



UPWARD BOUND PROGRAM

STUDENT HANDBOOK

South Arkansas College

El Dorado, Arkansas



The Upward Bound Program at South Arkansas Community College is funded in total by the U.S. Department of Education to help generate skills and motivation for necessary for success in education beyond high school.

2022 – 2023

South Arkansas Community College Upward Bound

Upward Bound is a TRiO program that seeks to motivate and support college bound students. TRiO began as part of President Lyndon B. Johnson's War on Poverty, known as The Educational Opportunity Act of 1964.

PREFACE

The purpose of the Upward Bound Program Student Handbook (Student Handbook) is to provide students and parents with detailed information about the policies, regulations, and requirements of the South Arkansas Community College Upward Bound Program (Upward Bound).

Establishing a quality educational learning environment must be a collaborative effort between the student, parent/guardian, and Upward Bound. As a participant in the program, the student must be knowledgeable about the responsibilities that they are expected to accept. The Student Handbook provides this information; therefore, the students and parents are responsible for reading and understanding all information contained in this handbook.

Upward Bound is an opportunity to build a solid educational foundation for future goals. Through a variety of support services, students can develop the confidence to dream great dreams and achieve great things.

MISSION STATEMENT

The Upward Bound program at South Arkansas Community College (SouthArk) is committed to serving the educational needs of eligible students and families in our community and strives to promote excellence and success in high school and college completion.

VISION STATEMENT

The Upward Bound program at SouthArk will strive to empower all students with the academic support needed to succeed in their educational attainment.

GOAL

The goal of every Upward Bound student should be to successfully complete a rigorous course of study in high school followed by enrollment and graduation from a college or university. The purpose of the Upward Bound program is to help students achieve these goals.

MESSAGE FROM THE UPWARD BOUND STAFF

We hope that this handbook will help you understand the expectations, rules, and policies of the Upward Bound Program at SouthArk. While it does not cover every activity, program, service, or procedure, it serves as a reference tool and guidebook for the program.

STAFF AND OFFICE INFORMATION

Upward Bound classrooms and office spaces are located in the Technology Building on the West Campus of SouthArk.

Kelsey Jackson, Director

Phone: 870.864.7100

Location: TEC 226

Martha Dunn, Student Success Specialist

Phone: 870.864.8409

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Location: TEC 220

Roy Williams, Student Success Coach

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Location: TEC 220

Campus Switchboard:

870.862.8131

Mailing Address

Upward Bound

South Arkansas Community College

P.O. Box 7010

311 South West Avenue

El Dorado, AR 71731-7010

Program Website:

<https://www.southark.edu/student-services/services/upward-bound>

If you have any questions or concerns, please do not hesitate to contact a staff member.

GENERAL INFORMATION

ELIGIBILITY CRITERIA

A student is eligible to participate in the program if they meet the following criteria:

1. Needs academic support to pursue post-secondary training.
2. Has demonstrated a potential for entrance into post-secondary training.
3. Is a low-income individual *or*
4. Is a potential first-generation college student *or*
5. Is physically handicapped *and*
6. Has at least a 2.5 cumulative grade point average *and*
7. Has completed the eighth grade but has not entered the 11th grade and is at least 14 years old, but no older than 17.

COMMITMENT AND RESPONSIBILITY

As a student in Upward Bound at SouthArk, you have a right to expect:

Competent instruction and study assistance:

- A safe and clean environment in which to study, learn, and engage with other students
- To be treated with respect.
- To be heard.
- An opportunity for cultural enrichment.
- Assistance in planning and preparing for post-secondary education and career options.
- Academic and career counseling and group activities.

In Upward Bound, student responsibilities include the following:

- Regular attendance and participation.
- Participation in all scheduled activities.
- To treat others with respect.
- To do your best in Upward Bound, El Dorado High School, and in your community.
- To abide by the rules and policies of Upward Bound, El Dorado High School, and South Arkansas Community College.
- To behave in a manner conducive to learning in and out of the classroom.
- To represent Upward Bound positively at all times.

APPLICATION PROCEDURES

Students interested in applying to the Upward Bound program should contact El Dorado High School counselor's office or any Upward Bound staff member at SouthArk to obtain an application packet. Applications can also be found on SouthArk's website at <https://www.southark.edu/student-services/services/upward-bound>. All applications must be completed and submitted following the instructions provided.

