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MCCC - UPWARD BOUND PROGRAM

**INTAKE** **PACKET CHECKLIST REVISED 4/8/20**

**Information Requested Staff Initial & Date**

 Grade Point Average (GPA) Click or tap here to enter text.

 Application (completed) Click or tap here to enter text.

 Family Financial Statement: Click or tap here to enter text.

List Type of Verification: Click or tap here to enter text.

 Release of Information Form Click or tap here to enter text.

 Student Health Information Click or tap here to enter text.

 Field Trip Consent Form Click or tap here to enter text.

 Permission and Release Form Click or tap here to enter text.

 Interview scheduled with Director

and/or Academic Skills Coordinator Click or tap here to enter text.

 Student/Parent Contract Click or tap here to enter text.

 Expectations Form Click or tap here to enter text.

 Student/Parent Handbook Received Click or tap here to enter text.

 **PSAT 8th Grade (score & P, PP or NP)**

EBRW Click or tap here to enter text.

MATH Click or tap here to enter text.

TOTAL Click or tap here to enter text.

 **PSAT 9th Grade (score & P, PP or NP)**

EBRW Click or tap here to enter text.

MATH Click or tap here to enter text.

TOTAL Click or tap here to enter text.

**\*Student’s UB Start Date** Click or tap here to enter text.

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**Dear Upward Bound Student and Parent/Guardian,**

As a member of the Upward Bound (Federal TRIO) Program, you are required to meet the specific areas of compliance for Airport Community Schools, Jefferson Schools or Monroe Public Schools. Therefore, to remain in compliance with our Federal TRIO Grant, our student contract and stipulations, which are located on the following pages, must be read and signed by both student and parent/guardian.

In relation to **TUTORIAL, SUPPLEMENTAL INSTRUCTIONS, ATTENDANCE, STUDENT PARTICIPATION, VOLUNTEER WORK, EXTRA CURRICULAR ACTIVITIES:**

**STEP 1** - Following the first month of non-compliance the student will receive a letter of

**warning**.

**STEP 2 -** Following the second of month of non-compliance the student will be placed on

**program probation** for non-compliance.

**STEP 3 -** Following the third month of non-compliance the parent/guardian and student will

**meet with the UB Director and /or Academic Skills Coordinator**.

**STEP 4** - Following the fourth month of non-compliance the student **will be removed** from

the UB Program.

In relation to **GRADE POINT AVERAGE:**

**STEP 1** - Following the first marking period, if a student does not achieve a 2.0 the student will

meet with the Academic Skills Coordinator and develop an academic plan of

action. Student will be placed on **warning status**.

**STEP 2** - Following the second marking period, if a student does not achieve a 2.0 the student and

parent/guardian will meet with the UB Director and/or Academic Skills Coordinator

and revisit student’s academic plan of action and make any appropriate adjustment

of plan. Student will be placed on **probation**.

**STEP 3** - Following the third marking period, if a student does not achieve a 2.0 the student **can be**

**removed** from the program.

As the Director of the UB program I recognize there are factors that often enter into a student’s performance and level of participation in any organization. I will most certainly take that into consideration. With your support I will exercise my best efforts to prepare and direct your student towards post-secondary success.

Sincerely,

Anthony Quinn, Ph.D.

Director of Upward Bound

Monroe County Community College

**Student Initial** Click or tap here to enter text.

**Parent/Guardian Initial** Click or tap here to enter text.

**STUDENT CONTRACT**

**MCCC – Upward Bound Program**

Monroe County Community College Upward Bound Program requires a strong commitment from the students and their parents. The program provides intensive, ongoing service to participants to ensure their success in preparing for college. Participants usually begin during their freshman year and remain with the program throughout high school. Upward Bound is funded through the Department of Education TRIO Programs. Our specific grant requires compliance in the following areas:

**RULES OF CONDUCT**

As a voluntary member in the Upward Bound Program, students are expected to conduct themselves in a manner reflecting the goals and objectives of the program.

