

UPWARD BOUND

Serving Monroe County, Michigan Students since 2007

P A R E N T & S T U D E N T

HANDBOOK



MONROE COUNTY
COMMUNITY COLLEGE

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WELCOME TO THE UPWARD BOUND PROGRAM

Dear Students & Parents/Guardians,

We are happy that you have decided to join our program. This will prove to be an exciting and rewarding venture for you. Through your commitment and involvement in the program activities, you will become an important part of the Upward Bound Program and Monroe County Community College. The contents of this handbook will provide you with information about Upward Bound in general and specifically the Monroe County Community College Upward Bound Program.

**Welcome,
MCCC and the Staff of Upward Bound**

MISSION STATEMENT

The mission of the Monroe County Community College Upward Bound Program is to assist students in grades nine through twelve in the successful completion of high school and to prepare them for post-secondary education.

The program will be providing academic support, college preparation, social, cultural, and career exploration.



MONROE COUNTY
COMMUNITY COLLEGE

enriching lives

ACKNOWLEDGEMENTS

We would like to thank the administration and staff at Airport High School, Jefferson High School, and Monroe High School for their support and commitment to the Monroe County Community College TRIO/Upward Bound Program.

UPWARD BOUND
“BUILDING A FOUNDATION FOR YOUR FUTURE”

INTRODUCTION TO THE UPWARD BOUND PROGRAM

The Upward Bound Program, established in 1965, is a program funded by the U.S. Department of Education. It is a pre-college program designed to assist students who are willing to make sacrifices to achieve academic and personal goals.

The purpose of the program is to provide high school students with support in developing and enhancing skills necessary for graduation from high school, enrollment in a college or university and ultimately graduation. It is the oldest and largest of the federal TRIO programs, all sharing the objective of helping students achieve success at the post-secondary level.

Upward Bound programs offer extensive academic instruction as well as counseling, mentoring, and other support services. Students meet throughout the school year and participate in a summer program for six weeks. It is mandatory that the student attend Upward Bound tutorial sessions and other academic enrichment and cultural events scheduled during the academic year. In addition, students must attend the six week summer program, which is held on the campus of Monroe County Community College.

The Upward Bound staff is concerned with the academic, cultural, and social growth of each student. The program aims to motivate students toward attainment of realistic educational goals beyond high school. The Upward Bound experience is a developmental one; therefore, the student is encouraged to continue participation in the program until after high school graduation. Parents are encouraged to be involved with the Upward Bound Program by supporting the attendance of their students in all phases of the program

PROGRAM POLICIES

It is our desire that you and your student will enjoy the Upward Bound experience and that your student will develop and grow as an individual. Your student will have the opportunity to sharpen academic skills, explore new avenues for future ventures, learn through travel, and cultivate social development skills.

It is the expectation of staff that students join the program with the intention of increasing their academic ability. We are a program that is academically oriented and want to expand as much time and energy as possible with those students who share these goals. For these reasons, it is possible that any student who does not share these goals or displays counter-productive behavior will be dismissed from the program. It is our aim to provide the support and guidance necessary to retain all students selected for the program.

POLICY ON FORMS & UB FILE INFORMATION

If a student has not submitted a required form OR if the student has missing information in their Upward Bound File:

- The student will not be allowed to participate in field trips and/or activities other than After School Tutoring until the required form/information is submitted.
- The student will not receive a stipend check until all required forms and/or information is submitted.

Due to securing tickets and transportation for field trips and activities, it is essential that we know how many students will be participating. Because of this reason, if a permission slip is not submitted by the due date, the student will have to be placed on a waiting list and may not be able to participate in the activity.

ACADEMIC POLICY AT MCCC

One of the fundamental goals of the Upward Bound Program is to assist the student with improving their academic performance. An **Education Development Plan (EDP)** is a way to track your student's progress while they take college preparatory classes. The EDP also lists specific goals that students set out to achieve for a specific grading period. For students in good standing, the plan is reviewed at the end of each grading period. For students who are below the required 2.0 **Grade Point Average (GPA)**, the plan is reviewed three times during the grading period.

As a means of supporting students in meeting these standards, the Monroe County Community College Upward Bound Program has developed the following policy.

1. A student whose GPA falls below a 2.0 for one grading period will receive a **WARNING** letter and must meet with the Academic Skills Coordinator. The student, with the support of the Academic Skills Coordinator, must develop a **Plan of Action** which will identify specific steps the student will implement in order that he/she return to a status of Good Standing. The student will forfeit their stipend during the period that they are on Warning Status.
2. The student on **WARNING STATUS:**
 - a. Must meet with the Academic Skills Coordinator.
 - b. Must utilize a Bi-weekly Progress sheet for each subject in which there is a grade of C- or lower.
 - c. Must attend and meet with a tutor for subject(s) in which there is a grade of C- or lower and review their Bi-weekly Progress sheet with the tutor for each subject area in question.
 - d. Forfeits his/her stipend for the following grading period until their GPA is a 2.0 or higher

ACADEMIC POLICY AT MCCC

CONTINUED

3. A student whose GPA falls below a 2.0 for two (2) consecutive grading periods will be placed on **PROBATION** for the following grading period. During this period the student:
 - a. Must attend scheduled tutorials.
 - b. Student, along with, parent/guardian must meet with the UB Director and Academic Skills Coordinator and revisit the student's Academic Plan of Action and make any appropriate adjustments to the plan.
 - c. May not attend any social or cultural events sponsored by Upward Bound.
 - d. Will forfeit his/her stipend for the following grading period.
 - e. Must earn at least a 2.0 GPA by the following grading period, or is demonstrating significant academic progress as indicated by the Academic Skills Coordinator and tutor reports.
4. A student whose GPA falls below a 2.0 for three (3) consecutive grading periods (an entire school year) can be **DISMISSED** from the MCCC Upward Bound Program.



