“Education is the most powerful weapon which you can use to change the world.”

Nelson Mandela
A Message to Parents and/or Guardians:
We are excited to have your child participate in Upward Bound Programs (UBP). This handbook contains detailed descriptions of program expectations and what is expected to help ensure that your child gets the most out of their time with us. Please do not hesitate to call us to learn more about Upward Bound or to get answers to your concerns.

A Message to Students:
Welcome to Upward Bound Programs! This handbook will explain the program goals and student behavior expectations. Please review this booklet with your parents and/or guardians. It is your responsibility to maintain a positive attitude and strive to get the most out of the program. We cannot stress enough that UBP will provide you a wonderful opportunity to learn and grow. In the end, what you put into the program is what you will get out of it.

Contacting Upward Bound Programs:
Upward Bound Programs, located on the Penn State University Park campus, is open Monday through Friday from 8:00 a.m. to 5:00 p.m. If staff members are unavailable, callers are welcome to leave messages and their calls will be returned promptly.

Upward Bound Programs Staff:
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Upward Bound Programs
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Website: equity.psu.edu/ub
All Upward Bound Programs provide academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages, as well as tutoring, counseling, mentoring, cultural enrichment, work-study programs, and services designed to help improve the financial and economic literacy of students. All activities previously mentioned are designed for students who are limited English proficient, students with disabilities, students who are homeless, in foster care, are aging out of foster care system, or are otherwise considered disconnected.

**Upward Bound (UB)** is a college completion program providing 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 higher education pursuits.

**Upward Bound Migrant (UBM)** is a college completion program providing fundamental support to low-income, first-generation high school students from migrant farmworker backgrounds.

**Upward Bound Math and Science (UBMS)** is a college completion program designed to strengthen the math and science skills of participating students. The goal is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

The goal of Upward Bound Programs is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
Program Objectives
To continue receiving funding from the U.S. Department of Education, Upward Bound Programs must accomplish the standardized objectives listed below. Parent/Guardian support of students is vital in helping us meet our objectives.

Objective 1: Academic Performance:
Grade-Point Average (GPA)
Participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

Objective 2: Academic Performance:
Standardized Tests
UBP seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.

Objective 3: Secondary School Retention and Graduation
UBP project 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 secondary school with a regular secondary school diploma.

Objective 4: Secondary School Graduation
(rigorous secondary school program of study)
All current and prior year UBP participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will complete a rigorous secondary school program of study (RSSPS) and graduate in that school year with a regular secondary school diploma.

Objective 5: Postsecondary Enrollment
All current and prior UBP participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation, or will have received notification by the fall term immediately following high school from an institution of higher education of acceptance but deferred enrollment until the next academic semester (e.g., spring semester).

Objective 6: Postsecondary Completion
UBP participants who enrolled 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 or bachelor’s degree within six years following graduation from high school.
The Academic Year program is designed to provide support and encouragement for students to stay on track academically so that they can be well prepared for college. Upward Bound Programs staff will make every effort to present the students with engaging activities; however, the students themselves will need to make sincere efforts to stay academically focused and take initiative in participating fully in all activities.

Saturday Academies
During the academic year, Saturday academies are held at Penn State campuses. All Upward Bound Programs students are provided round-trip transportation from their home to the campus. No one should drive a vehicle or ride with anyone else to Saturday academies without getting prior permission from the Upward Bound Programs director.

Saturday academies are a vital part of the Upward Bound Programs experience. There are different events planned for each academy including college exploration and preparation, personal development, leadership development, guest speakers, and education improvement workshops. With this in mind, we expect students to arrive at each scheduled academy eager to experience something new with their fellow Upward Bound Programs participants.

Students who are unable to attend a Saturday program and want to request that their absence be excused should complete an excuse form with the help of a parent/guardian and return it to Upward Bound Programs either before or within one week of the Saturday program (email and phone requests for excuses are no longer permitted). PLEASE NOTE: Only one unexcused absence from a Saturday program is permitted to be considered for an additional end-of-year stipend. In the event of bad weather, an academy may be canceled. In that case, Upward Bound Programs will notify all students through the Upward Bound Programs Facebook page, email, and other means. Every effort will be made to cancel the Saturday program by noon on Friday.

School Visits
Upward Bound Programs staff will meet with program participants at their school throughout the school year. During these meetings, students will review their academic progress, receive advice and guidance on personal and academic concerns, discuss postsecondary options and plans, and receive updates on program happenings. Upward Bound Programs students are required to participate in school visits, but may discuss options to make up a meeting when the meeting schedule conflicts with other obligations. Absences are to be discussed with a counselor prior to the meeting, except when absence is due to illness.

Academic Probation
The purpose of Upward Bound Programs is to help students prepare for a postsecondary program of study, preferably at a college or university. In order for students to be successful after high school, it is important that they take the right kind of courses now and work to their potential.
• All students are required to maintain grades of C or better in their academic courses, including English, social studies, science, math, and foreign language.

• Students who earn a grade of D or below in any academic classes will be placed on academic probation and will be required to work with the Upward Bound Programs counselors to arrange for tutoring. **Students must attend one hour of tutoring per week for each class under probationary status.** Students will be removed from academic probation once their grades have improved. Those on academic probation will not be permitted to participate in special events, including field trips, during the school year.

