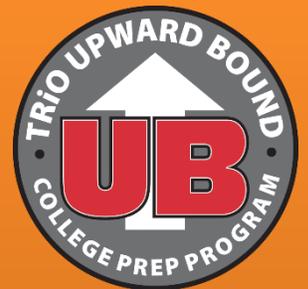


Upward Bound Summer Program Handbook 2020



Particular time, specific details & the College Tour Trip destination will be given at the Summer Program Registration & Information Session to students & parents. The following schedules are EXAMPLES and will change.



SUMMER WELCOME

Welcome to the Upward Bound Summer Program! We are very excited about your participation in the coming weeks. The summer program is designed to help our students grow as scholars and individuals, and we expect only the best from you. Please take the time to read through this handbook so that you are fully aware of what is expected from you this summer. We expect you to follow our rules, attend class, participate fully in activities, study hard, and grow from the UB experience. We see the potential you have, so please be willing to accept our help and guidance and use them to help make your summer better and more productive.

Coronavirus/COVID-19 Modifications to Summer Program

This year, our summer program will function much differently than other summers. Our summer program will be functioning entirely online due to the Illinois Stay at Home order that may extend into the summer. Due to the nature of this situation being new and unprecedented, please understand that all program staff are doing the best they can to accommodate students, yet still maintain learning standards regulated by the U.S. Federal Department of Education for our TRIO grants. We want to keep all students and families safe, but still be able to provide a rewarding experience. We may have unexpected changes due to the nature of working with new situations and limited guidance on what is expected of and approved by the U.S. Department of Education. Things may change during our Summer Program.

Summer Program Goals

Our goals and purposes for the summer program include:

- Enhancing students' academic skills and abilities, especially to help prepare for the upcoming school year
- Helping students feel comfortable in an online college environment
- Creating a sense of trust and kinship with fellow UB students and staff
- Develop skills to withstand challenges in the online college environment
- Expose students to new activities, ideas, places and careers to feel comfortable trying new things
- Develop personal leadership skills to be successful in the college and work environments in the future

SUMMER PROGRAM OVERVIEW

Since the Federal Government Requires us to hold a 6-Week Summer Program, and we are not able to do our traditional teambuilding or trip, we have decided to stick with only the absolute necessities regarding providing a summer program. Because of this, we have decided to provide classes that last the full 6 weeks instead of only 4, to ensure that during the Illinois Stay at Home Order, we are providing what is required by the Federal Government. Since we are not traveling, we are providing a longer academic experience.

Weeks 1 – 6

Online Academic Classes Experience

Students will be taking 4 core classes and 1 specialty SAT prep class (representing a full time college schedule.) Classes offered are designed for students to get a jump-start for the upcoming school year in Math, Science, English, and Foreign Language. Students will be doing their classes exclusively online. All classes will be having deadlines for assignments, and not generally have certain meeting times.

SAT Prep

Students will also be doing SAT Prep alongside their classes in order to prepare for the SAT test for the state of Illinois. Preparing for the test during the summer program will help students improve their knowledge and skills to successfully complete high school and to also improve their chances of winning a scholarship and getting into the college of their choice.

Work-study Experience

Students will work for the Upward Bound Program Department during the Summer and will receive projects from UB Staff to complete.

Weekly Mentoring Check-in Groups with Weekly UB Challenges

Each week students will be required to check in with their Mentoring Groups through a video session. We will discuss summer program challenges and solutions, as well as do a little weekly challenge and share their results with their groups. If you cannot make it to the scheduled session, you can also meet individually with your mentor. Each UB Staff member will be mentors this summer including Hannah, Valerie, and Jenny. We hope to have a lot fun with these!

Cultural Activities

Every other week, we will be doing some activities all together as a group to have some fun and be with each other.

SUMMER PROGRAM COMPONENTS

EXPECTATIONS

Class Expectations

UB is an educational program. For this reason, we have very strict and specific rules and regulations concerning classroom behavior and performance. Your stipend primarily depends on your completion of assignments and behavior in activities and towards others (if there are any.)