1. Student must comply with the rules and regulations at Monroe County Community College.
2. Student must comply with the rules and regulations of the appropriate target school (AHS, JHS or MHS).
3. Student exhibit courtesy and consideration toward staff, faculty, fellow students, and others at all times.
4. Student must exemplify respectful behavior for self and others at all times.
5. Student will be cooperative with all staff members.

**ACADEMIC REGULATIONS**

As a voluntary member in the Upward Bound Program, students are expected to maintain adequate academic performance in school and in Upward Bound.

1. Student must satisfactorily complete all class and homework assignments, both in high school and in Upward Bound.
2. Student must maintain a 2.0 grade point average or higher.
3. Student must complete academic requirements for high school graduation and college preparation.
4. Student must attend directed tutorials if he/she receive below a C in any core curriculum.

**PARTICIPATION**

As a voluntary member in the Upward Bound Program, students continued participation in the program will be based on evaluation, attendance and participation in all program activities.

1. Student must be in attendance 95% of all required school days and program activities (Upward Bound recognizes specific circumstances that may impact this requirement).
2. Student must participate in at least one tutorial a week and one **mandatory** supplemental session a week.
3. Student’s participation in cultural/social activities will be based on the student’s earning a grade point average of 2.0 or higher or on recommendation by a UB staff member.
4. Student’s stipend will be distributed based upon attendance, behavior, participation at the tutorial/supplemental session, workshops, earning a grade point average of 2.0 or higher and summer component.
5. Student must participate in the **mandatory** six-week non-residential summer component held at the campus of Monroe County Community College. Transportation (via bus) will be provided free of cost to the student/family.
6. Upward Bound students are held to a high standard of behavior. Ongoing referrals and/or suspensions will be reviewed by the Director and the student placed on program probation. Habitual non-compliance may result in subsequent removal from the UB Program.
7. Upward Bound may ask that Parent/Guardian attend informational meetings and the annual award reception.
8. I understand that Upward Bound is a college preparatory program and state that upon graduation from high school, it is my intention to go on to post-secondary education.

**I hereby agree to the expectations listed in the contract, fully realizing that any breach of this contract may result in probation, suspension or dismissal from the Upward Bound Program.**

**X** Click or tap here to enter text.

**Type Name - STUDENT SIGNATURE & DATE**

**X** Click or tap here to enter text.

**Type Name - PARENT/GUARDIAN SIGNATURE & DATE**

**STATEMENT OF RESPONSIBILITIES**

**The MCCC - Upward Bound Program is a wonderful opportunity for all students. The students who will most enjoy and benefit from this TRIO Program will understand their responsibilities.**

**STUDENT – PLEASE READ EACH RESPONSIBILITY STATEMENT AND CHECK BOX**

I understand that Upward Bound is an academic program and that academics come first**.**

I understand that this program will help me prepare for a four-year college while exposing

me to the opportunities available at Monroe County Community College and other institutions.

I understand that I will be expected to participate in all scheduled Upward Bound activities unless excused by a member of the UB Administrative staff.

I understand that the program emphasizes discipline and I am expected to carry myself in the highest regard. I understand that I will be supervised by program staff.

I understand that once accepted into Upward Bound, I am a participant until I graduate.

Should I desire to discontinue participation, I am expected to immediately notify the Upward Bound Program, in writing of my withdrawal.

**PARENT/GUARDIAN – PLEASE READ AND CHECK BOX**

**Parent Participation/Visitations -** I/We understand that in order for my/our son/daughter to participate, I/We may be asked to participate in Upward Bound activities during the year. I/We understand that I/We am/are welcome at all times to visit the campus, inspect facilities, observe activities, and confer with the program director, faculty, and staff.

**PERMISSION & RELEASE**

My/Our student, Click or tap here to enter text., (student’s name ) has my/our

permission to participate in the Monroe County Community College - Upward Bound (UB) Program (September-May) and the Summer Program (June-August).

**Photo Release**

I/We give permission for Click or tap here to enter text. **(student’s name)** picture to be taken in connection with the activities of the UB Program at Monroe County Community College, and its agencies to be used in newspapers, television, magazine articles and talk concerning the project.