• Students on academic probation who do not demonstrate any progress toward raising their grades over several grading periods may be dismissed from the program. **Don’t forget: Upward Bound Programs is an ACADEMIC program!**

**Assessments**
As required by the U.S. Department of Education, Upward Bound Programs students are expected to complete a variety of academic and career assessments each year, including self-concept, academic achievement, and career assessments that offer an insight into students’ career interests, academic abilities, and postsecondary potential. It is extremely important for students to complete these instruments and treat them as seriously as possible. In exceptional cases, stipends may be withheld from students until they complete all of the required assessments.
During the summer, all Upward Bound students have the opportunity to live in a Penn State residence hall while participating in an academic experience that will be similar to college. The summer program will provide students with a chance to broaden and enhance their academic skills in the following areas:

- English, Critical Reading and Writing
- Math
- Science with Lab
- Foreign Language
- Capstone Research Course

Additional coursework and programming include:

- Seminars
  - College Preparation
  - Career Exploration
  - Study Skills, Time Management, and Note-taking
- Cultural Activities
- Networking with Penn State faculty and staff

Upward Bound Programs students who are currently in eleventh grade (rising seniors) are required to participate in the summer academy in order to get a jumpstart on the college preparation process. Summer support will include:

- College/Corporation visits
- Beginning the college application process (personal statements, completing online college applications)
- Understanding the costs associated with going to college (financial aid, scholarships, grants)

Applying to the Summer Academy
There is a separate application process to attend the summer academy. Applications will be mailed directly to students in late winter. Priority is given to students who have just completed their freshman and junior years; however, all current students are expected to apply. The following factors will be considered when admitting students into the summer academy: participation in academic year program activities, school attendance and discipline records, and academic performance.

If a student who is required to attend the summer academy does not submit the necessary paperwork by the deadline and makes no effort to contact the program, his or her membership in Upward Bound Programs may be terminated and the vacancy filled by another student at their school.

In extreme situations, the Upward Bound Programs director may excuse students from attending the summer academy if they are participating in another academic experience. Students are responsible for ensuring that they contact the program in a timely manner to alert the staff to their summer plans. Online academic support activities will be provided for those students unable to attend the residential program.

Day Trips
Summer participants in good standing can attend day trips during the summer academy, including to different colleges, cultural events, and programming. As with everything else, UBP will pay for the cost of participants’ meals, entrance fees, and transportation.
All Students:
Attend at least one summer program. The summer program between students’ eleventh and twelfth grade years is MANDATORY.

Attend Saturday Academies at the Penn State campuses using the transportation provided.

Attend school visits at your high school. Let the UBP counselor know in advance if you will be unable to attend and why.

Maintain grades of C or better in your academic courses (English, math, science, social studies, and foreign language classes). If you receive a D or below, you will be required to work with your school’s UBP coordinator to arrange for one hour of tutoring for each class under probationary status.

Notify the UBP office at 814-865-2320 or email a UBP staff member if your address, telephone number, and/or email address changes.

Juniors:
Complete all of the requirements listed above under “All Students.”

Sign up for and take the PSAT, which is offered in October (date to be determined, depending on your school calendar) at your school. It is your responsibility to see your guidance counselor to sign up for a fee waiver for this test. Make up dates are not available.

Use the fee waiver provided by Upward Bound Programs to take the SAT.

Submit all of the necessary forms by the established deadline to register for Upward Bound Programs summer academy. It is mandatory for students to attend the summer academy prior to their senior year.

OPTIONAL: Sign up for the ACT and use the online fee waiver provided by Upward Bound Programs.

Seniors:
Complete all of the requirements listed above under “All Students.”

Use the fee waiver Upward Bound Programs provides to take the SAT.

Submit at least five completed college or university applications, including one for Penn State, to your school’s guidance office by Friday, October 30, 2020. Upward Bound Programs will cover the cost or provide fee waivers for seniors to apply to a maximum of five colleges or universities, including Penn State.

Submit your Free Application for Federal Student Aid (FAFSA) online by Saturday, October 31, 2020. This deadline is extremely important! It can be met even if your family has not completed their income tax returns. Please give a copy of your SAR to Jennifer Hadley or your assigned UBP counselor.
Student Requirements

Submit copies of your college acceptance and financial aid award letters to the Upward Bound Programs office as soon as you receive them. When you finally choose a college, provide the program with a copy of the letter or receipt verifying that you paid your deposit.

Failure to meet program requirements may result in the following:

1. reduction and/or loss of stipend
2. denied permission to participate in special events, or
3. possible termination from the program

Stipends
A stipend is a small amount of money that students receive for participating in Upward Bound Programs. Students receive a stipend during the school year if they attend scheduled Saturday academies and fulfill all of the program’s requirements. Monies may be deducted from stipends if students do not maintain good grades, misbehave, or are absent or late to Upward Bound Programs events. Students receive a stipend during each week of the summer program if they are present for their classes and meet all of the program’s expectations.

In Closing
Upward Bound Programs is fun and challenging. It provides opportunities for students to learn new things, meet new people, and increase awareness of postsecondary options. The program requires a strong commitment and is a lot of work.

Students who are no longer willing to participate in Upward Bound Programs will be dismissed from the program. UBP participants are also expected to maintain good grades and school attendance so that they can be competitive when it comes time for them to apply for college admission.

“Education is the ability to listen to almost anything without losing your temper or your self-confidence.”

Robert Frost

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This publication is available in alternative media on request.

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