Classroom progress

ALL STUDENTS ARE EXPECTED TO MAKE CONTINUING PROGRESS IN EACH CLASS BY COMPLETING CLASS MATERIAL ON TIME. Progress will be measured through quizzes, tests, and evaluations by the instructors. Progress will be mailed to parents and students at Mid-Term and the end of the summer program. Each student is expected to work up to his/her potential. Performing “just enough to get by” or habitually performing work of poor quality will be viewed as the student telling us that he/she is not committed to themselves or to UB. When progress is not being made in the classroom or when the student is obviously performing below their capacity, the student may be written up. It is the student’s responsibility to fully participate and remain open to learning.

Since students’ stipends are mostly from grades, we expect students to be tracking their grades to know where they stand during and at the end of summer. You should be checking for work assigned EVERY day in order to not miss any deadlines.

If students are having technology problems, we expect students to reach out to their instructors *immediately (before the deadline)* in order to notify and work through a solution with their instructor.

Class Behavior

Your instructors will, for the most part, regard you as college students. All students are expected to act respectfully to all UB staff and instructors.

Refusal to participate, disrupting class and cheating can result in disciplinary action. If it is determined that the student is not respectfully following UB’s and the instructor’s conduct rules, the student can ultimately be dismissed from the summer program.

How Will I Learn Material in my Classes Online This Summer?

- **Study Island**

Your classes are all within the Study Island Learning platform. From there, you will see each class you are a part of. Most classes are within study island, except for Robotics, English 1 and 2, and Foreign Language.

- **Foreign Language Classes – Mango**

This year Foreign Language classes will be through the Mango Online Program. Students will get to select which language they want to learn (out of 72 language choices.) Instead of earning a grade in this particular class, you will need to meet an hour requirement at the end of summer. You need study for 20+ Hours Total to = A, 15+ Hours = B, 10+ Hours = C, 5+ Hours = D, 0+ Hours = F.

Training videos will be posted on our webpage for students to view to learn how to use all class programs, along with the login link. Learning does time out, so you won't be able to just sit idle and rack up your hours.

You can use this program on your phone, as well as on the computer. On the mobile app, you can download the lessons to save if you don't have internet at times.

- **Nucleus Robotics**

The Robotics course will be entirely through the Nucleus Robotics Program website. Don't change your login account, please. The Sunday before class starts, the modules will be uploaded to see. We will be sending out usernames and passwords for this program. This class might need to be meeting virtually occasionally due to the nature of the program.

Username and Passwords

All usernames and passwords are the same for each program except for Nucleus Robotics. We will notify you of your username and passwords through Remind.

Parent Support

Parents' roles for students during this summer are especially important for students to be successful in their classes. Parents are expected to provide access to a laptop/computer and provide an internet connection for their children to participate in Summer Program. If this becomes a problem at any time, please notify the UB Manager (Jenny.)

Parents are also expected to provide time for students to complete their work. On average, most classes and SAT prep will include 3-4 hours per class per week for students to complete. If you add this up for 5 classes, this is about 15-20 hours per week necessary for completing their classwork. Students will also need time to meet with us each week and complete challenges and participate in cultural events.

Student Schedule Example

You will be given your actual schedule when you pick up your supplies. Students are placed in classes according to what classes they are taking next year and what classes they have already taken in high school, which you fill out in your registration forms.

Daily

Log into your classes (which will include Math, Science, English, and Foreign Language)

- Check for new assignments.
- Upload assignments due.
- Watch some tutorials.
- Complete some activities & assignments.
- SAT Practice

THIS IS AN EXAMPLE – Your actual schedule will differ depending on your classes/mentoring groups and how you manage your time.