**Program Research Consent**

I/We give permission and consent of my minor child to participate in any Upward Bound Program and/or TRIO Program research involving surveys, questionnaires etc. I am aware that participation is voluntary and will have no detrimental effect on my child’s participation and relationship with Upward Bound and TRIO Programs. Also, I am aware that my child’s name will never be used or associated with the project.

**Handbook**

I/We acknowledge that I/We have received a copy of The Monroe County Community College Upward

Bound Program Student/Parent Handbook.

**I understand the responsibilities listed above and give my/our consent for participation in the Upward Bound Program, Photo Release, Program Research and handbook receipt.**

**Student Signature & Date: X** Click or tap here to enter text.

**Parent/Guardian Signature & Date: X** Click or tap here to enter text.

**MCCC - UPWARD BOUND PROGRAM**

**RELEASE OF INFORMATION CONSENT FORM**

I, Click or tap here to enter text. , parent/guardian of

Click or tap here to enter text. authorize the Monroe County Community

Student Name

College Upward Bound Program to request and receive any/or all of the following information:

* + - Standardized Test Results
    - Attendance records
    - Transcripts
    - SAT scores
    - PSAT/SAT scores
    - Interim Progress Reports
    - Grades

From any/or all schools listed below:

* Airport High School - 11330 Grafton Road, Carleton, MI 48117
* Jefferson High School – 5707 Williams Rd., Monroe, MI 48162
* Monroe High School - 901 Herr Rd., Monroe, MI 48161
* **Any high school and/or secondary institution** the student may attend prior to high school graduation, GED completion and completion of an Associate’s Degree.

The above information will be used for the following purpose(s):

* Determining eligibility for the program
* Planning appropriate program
* Continuing appropriate program
* Case Review
* Updating file
* Reporting to the U.S. Department of Education

I understand that I may revoke this consent at any time by providing written notice. I have been informed of what information will be obtained, its purpose, and who will receive this information.

**STUDENT SIGNATURE & DATE X** Click or tap here to enter text.

**PARENT/GUARDIAN SIGNATURE & DATE X** Click or tap here to enter text.

**WITNESS SIGNATURE & DATE X** Click or tap here to enter text.

**FIELD TRIP CONSENT FORM**

**Agreement and Release**

The Monroe County Community College Upward Bound Program offers a unique opportunity to participate in field experiences for educational purposes. The program relies on the cooperation and goodwill for various private businesses, individuals, organizations, and government entities. Because of our obligation to those persons and agencies, and because we understandably cannot assume responsibility for the various persons and agencies, which are in different ways connected with our program, we ask that you adhere to the following terms and conditions of participation. Your dated signature informs the UB staff that you understand and agree to these terms and conditions.

Whereas I/We, Click or tap here to enter text.**, parent(s)/guardian** of

Click or tap here to enter text.**, (student’s name)** a student registered for and desiring to participate in activities associated with the Upward Bound Program; and

Whereas I/We parent/guardian(s) of Click or tap here to enter text.**(student’s name),** do hereby provide authorization for my/our child to travel on all Upward Bound sponsored trips and affairs in vehicles and other modes of transportation supplied by the Upward Bound Program for the entire period in which my/our child is enrolled in the Monroe County Community College Upward Bound Program. This authorization covers absences from school which will be deemed excused since these activities are educationally sound. These trips will include college visits, cultural events and recreational activities and may take place outside the state of Michigan. In some cases, the student may be asked to provide his/her own transportation; and

I/We understand that the Upward Bound Program will not be held responsible when my/our child chooses to ride in cars or other modes of transportation NOT officially provided by the Upward Bound Program; and

Whereas I/We further understand that the student is subject to the behavioral directions of the leaders of this trip and that the consumption of alcohol and use of cigarettes and/or drugs is strictly prohibited. Behavior detrimental to the activity, as determined by the Upward Bound Staff, will result in dismissal from the Upward Bound Program.

I/We further understand that the Upward Bound Program will cover transportation and lodging for each student. I/We, parent(s) or guardian(s) of said student, will be responsible for covering his/her expenses including food costs when appropriate. The Monroe County Community College is not liable for injuries, theft, etc., during the trips.