WITHDRAWAL FROM THE PROGRAM

Before withdrawing from the program, the student and parent/guardian must meet with the director at least two (2) weeks before the intended withdrawal date to complete the necessary forms.

RE-ENTRY INTO THE PROGRAM

Whenever a student voluntarily withdraws or is dismissed, the vacant position is extended to the next eligible applicant.

COST TO PARTICIPANTS

The program pays for all program-related expenses, including attending cultural activities, social events, transportation, books, and other Upward Bound program materials.

CARE OF PROPERTY

Students are responsible for the maintenance of all books, supplies, and equipment supplied by Upward Bound. Students who disfigure, abuse, or damage school property or equipment will be required to pay for repair or replacement of these items. Damaging or destroying public property is a violation of the law, and students may face legal ramifications.

TRANSPORTATION

Students must provide their transportation to and from regular Upward Bound activities, including Saturday academy, tutor/study sessions, and summer academy. **ONLY** with documentation of permission on file can students carpool with other students or families. It is the parents'/guardians' responsibility to ensure the student's attendance at all Upward Bound meetings.

DRESS CODE

Students must dress neatly and modestly. Any clothing apparel, which distracts or disrupts the educational process, will not be permitted; this includes hats, caps, flannel pajamas, sagging pants, short shorts, revealing tops, and non-prescription sunglasses. When students are required to wear Upward Bound T-shirts, they must be visible unless weather permits. Clothing with crude or suggestive slogans or pictures must not be worn to Upward Bound. We reserve the right to require that students change clothing if clothing is unsuitable or displays a negative image for the Upward Bound Program.

MEALS

Meals are provided to all students in attendance at scheduled activities during Saturday Academy, Summer Scholars' Academy, and Summer Bridge Program. Prepackaged meals or meal cards will be purchased from local merchants.

VISITATION POLICIES

Students are **not** allowed to invite others (non-participants) to program meetings, classes, or activities. Only the administration can extend invitations. Upward Bound students may bring a guest on designated Saturdays with permission from Upward Bound staff to introduce them to the program. The guest must sign-in on the Visitor Sheet and is expected to attend classes, tutoring, and activities with the Upward Bound student. If the guest is disruptive, they will be asked to leave. **Guests are not allowed to go on Upward Bound sponsored trips.** Parents/guardians may visit Upward Bound, but should inform the Upward Bound staff of their presence.

RESPECT AND TREATMENT OF OTHERS

Upward Bound students are expected to treat other students and staff members with respect and dignity. **Any form of bullying is unacceptable.**

GENERAL ATTENDANCE

When unable to attend any academic year meeting, the student's parent/guardian should notify the Upward Bound staff. Acceptable excused absences include the following: ACT prep/tests, school-related activities, student illnesses, and family emergencies. Upward Bound staff must approve all absences.

Upon arrival at each academic year meeting, each student **must sign their name** on the sign-in roster. Signed initials and printed names are unacceptable. No student may sign for another student.

ACADEMIC YEAR COMPONENT

Students meet on the west campus of South Arkansas Community College on eighteen (18) Saturdays during the academic year. Saturday sessions include academic rotations, seminars, and cultural/social activities. The Academic Year Component is a supportive curriculum including study support services in rigorous core high school subjects designed to improve the student's grade point average (GPA), improve ACT scores, enhance academic skills, and develop personal skills necessary for success in post-secondary coursework. Study Support Services are available for subjects taught in high school that are a part of the college preparation core curriculum (English, Science, Math, and Foreign Languages). Upward Bound has incorporated the Comfit Online Learning Center to further enhance student academic success and suffice for assignments missed during absences.

GRADING SYSTEM

The grading system below is utilized with the percentage equivalent of the letter grades as follows:

<u>Range</u>	<u>Grade</u>	<u>Point System</u>
A	90-100	4
B	80- 89	3
C	70-79	2
D	60-69	1
F	Below 60	0

The grade point system is based on four (4) points.

GRADE REPORTS

Students are responsible for submitting nine (9) weeks' grades to the Upward Bound Student Success Coach or Student Success Specialist during the academic year. These grades will be used to

monitor the student's academic progress to determine the student's success in achieving academic goals and provide remediation (tutoring) for those encountering academic difficulty.

ACADEMIC STANDARDS

1. Students who do not maintain at least a 2.5 grade-point-average (GPA) or better in the courses taken during a nine (9) week period during the academic year will be placed on academic probation.
2. Students who fail to earn the required minimum GPA by the end of the current semester will be dismissed from Upward Bound.

