

Upward Bound Guidelines adapted for COVID-19

The Upward Bound Program is preparing its students for a successful college career. In order to be successful, one must be motivated and willing to participate. Upward Bound students must participate in the activities and various components of the program in order to benefit from it. Students will receive a \$120.00 stipend check per semester for program participation. Money will be deducted from monthly stipend checks for components of the program that are missed. The following table lists the various components, the guidelines required, and the consequences associated with them.

COMPONENT	GUIDELINE	CONSEQUENCES
COLLEGE ACCESS ADVISOR (CAA) CONTACTS (2 per month) ONLINE	<ul style="list-style-type: none"> ❖ Must attend at least one of the two Zoom meetings with College Access Advisor (CAA) each month ❖ Responsibility to call, text, or email CAA if you miss your appointment ❖ Can have no more than two missed contacts 	<ul style="list-style-type: none"> ❖ \$5 will be deducted from the monthly stipend check. ❖ After two missed contacts, student will receive warning letter with consequences.
MONTHLY ACTIVITIES ONLINE AS SCHEDULED	<ul style="list-style-type: none"> ❖ Must inform by calling, texting, or emailing a staff member beforehand if you will be late or need to leave early ❖ Can have no more than two unexcused absences ❖ Excused absences* are not penalized 	<ul style="list-style-type: none"> ❖ \$5 will be deducted from the monthly stipend check for activities that are unexcused. ❖ Arriving late or leaving early from an activity may result in acquiring a pro-rated check for the portion of the activity one actually attends. ❖ After two unexcused absences student will receive warning letter with consequences.
CLUB MEETINGS Postponed until further notice – replaced with other activities	<ul style="list-style-type: none"> ❖ Can have no more than two unexcused absences 	<ul style="list-style-type: none"> ❖ \$5 will be deducted from the monthly stipend check for club meetings missed.

IN-SCHOOL COORDINATOR CONTACTS Postponed until further notice – replaced with other activities	<ul style="list-style-type: none"> ❖ Must visit your assigned In-school Coordinator no less the three times per month. This needs to be only a quick stop by the Coordinator’s classroom to exchange information. No lengthy meeting is required, but <u>waving in the hall does not qualify.</u> 	<ul style="list-style-type: none"> ❖ \$5 will be deducted from the monthly stipend check if less than three contacts are made.
SCHOOL ATTENDANCE - ONLINE, VIRTUAL Or BLENDED	<ul style="list-style-type: none"> ❖ Must attend school on a regular basis ❖ Students with a GPA lower than 2.0 and/or excessive absences from school during the Academic Year will not be eligible for the End of the Summer Program Trip. 	<ul style="list-style-type: none"> ❖ Excessive absences may result in partial or total loss of your stipend.
TUTORING ONLINE at Tutor.com	<ul style="list-style-type: none"> ❖ Must attend tutoring if you receive a “D” or below in any class (<u>4 hours</u> of tutoring are required during a six-week or nine-week grading period) ❖ Tutor.com documents attendance for stipend computation. 	<ul style="list-style-type: none"> ❖ \$30.00 is deducted from the monthly stipend when grade is received. When the required amount of tutoring is completed, the money is refunded on next stipend.

*The following reasons are **excused absences** if you inform a UB Coordinator or Administrative Staff Member within three days of activity: (1) Illness; (2) Involvement in a school activity that cannot be avoided; (3) A family emergency

Reasons for Being Dropped From the Upward Bound Program

The following action will result in automatic dismissal from the Upward Bound Program:

- ❖ *A student who has less than an overall 2.0 GPA after one year of participation in the program*

The following actions will result in a meeting with the Director or College Access Advisor. You may be dropped from the program, or you may be allowed to stay in the program if there are extenuating circumstances.

- ❖ *Having more than two unexcused absences from counselor contacts, monthly activities or club meetings*
- ❖ *Use or possession of alcohol or non-prescription drugs or participation in an activity where they are being used during an Upward Bound function or activity*
- ❖ *Displaying lack of moral character or personal integrity*
- ❖ *Receiving school infractions or suspension*