackstudents.blacknews.com
College Board	www.collegeboard.com
Fastweb	www.fastweb.com
Florida Bright Futures	https://www.floridastudentfinancialaidsg.org/
Florida Financial Assistance	www.floridastudentfinancialaid.org
Free Application for Federal Student Aid (FAFSA)	www.fafsa.ed.gov
Naviance	www.browardschools.com/naviance
Number 2 SAT/ACT Prep	www.number2.com
Raise.Me	https://www.raise.me/
Scholly	https://myscholly.com/
Student Aid	www.studentaid.ed.gov
Unigo	www.unigo.com

Frequently Asked Questions

1. What application documents are required?

- Application (including short answer)
- Income verification form and/or tax documents
- Proof of immigration status
- A completed W-9 to receive stipend payments

2. How are students selected for admission to the program?

Students are chosen for the program by a selection committee. The committee uses a selection rubric to evaluate completed application, short answer responses, and performance during the student interview. Point values are given to all items, which are then totaled. Students are then ranked by this total point value from greatest to least within their respective school and grade level. Students who are not accepted are placed on a waitlist.

3. How do I remain eligible?

To remain eligible, students must participate in the program until graduation from high school. Once admitted to the program, participants must attend activities scheduled during the school year and summer bridge or summer institute at Broward College. Students must also attend all relevant Upward Bound workshops, field trips, and other program sponsored events.

4. What is involved in the level of commitment?

Upward Bound participants remain in the program through their high school graduation, must attend all activities assigned to them, and keep the program informed of their academic progress up to six years after high school graduation. In addition, students must behave in a manner that is conducive to the learning environment and maintain at least a 2.5 GPA on a 4.0 scale.

5. What is expected of an Upward Bound participant?

- Enroll in rigorous academic courses (Honors and AP)
- Earn a C or better in all classes
- Participate regularly in UB events including tutoring, workshops, field trips, summer programming, etc.
- Be respectful of UB staff and other program participants
- Adhere to Individualized Developmental Plans
- Graduate from high school with a standard high school diploma
- Enroll and graduate from college with an associate or bachelor's degree within six years of high school graduation

6. Are there any costs to participate in the Upward Bound Programs?

All services provided by the Upward Bound Programs are free. Students may want to purchase personal items not covered by the program during field trips; however, all transportation, meals, lodging, and related supplies are included at no cost to the Upward Bound participants.

7. Are there any transportation costs?

All transportation for after school tutoring, summer bridge institute, and field trip locations is provided at no cost to Upward Bound participants. Students should ride their school's after school activity bus when available.

8. Are meals provided?

Meals are provided at no cost for some Upward Bound events. This includes summer bridge breakfasts, lunches, field trips, and special events. Students may be eligible to receive dinner through existing programs at the high school when participating in after school activities.

Parent Participation

The Upward Bound staff desires to assist students in any way we can. With a focus on academics, we strive to ensure students are getting assistance from teachers and tutors. To be successful we need additional help. We request that parents/guardians play a role in this.

We assist students in many ways, including meeting with their teachers, offering tutoring, SAT/ACT assistance, and mentoring in areas of need. If students are not doing homework, or perhaps do not seem to understand some of the work they are getting, please inform us. If you notice any decline in your child's behavior or academics, please reach out to us. Our goal is to partner with you to ensure that they enroll in college/university and attain a college degree after graduating from high school. To accomplish this goal, we encourage transparency and communication to accommodate student needs.

Parents can communicate with BCUB staff via email and may schedule appointments to meet with staff in person.

Staff Contact Information

Main Office Information Location: Broward College Central Campus Building 15 Email: trioub@broward.edu Website: www.broward.edu/trioub	Main Office Staff: Director Contact: Jovevania Alexandre Location: Central Campus Building 15 Room 106 Phone: (954) 201-4394 Email: jalexan2@broward.edu	Main Office Staff: Administrative Contact: Radoika Pilarte Location: Central Campus Building 15 Room 110 Phone: (954) 201-4528 Email: rpilarte@broward.edu
Deerfield Beach High School Contacts: Mrs. Lubin & Dr. Harrison Location: Portable #3 Phone: (954) 201-4256 Email: ymuselai@broward.edu Jharris9@broward.edu	McArthur High School Contacts: Mr. Gant & Mrs. Jean Location: Building 8- Room 804 Phone: (954) 201-6217 Email: sgant@broward.edu agore1@broward.edu	South Broward High School Contact: Mr. Sawyer & Ms. Spells Location: Building 7- Room 748 Phone: (954) 201-6207 Email: rsawyer@broward.edu

Parent Advisory Committee (PAC)

2019-2020 Program Year

The Parent Advisory Committee will represent the voice of Broward College Upward Bound (BCUB) and participants. This committee will act as a voice and resource for the program's ability to maintain parental involvement.

Broward College Upward Bound will encourage:

- Family interest and participation in their child's education;
- Cooperation between parents and the UB Program;
- Engagement of families and community stakeholders; and
- Ongoing communication.