- **Mondays**—Zoom check in with Science Teacher (this is not necessarily required for your class. Your instructor will notify you if you will do Zoom meetings.)
- **Tuesday**— Work on Work-study Career Plan Project

- **Wednesday**—Weekly Mentoring Check-in (weekly Challenge Check-in)
- **Thursday**— Weekly Challenge To-Do
- **Friday**— Fun online activity (like a virtual campus visit, watch party, teambuilding, etc.)

SAT Preparation

This summer you are expected to do SAT Preparation alongside your classes. You will be required to do a minimum of 20 hours studying in the SAT preparation program within the Naviance program in order to earn the full \$100 on your Stipend for SAT Preparation component. See stipend section for more details on how this earned. Part of the hours can include taking the practice tests. You are expected to take at least 1 practice test before you start, then practice, and then take a final SAT Practice test at the end of Summer program. You will spread this out over the 6 week period (which averages out to about 3.5 hours per week.)

Work-study Program

This summer's Works-study program will function much differently than our usual summer due to Covid-19. We will present students with various projects to complete for the Upward Bound Program Office as part of your work-study. Be on the lookout for projects!

Mentoring Groups Weekly Meetings

Weekly Meetings are Required

Each week, students are expected to meet once per week with their mentor groups. If a student cannot make the time scheduled, then they must make arrangements with their mentor to meet separately another time. During these groups, we will have group discussions and touch base with everyone to see how they are doing and troubleshoot through any issues. UB staff thought this would be a good way for everyone to get together and get the support they need over the summer, without demanding too much of your time.

Weekly Challenges

*****THESE CHALLENGES ARE OPTIONAL... THEY WILL NOT IMPACT STIPENDS*****

Every week of the summer program, there will be a challenge offered for students to complete. The purpose of these challenges are to provide an opportunity to interact with each other as well as on social media platforms (UB accounts listed below). Depending on amount of participation, the student that completes the most challenges COULD WIN A PRIZE!

Ways to Submit Challenges:

UB G-Mail Account: jwccupwardbound@gmail.com

UB Facebook Page: [@jwccupwardbound](https://www.facebook.com/jwccupwardbound)

UB Instagram Profile: [@jwccupwardbound](https://www.instagram.com/jwccupwardbound)

Virtual Cultural Trips & Events

*****THESE TRIPS/EVENTS ARE OPTIONAL... THEY WILL NOT IMPACT STIPENDS*****

Every other week, we will be doing some activities all together as a group to have some fun and be with each other, which may include a watch party, paint party, etc. More details to come!

SUMMER PROGRAM RULES & EXPECTATIONS

The Upward Bound Program has established rules and expectations for students during the summer program to ensure the safety and well-being of all students and staff in the program. When students break the rules or do not follow our expectations, we will proceed with the following process to resolve the problem. Please keep in mind that we are always looking out for the best interest of the student and also the program as a whole.

Disciplinary Action

Failure to meet the following rules and expectations may result in the following disciplinary action (and we may skip this order depending on the severity of the offense):

1st Occurrence: **Verbal Warning.** Students will be spoken to about not meeting program rules and expectations in a respectful conversation and will have a discussion about the importance of following the program's expectations.

2nd Occurrence: **Written Warning.** Students will sign the written warning to identify they have received a written warning. A copy will be mailed home to the parent.

3rd Occurrence: **A phone call will be made to the parent** about the situation. Staff will try to identify any underlying issues that may be driving the behavior and discuss how we can help the student meet expectations.

4th or 5th Occurrence:

Student Suspension from Summer Program. Student will be sent home from the Summer Program for the remainder of the summer. The student will not earn a stipend.

OR

Student Termination from Entire Upward Bound Program. Student will be permanently removed from the program. Student will not be allowed to participate in Upward Bound.

We have set this system up to assist students in striving to make positive decisions on their own. We will make every effort to help a student avoid disciplinary action, but it is ultimately up to the student and the choices he or she makes. If a student has received a written warning, then the student has received a verbal warning prior to the written warning. We require students to meet our expectations because it is in their best interest to be successful in their preparation for college, and to keep themselves and all other students and staff safe.