UPWARD BOUND SUMMER COMPONENT

SouthArk's Upward Bound Summer Component will include Summer Scholars' Academy and a Summer Bridge Program. The purpose of the Summer Scholars' Academy is to simulate college attendance for students and to facilitate the acquisition of skills necessary for success in high school, college, career, and life.

Students in the Summer Scholars' Program will receive intensive instruction in math, laboratory science, English composition, literature, and foreign language. Hands-on learning experiences focusing on critical thinking skills are designed to promote excellence in teaching and learning during the Summer Scholars' Program.

Students will also receive academic and career counseling with a special focus on improving ACT scores and financial literacy. Enrichment activities will be provided during the Summer Scholars' Program to enhance educational, cultural, recreational, community service, and social experiences.

UPWARD BOUND SUMMER BRIDGE COMPONENT

Graduated seniors of the current year will attend summer classes and enroll in no more than six (6) hours of general education college credit classes at SouthArk. Classes will be based on academic plans for college in the fall with approval of the Upward Bound Director. Bridge participants are expected to attend classes, study groups, and other scheduled Upward Bound activities that do not conflict with their college classes.

Graduates provide copies of college acceptance letters and sign college information release forms. At the end of the summer session, Bridge students will participate in individual exit interviews and complete participant satisfaction surveys to help Upward Bound staff evaluate Bridge services. Bridge students will also update contact information such as email, phone numbers, and social media accounts to support Upward Bound staff's tracking of participant progress as they enter and advance in postsecondary education. Upward Bound staff will offer students further assistance including referrals to other college TRIO programs.

ACADEMIC POLICIES AND PROCEDURES

UPWARD BOUND IS FIRST AND FOREMOST AN ACADEMIC PROGRAM. Students are expected to work hard in a rigorous course of study, be successful in their academic work, and improve GPA's and ACT scores while in Upward Bound. Students are responsible for following the program's guidelines, which include regular attendance, being punctual, bringing books, necessary supplies to classes and study sessions, and positive and constructive class participation. **The U.S. Department of Education, which funds Upward Bound, requires that students improve their academic performance each year.**

Classroom Behavior/Attendance

Because academic achievement is an important part of our program, students are expected to behave in a manner that is conducive to learning:

- Students are expected to attend ALL scheduled classes and study sessions. Attendance will be taken for each academic rotation.
- Students are expected to be on time for class.
- Students are expected to complete and participate in all assignments and projects following the instructor's directions and requirements.
- Students are expected to comply with directions teachers, aides, tutors, administrative personnel, or other authorized program staff.
- Students shall respect the rights, property, and privacy of other students and program personnel.
- Students shall develop tolerance of others' opinions and recognize the right of other individuals to form different points of view.
- Students shall carry to the classroom only those materials that are acceptable under program policies and which are not hazardous to any person or property.
- Students displaying disruptive and uncooperative behavior will be subject to disciplinary actions.

Students whose behavior is detrimental to Upward Bound purposes, goals, and the academic environment in a class and/or study session will be subject to disciplinary action. The Director will take disciplinary action, including a parent/guardian conference, probation, or dismissal.

TUTORING/STUDY SESSIONS

Study/tutoring sessions are a main component of Upward Bound during the academic year. Tutoring is mandatory for all UB participants with less than 2.5 GPAs during the previous grading period or grades below C in any core subject; it is voluntary for others. Students are required to sign in at each session.

Sessions will not meet on weeks or days when school is not in session, or when classes are dismissed early. When school is cancelled or dismissed early due to bad weather, Upward Bound sessions are cancelled.

Misuse of study/tutoring sessions is a serious matter. Study/tutoring sessions must be used to complete assignments, study for exams, obtain help on specific problems with core subjects, ACT practice, or develop effective college study habits. Students must come prepared. Study/tutoring time must be used wisely. The purpose of the study/tutoring sessions is to develop habits that will ensure success in college.

EVALUATION

The Upward Bound program utilizes a variety of evaluation assessments to determine student progress and success such as a Student Self-Assessment Essay, Accuplacer testing, and high school transcripts. During the academic year, the Director, Coach, and Specialist use assessment results and work individually with assigned students to develop an Individual Intervention Plan (IIP) to document student progress. The Upward Bound staff will meet with the student and parent(s)/guardian(s) to document the best course of action to improve grades. All parties will sign off on the IIP document.