Therefore, I/We agree to hold the Upward Bound Program staff, drivers of vehicles; supervisor of this program; the Monroe County Community College; its Board of Trustees; officers, employees and UB Program volunteers harmless for any direct, indirect, special or consequential damages which I/We may incur or be held liable for as a result of my student’s participation is the activities. I/We have read the above terms of this agreement and understand and agree to the terms and conditions.

**Parent/Guardian Name (print)** Click or tap here to enter text.

**Address** Click or tap here to enter text.

**City/State/Zip** Click or tap here to enter text.

**Phone** Click or tap here to enter text.

**X** Click or tap here to enter text.

**Parent/Guardian(s) Signature & Date**

**STUDENT MEDICAL & EMERGENCY INFORMATION**

Maintaining a student’s address, contact information, medical information, and emergency contact number(s) is one of the requirements of the Upward Bound Grant provided to us by the U.S. Department of Education. In order to have the most current information, our program requires each student to submit this form at the beginning of each school year.

**This information will be on file with the UB Program for the school year and summer program in the year which the student becomes a participant AND will need to be updated annually.**

Student: Click or tap here to enter text.

Current Grade: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Parent/Guardian #1:**

Name: Click or tap here to enter text.

Relation to UB Student: Click or tap here to enter text.

Address: Click or tap here to enter text.

City, State, Zip Code: Click or tap here to enter text.

E-Mail Address: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text.

**Parent/Guardian #2:**

Name: Click or tap here to enter text.

Relation to UB Student: Click or tap here to enter text.

Address: Click or tap here to enter text.

City, State, Zip Code: Click or tap here to enter text.

E-Mail Address: Click or tap here to enter text.

Home Phone: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text.

**Student Information:**

Student lives with: Click or tap here to enter text.

Relation: Click or tap here to enter text.

**Physical Address**: Click or tap here to enter text.

City, State, Zip Code: Click or tap here to enter text.

**Mailing Address**: Click or tap here to enter text.

City, State, Zip Code: Click or tap here to enter text.

Student Cell Phone: Click or tap here to enter text.

Student Email: Click or tap here to enter text.

**Emergency Contact:** If parent/guardian cannot be reached

Name: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Relation: Click or tap here to enter text.

**MEDICAL INFORMATION**

1. **Known Allergies: Check all that apply**

Aspirin  Bee/wasp  Egg products  Milk products Peanuts/peanut oil  Penicillin  Sea Food  Wheat

Other allergy (please list) Click or tap here to enter text.

1. **Medical Conditions UB Staff should be made aware of: Check all that apply**

\_\_\_\_ Anxiety \_\_\_\_ Diabetes \_\_\_\_ Fainting \_\_\_\_\_ Headaches \_\_\_\_Heart/BP

\_\_\_\_ Seizures Other condition(s) (please name) Click or tap here to enter text.

1. **Medical Insurance/Physician Info:**

Insurance Name: Click or tap here to enter text.

Policy Number: Click or tap here to enter text.

Primary Care Physician Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

1. **MEDICATION RELEASE (OTC) & MEDICAL TREATMENT RELEASE**

I give permission for UPWARD BOUND STAFF & CHAPERONES to administer the following medications if necessary: Check all that apply

Antacid/Pepto Bismol  Aspirin  Benadryl  Cold/Sinus

Ibuprofen/Motrin  Tylenol

List Medications (other than OTC) currently taking: Click or tap here to enter text.

I hereby authorize Monroe County Community College Upward Bound Program to seek emergency

medical treatment for said child in the case of an accident or illness while participating in any

Upward Bound program activity during the academic year and the summer program including any

field trips and cultural trips. I release the Monroe County Community College Upward Bound Program

and employees from any liabilities for accidents and from normal health difficulties which may occur

during the course of the program and its activities. I further agree to release Monroe County

Community College and the Upward Bound program from any expense incurred for medical treatment.

I agree to reimburse the program for any medical costs that may be incurred by my son/daughter.

**X** Click or tap here to enter text.

Parent Signature & Date