Respect Policy

You are expected to use mature judgment in all your encounters with peers and adults whether you are at an official UB activity or not. In other words, you are to act in a mature and respectful way to EVERYONE! Just because a UB staff member is not present does not mean you can disregard rules. You must treat others as you want to be treated. Think before you speak. Put yourself in the other person's shoes and consider what you are saying. Students will refrain from gossiping and spreading rumors regarding any members of UB staff or students. Students must speak positively at all times, and not use profane language out of respect for yourself and others.

Write-Ups/Violations

When every attempt has been made with a student to correct a behavior, and that student has chosen to continue to break the rules, the student will be written up. If the violation is a serious violation, a student can be written up after the first occurrence. **Write ups/violations will be a \$50 deduction per occurrence off of a student's stipend.**

Supplies for Classes

The Upward Bound Program provides students with all supplies needed for the summer program for their classes. Students are welcome to bring their own supplies from home, if they prefer.

We provide for every student:

- Backpack or Bag
- Notebooks
- Folders or Binders
- Pens
- Pencils
- Highlighters
- Sticky Notes
- USB Flash Drive
- Portable Office Kits (with Stapler, paperclips, eraser, etc.)

Borrowed Items from UB for every student include:

- Headphone set with microphone
- Graphing Calculator

Borrowed Items from Upward Bound

We often lend out each year to students scientific calculators, headphones with microphones, and sometimes laptops. Please be sure to return these each year so that Upward Bound can have these items available to students each year. We must do inventory checks each year, and we can also restock batteries for items that are loaned during the school year. If supplies are not returned by the end of the summer, we may deduct your stipend for unreturned supplies.

Dress Code (During Zoom Meetings)

Students are expected to exercise good taste in choosing apparel to fit the situation. Anything found to be distracting or inappropriate by the UB staff will be mentioned to the student and they will be expected to change their clothing. UB staff will not allow students to wear t-shirts or other clothing with inappropriate language/pictures to activities either on or off campus. UB staff reserves the right to clarify any “grey areas”. T-shirts advertising beer, cigarettes, or any other offensive type logos are not acceptable clothing for UB activities or classes. Revealing clothing is not to be worn.

Meals

Our grant is approved to provide students meals during our summer program. Each student is being provided a check for meals that will be mailed to each student. There will be enough to cover meals for for 3 meals a day, five days per week for 6 weeks, totaling 90 meals. The cost we figured up was determined by what we pay for meals to Quincy University for Breakfasts and Dinners and Hy-Vee for Lunches.

Upward Bound strongly suggests for you to plan out your meals so that you are able to stretch your money as far as you can. If you splurge on a particular meal, then you will need to eat something less costly for the next meal or two. Planning ahead will save you a lot of money.

Time Log Forms

Students will be required to complete a time log form for class work done outside of anything from study island. Classwork done in English classes and Sciences classes that are not within study island need to be documented so that we can prove that these classes were in session. This will protect the UB program in the event of an audit.

Plagiarism

Plagiarism is not tolerated in the Upward Bound Program or in the Collegiate Environment. Serious consequences are a result at the collegiate level including a student being terminated from their college and removed from campus. Students that plagiarize during any of their classes will lose their entire stipend and may not possibly be allowed to participate in a future summer program. Use your own thoughts.

A FINAL NOTE

We are very excited to have you participate in the Upward Bound Summer Program this year! This is a great opportunity for students to truly get a feel for what college will be like. As staff, we are always very excited for summer because this gives us an opportunity to get to know our students better, which allows us to help students even better.

Please be prepared...to get uncomfortable at first. This means that you are growing and learning. This is part of the process to get used to going to college. Push through. Before long...it will feel comfortable. UB Staff will also be doing new things that feel uncomfortable this year right there with you! If you feel it is taking too long to feel comfortable, we ask for you to please reach out to a UB Staff Member or your Evening Mentor. That is what we are here to help you with!