The roles of the Parent Advisory Committee are listed below but not limited to:

- Elect an executive committee consisting of a president, vice-president, treasurer, and secretary;
- Coordinate fundraisers for UB student scholarships;
- Plan family activities for the three schools;
- Donate time/volunteer;
- Provide and plan workshops to help parents prepare each other and students for college;
- Assist by providing input into the development of UB activities and trips;
- Provide feedback on challenges;
- Promote and encourage parent/guardian and community participation in the UB Program;
- Serve as volunteers for field trips and after school activities if necessary;
- Meet at least every two months with the UB staff to discuss ideas and provide updates on projects; and
- Help identify the concerns of the students and parents and assist in developing solutions.

We believe that the students, family, staff, and the community create the educational partnership and shared responsibility for the success of BCUB. The program has committed to increasing the number of parents who feel welcomed and consider themselves to be champions of their student's education. If you are interested in serving on the Upward Bound Parent Advisory Committee, please complete and submit an application for consideration.

Parent Advisory Committee Application

Date of Application: _____

First & Last Name: _____

How do you prefer to be addressed? _____

Student Name(s): _____

Student's High School: _____

Student(s) expected graduation year: _____

Home Address: _____

Cell Phone: _____ Alternative Phone: _____

Email Address: _____

Occupation: _____ Employer: _____

Have you completed a Broward County Public School background check? _____

If so, when? (insert date) _____

Do you currently serve on any committees at the high school? _____

What is your preferred day of the week to meet? 1st Choice _____ 2nd Choice _____

What is your preferred time of day to meet? 1st Choice _____ 2nd Choice _____

1. Please tell us about yourself:

2. What are your primary reasons for wanting to serve on this committee?

3. What perspectives, experiences, skills, or talents would you bring to the Parent Advisory Committee?

4. Complete this sentence. Ideally, I think a Parent Advisory Committee should...

Print Name: _____ Date: _____

Signature: _____

Student Contract

Congratulations on your acceptance to the Broward College Upward Bound program! As an Upward Bound participant, you are making an investment in your future. Consequently, you will be responsible for adhering to the following rules and regulations. After reading the document, please sign and date the contract acknowledging agreement to the conditions set forth in the Student Contract and Handbook.

Responsibilities during the Academic Year:

- I will adhere to the Broward County Public Schools Student Code of Conduct.
- I agree to maintain a minimum of a 2.5 GPA on a 4.0 scale (C Average) in all my classes and demonstrate steady academic improvement in all my coursework. I will provide the Upward Bound Program with copies of my report card for each grading period by the following Tuesday from the day when report cards are distributed. Failure to provide them can result in being placed on probation from the program until the documents are received. If I earn a semester GPA below 2.5 for three consecutive semesters, I will be dismissed. Failure to provide a copy of my report card can result in losing quarterly stipends and probation.
- I agree to take a challenging college preparatory program which includes:
 - Four years of English
 - Four years of Math (Algebra I, Geometry, Algebra II, Pre-calculus/Calculus)
 - Four years of Science (Physical Science, Biology, Chemistry, Physics)
 - Two years of Foreign Language
- I will attend after school tutoring and ACT/SAT sessions. I will be prepared by having the materials needed (planner, textbooks, materials, assignments) for all tutoring.
- I will adhere to my Individualized Development Plan (IDP).
- I will enroll in a college or university starting in the summer or fall after my high school graduation.
- I will meet with BCUB staff as scheduled and ask for additional support when needed.
- I will attend required activities.
- I will attend and participate in the summer institute or summer bridge program.

Materials

Students must have the proper writing tools, homework, and study materials at all after school and personalization period sessions. If you do not bring the proper materials, it will be a stipend deduction.

Absences

We expect all students to attend class, program activities, and events during the Upward Bound program. We understand that sometimes situations arise that make it difficult to attend. Your future participation in BCUB will be jeopardized if you choose not to attend program activities that you have committed to. Your attendance is critical to your success as an Upward Bound participant.

Respect

Disrespectful conduct of any kind to teachers, students, administrative staff, or any Broward College personnel will not be tolerated under any circumstances and is cause for dismissal.

Dress Code

UB T-shirt must be worn for fields trips or when necessary. I will adhere to the Broward County Public Schools dress code that is outlined in the Student Code of Conduct to include but not limited to:

- Pants must be secured on the waist and no undergarments exposed (belt required).
- Hair must always be neatly groomed.
- Hats cannot be worn inside any building.
- Skirts/shorts: no shorter than mid-thigh and in good repair.
- No large holes in jeans, pants, shorts, or other attire.

Students may be asked to refrain from certain attire at any time by the Program Director and/or program staff.

I have read the Broward College Upward Bound Student/Parent Handbook and the Broward County Public Schools Student Code of Conduct and agree to abide by them. I am aware that any violation of either document can result in disciplinary action, including dismissal from the program at any time.