The IIP will be used to monitor participants and document progress throughout participant's involvement in Upward Bound. Students are responsible for turning in report cards to the Student Success Coach each nine (9) weeks. Failure to do so will result in stipends being held until grades are submitted.

ACADEMIC PROBATION

Students are placed on academic probation when semester grades fall below a 2.0 GPA. Academic Probation indicates that the student is not reflecting a clear commitment to the SouthArk Upward Bound Program's goals, which are excellence and success in high school and college.

Probationary contracts are offered as an alternative to dismissal from the program. If the student accepts and fulfills the terms of the probation by the set deadline, the probationary status will be lifted. If the student does not accept the probation terms or does not adequately fulfill the terms, the student may be dismissed from Upward Bound.

Failure to abide by the rules of probation, or failure to bring grades up to a satisfactory level during the probationary semester will result in the student being dismissed from the program, barring extenuating circumstances. Students who do not successfully meet probationary criteria during the spring semester may be allowed to continue in the summer program at the Director's discretion.

PROBATIONARY STATUS

During the first sixty (60) days that students are enrolled in Upward Bound, they are considered to be on probationary status. New students can only have one (1) absence (unless extenuating circumstances occur) during this period other than those for school activities. Students are also expected to abide by all rules and policies of the program. Failure to follow these guidelines will result in the student being dismissed from the program. If all probationary requirements are met, student will achieve full participant status.

INCLEMENT WEATHER POLICY

When the weather is such that driving is hazardous, Upward Bound will not meet. When classes are cancelled, Upward Bound Staff will notify El Dorado High school on Friday by 2:00 p.m. If driving conditions are hazardous in the student's area on Saturday morning, please do not come. Be sure to notify an Upward Bound Staff member of the student's absence, even if Upward Bound is in session. This will be an excused absence.

TRANSPORTATION

Safety is a primary concern when students are involved in Upward Bound activities. Students must provide their own transportation to and from Upward Bound on Saturday during the academic year, for study sessions, and for summer programs. Once students arrive at Upward Bound, they are not to leave the campus unless given permission by a staff member, have documented consent from the parent/guardian, or leaving for the day.

CULTURAL ENRICHMENT ACTIVITIES

Students in Upward Bound are offered a variety of programs and activities to help them become more knowledgeable and aware of music, theater, art, history, and other aspects of American and world cultures. This is part of the overall Upward Bound experience and students are expected to attend these planned cultural enrichment activities. Upward Bound students are expected to demonstrate appropriate behavior at these activities.

STUDENT CONDUCT

POLICIES, RULES, AND REGULATIONS

Upward Bound students are expected to appropriately behave while on the SouthArk campus and while attending any Upward Bound-sponsored activity. Students participating in Upward Bound attend voluntarily and have responsibilities. These responsibilities must support and meet the expected behavior standards of Upward Bound and SouthArk. Behavior that creates an unsafe environment will not be tolerated. **Incidents of bullying, teasing, and harassment at any time are subject to disciplinary action. Upward Bound has zero-tolerance for disrespect.**

CELL PHONE AND TECHNOLOGY

Use of cell phones *during* the Upward Bound activity is *prohibited*, and phones should be turned completely off and kept out of sight **UNLESS BEING UTILIZED IN THE INSTRUCTIONAL PROCESS AND WITH INSTRUCTIONAL STAFF AUTHORIZATION**. Students who violate cell phone restrictions will be subjected to disciplinary action and the cell phone will be confiscated and returned to the student's parents or guardian.

The use of cell phones or other technological devices while riding on school vehicles or tour buses for Upward Bound school-sponsored activities is at the discretion of the Upward Bound staff. Upward Bound will provide an itinerary that includes breaks for placing phone calls. In case of an emergency, students will be allowed to use their phones.

Students are responsible for the security of their cell phones. Upward Bound shall not assume responsibility for theft, loss, or damage of a cell phone or unauthorized use on a cell phone.

POSTS TO ANY SOCIAL MEDIA OF ANY UPWARD BOUND ACTIVITY IS EXPRESSLY PROHIBITED WITHOUT OFFICIAL UPWARD BOUND AUTHORIZATION!

DISCIPLINARY ACTION

INFRACTIONS

The following infractions are considered extremely serious and disciplinary action up to and including immediate dismissal from the Upward Bound program will result. In addition, if the situation warrants, Campus Security will be contacted.