ATTENDANCE POLICY

Attendance: Students must attend the after-school program during the academic year. Students are required to attend a minimum of two days per week (approximately 16 hours per month). Students who do not, or cannot, meet this requirement must have a valid reason approved by the Academic Skills Coordinator (see below). *Students who attend less than 33% of the available hours each month (approximately 8 hours) may not be eligible for the summer cultural trip.*

Student Athletes: Students who participate in sports which prevent them from attending the after-school program are excused from this requirement, with the following stipulations:

- Complete and return an Excused Absence Form, which includes their practice and game schedule, signed by the coach and parent or guardian.
- Visit the Academic Skills Coordinator's office on a bi-weekly basis to review grades and academic progress, and to receive important information about the program, college applications, financial aid, etc.
- Attend the after-school program between seasons and on days when there are no games or practices.

Other Issues: Students who are not able to attend the after-school program due to employment, lack of transportation, or other reasons, may be excused from the attendance requirement under the following conditions:

- The reason has been communicated to the Academic Skills Coordinator and approved
- Complete an Excused Absence Form, signed by the parent/guardian and employer (if applicable)
- Visit the Academic Skills Coordinator's office on a bi-weekly basis to review grades and academic progress, and to receive important information about the program, college applications, financial aid, etc.

Attend the after-school program on days when transportation is provided (if lack of transportation is the obstacle).

DISCIPLINE POLICY

The Monroe County Community College Upward Bound Program will enforce the participant's home school Discipline Code established by the Board of Education for their school district.

The Monroe County Community College Student Discipline Code will be enforced during the summer component of the program. Upward Bound students are also subject to the policies and procedures contained within the Student Handbook. Failure to comply with these policies and procedures during the academic year and summer component could result in dismissal from the Upward Bound Program.

Disciplinary actions not described within the Upward Bound Student /Parent Handbook are administered at the discretion of the Upward Bound staff. This handbook may be amended at any time by the Upward Bound staff.

STIPEND DISBURSEMENT

A) Students will receive a stipend THREE (3) times in **each school year**. Stipends will be mailed to the address on the students file for each student in December, March and June. Please cash/deposit checks promptly. Stipends are based on the following:

- i. Participation in a minimum of two (2) hours of tutorial per week.
- ii. Attending **MANDATORY** weekly supplemental instruction two (2) hours per week.
- iii. Completing **ALL ASSIGNMENTS SATISFACTORILY**, both in high school and in the Upward Bound Program.
- iv. Maintaining a 2.0 GPA or higher.
- v. **ACTIVE PARTICIPATION** in all program activities.
- vi. Abiding by the Code of Conduct of their home school.

STIPEND DISBURSEMENT

CONTINUED

- B) Students will receive a stipend TWO (2) times during the **Summer Program**. Stipends will be hand delivered to each student (if possible). We will seek confirmation by the student that the information printed on the check is correct. Checks will be mailed if hand-delivery is not possible. Checks will be disbursed during the third and sixth week of the program. Summer stipends are based on the following.
- i. Attendance and promptness to classes.
 - ii. Daily attendance for skill development sessions.
 - iii. Completing **ALL ASSIGNMENTS SATISFACTORILY**.
 - iv. Excellent attendance at all scheduled extracurricular activities.
 - v. Being respectful toward all staff, students and college personnel.
 - vi. Abiding by the rules and regulations of Monroe County Community College.

UB Summer Program active participation is defined as students working diligently on classwork, a basic skills course, and/or self-development activities. **Stipends are not paid to students who do not actively participate in classes, skill development sessions, workshops, and/or Friday Field Trips.** Stipends are reduced when students are absent and in some cases tardy. Instructors/tutors can recommend that a student does not receive a stipend if his/her behavior in class or activities causes a disturbance or if his/her work in tutorials/skills development sessions and/or class is unsatisfactory due to lack of effort.

Students are to go to the UB administrative assistant's office (Z-286) to sign-in if arriving late (after 9:30 am) and if leaving early (before 3:00 pm).

TUTORIAL INFORMATION

Airport High School

Tutoring Schedule

Monday & Wednesday: 2:30 - 4:30 p.m.

Tuesday: 3:00 – 4:30 p.m.

Jefferson High School

Tutoring Schedule

Tuesday, Wednesday & Thursday:

2:30 - 4:30 p.m.

Monroe High School

Tutoring Schedule

Tuesday, Wednesday & Thursday:

2:30 - 4:30 p.m.

Changes in tutoring times/locations may change due to circumstances beyond our control.

**FOR TUTORING SCHEDULE UPDATES –
CONTACT YOUR SCHOOL COORDINATOR**

Contact information is listed on the back page of this handbook.

DR. ANTHONY QUINN

Upward Bound Program Director

Office Location: Z-286, Office 286 D

La-Z-Boy Building

734.384.4279 (MCCC)

aquinn@monroeccc.edu

CHARLES FRIEDLINE

Academic Skills Coordinator - Airport High School

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cfriedline@airportschools.com

CARLEY STRANYAK

Academic Skills Coordinator - Jefferson High School

Office Location: JHS - Office 405/406 (Main Office Area)

734.322.2209

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JEFFERY RUBLEY

Academic Skills Coordinator - Monroe High School

Office location: MHS - Rm B-211

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CHERYL PRENKERT

Administrative Assistant

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La-Z-Boy Building

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