Student Signature

Date

Student Name (Printed)

Parent Signature

Date

Parent Name (Printed)

Parent/Guardian Contract

Upward Bound provides fundamental support to participants in their preparation for college entrance. Your support and commitment in this process is crucial for the success of the Upward Bound scholar. Please read the contract below which outlines our guidelines/regulations for parents/guardians in relation to the students in our program. We want to be sure that both the student and parent understand the commitment required by the Upward Bound Program.

As a parent/guardian of an Upward Bound participant, I commit to the following:

- I understand that my child is committing to year-round participation in all Upward Bound Program services until he or she graduates from high school. I will follow program requirements to be an active advocate for my child by adhering to plans, listening, communicating, and cooperating with UB staff, school staff, and my child.
- I will make every effort to attend parent events, including picnics, award banquets, orientation, financial aid night workshop, and parent association meetings.
- I agree to encourage my child to do the best he or she can in school, including attendance at advisement meetings during lunch, personalization periods, and after school meetings/tutoring required by the program.
- I agree to cooperate with the Upward Bound staff so that my child can participate in any special events organized throughout the school year.
- I will work closely with the Upward Bound staff to provide any necessary documents (tax forms, grades, applications, etc.) in a timely manner, especially during the college application and financial aid application process.
- I understand that if my child does not meet the goals and expectations of the program, he or she may be dismissed from the program.
- I will check the Broward College Upward Bound webpage at least once per week and communicate with the Upward Bound staff for updates on my child's progress.
- I will pick-up my child on time (by 4:45 pm) after the tutoring sessions in the afternoon. If I'm running late, I will call the program staff as soon as possible.
- I will pick up my child within 15 minutes of the conclusion of all Upward Bound activities.

- I agree to allow my child to participate for the full six-week summer component (June through July or July through August).
- I will review the program rules with my child and make sure that he or she is aware of the consequences of not adhering to the guidelines and policies of the program.
- I will support the consequences enforced by the Upward Bound Program staff if they have determined that my child violated the rules and regulations of the program.

PARENT/GUARDIAN COMMITMENT:

I have read and fully understand the Parent/Guardian Contract and confirm my commitment to them.

I hereby authorize the Broward College TRIO Upward Bound program to disclose and/or receive access to the following types of information from my child's education records for receiving services from Broward College's Upward Bound program and for mandatory reporting requirements to determine program effectiveness. Services may include completing the Free Application for Federal Student Aid (FAFSA), college applications, and participating in workshops that promote planning for, applying, enrolling and persisting in college. This information will include, but is not limited to, FAFSA data such as the Student Aid Report and other documentation reflecting FAFSA completion or National Student Loan Data System (NSLDS) information, documentation verifying high school progress, graduation, or equivalent secondary school completion documents such as diplomas and transcripts, and evidence of academic progress and college application completion via Basis, Naviance, National Student Clearinghouse, and other applicable databases and third-party vendors such as Lacai, acceptance letters, unofficial transcripts, schedules, verification emails, and other documents needed for the Broward College TRIO Upward Bound program to meet reporting requirements from the U.S. Department of Education. My signature below certifies that the above information is correct to the best of my knowledge, that my child has a desire to pursue a program of postsecondary education (HEA SEC 402F & 34 CFR 644.3 (a)(3)), and that he/she needs support to successfully pursue/complete a program of postsecondary education.

Parent Signature

Date

Parent Name (Printed)



Office of Risk Management
Cypress Creek Administrative Center
6400 NW 6th Way, Fort Lauderdale, FL 33309

AGREEMENT FOR OFF-CAMPUS COLLEGE ACTIVITY (ORM-A)

Student Participant Name

Department and Course

Student Number (If Applicable)

Age

To students, participants and their parents:

The two agreements below are designed primarily to protect our group members in the event that an emergency might require the immediate action parents would take if they were present and also, as necessary precaution, to protect Broward College from claims which might be made by members of the group and their parents.

In the years the college has been sponsoring off-campus activities, incidents of the type covered by these agreements have been negligible. However, parents would not wish their sons and daughters to join a group under the auspices of an organization that disregarded even the remotest contingency.

Release

As a student or participant of a college function of Broward College, I do willingly execute this release in consideration of the educational benefit to be derived by me and my participation in:

Broward College Upward Bound programming and activities on and off my high school campus from September 1, 2019 to August 31, 2020.

I hereby release from liability and hold Broward College harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury or death sustained by me arising out of any travel or activity conducted by or under the control of Broward College. It is understood that Broward College as used herein shall include the employees, administrators, agents and Board of Trustees of Broward College.
(Specify the type of activity and duration above)

Date

Student/Participant Signature

FOR STUDENTS/PARTICIPANTS UNDER THE AGE OF 18:

I HEREBY APPROVE THE FOREGOING AGREEMENT AND JOIN IN THE FOREGOING RELEASE.

Date

Signature