- Smoking
- Possession, use, or distribution of alcoholic beverages.
- Possession, use and/or distribution of drugs, narcotics and/or medicines without prescription
- Possession of any and all weapons
- Theft or attempted theft of property; including shoplifting while on Upward Bound trips
- Physical assault of persons
- Sexual activity among participants or with others on the SouthArk campus or Upward Bound sponsored trips
- Arrest for violation of local, state, or federal law
- Setting off false alarms and/or tampering with firefighting and/or safety equipment.
- Lewd, obscene or disorderly conduct while on campus or at a Upward Bound sponsored activity
- Possession and use of fireworks on campus
- Bullying
- Misuse of cell phones and other technology (Facebook, YouTube, Instagram, Snapchat, etc.)
- Academic dishonesty such as cheating and plagiarism
- Misuse, abuse and unauthorized use of college computing resources
- Non-attendance or tardiness at scheduled classes and activities
- Being in unauthorized areas
- Disruptive behavior in class, failure to follow directions, or complete assigned work
- Horseplay (slapping, running, hitting, teasing)
- Use of vulgar and/or abusive language
- Repeated interruption of staff and instructors

Sexual Harassment

SouthArk's Upward Bound is committed to creating and maintaining a community that is free from all forms of sexual harassment. Sexual harassment will not be tolerated within the Upward Bound program or at SouthArk. This includes harassment in interactions between students, students and extra-help or staff, or between extra-Help and staff members.

Sexual harassment includes any conduct based on sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Arkansas domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Arkansas.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Students who believe they have been subjected to any inappropriate treatment, sex-based or otherwise, may report their concerns to the Upward Bound Director, who will then report the incident to their immediate supervisor and the South Arkansas Community College Title IX Coordinator. The Title IX coordinator will assist with conducting a thorough investigation and filing all documentations.

DISCIPLINARY PROCEDURES

1. **Reprimands**- regarding behavior and a warning regarding consequences of future misbehavior. Written reprimands will be placed in the student's file.
(1st-oral warning; 2nd written warning; 3rd; possible dismissal)
2. **Revocation of Privileges**- Privileges may be revoked for a period of time which the Director will determine.
3. **Restrictions**- Students may not be allowed to attend social or special activities such as movies, dances, student shows, etc. In some cases, students will not be allowed to attend the end-of-summer trip or academic year trips.
4. **Probation**- Students may be placed on probation for a period of time as determined by the Director. Certain requirements must be met during this period, which will be spelled out in the probationary agreement signed by both student and Director.
5. **Dismissal**- If the circumstances warrant, students will be dismissed from the program. This decision is made by the Director in consultation with the Upward Bound staff and the Director for Student Support Services.

Parents will be responsible for picking up their student from any Upward Bound event/trip where the student's safety or the safety of other students or staff has been compromised. A consensus of Upward Bound staff attending the event will determine this course of action.

STUDENT GRIEVANCE PROCEDURE

The student must first discuss and attempt to resolve the issue with the Upward Bound Director, who will consult their immediate supervisor regarding student concerns as deemed necessary. The Upward Bound Director will follow through with advice from their immediate supervisor. Further appeals must be made directly to SouthArk's Vice President for Student Services.

Upward Bound Handbook Addendum for COVID-19

To help insure the safety of everyone, all students should be screened at home and complete temperature checks before arriving at Upward Bound. If your student is ill or shows signs of illness, please keep them at home.

All classroom seating will follow SouthArk's social distance guidelines (see below). To avoid crowding in hallways, instructors will rotate classes instead of students. A meal card will be offered to all students as they exit Upward Bound.

With the ongoing COVID-19 cases in our local community and state, we would like to remind you to continue to strengthen your personal health protection:

- Practice social distancing by putting at least six (6) feet between yourself and others, including covering your mouth and nose with a cloth face covering, especially in public places where six (6) feet of separation is not feasible.
- Wash your hands often for at least twenty (20) seconds and/or use hand sanitizer.
- Avoid touching your face with unwashed hands.
- Clean and then disinfect frequently used surfaces.
- Cover coughs/sneezes with a tissue or inside of your elbow.
- Monitor your health for symptoms, and stay home if you're sick.
- Follow Arkansas Department of Health / CDC guidance if symptoms develop.

COVID-19 affects all age groups - even college-aged/high school students - and the social distancing guidelines, including wearing face coverings when around others, are to protect yourself and care for others as well.

If you are a SouthArk Upward Bound student or employee and are concerned that you may have been exposed to the virus that causes COVID-19, please contact at 870-864-7100.