

SIMPSON COLLEGE



UPWARD BOUND

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Upward Bound Q & A

How much does it cost to be in Upward Bound?

There is no cost to the student or the family for being in the Upward Bound Program. The program pays all of the cost for the participants. Students actually earn money while in the Upward Bound Program based on their level of participation. During the academic year, (September-May) students are eligible to receive a \$40 stipend for *full* participation. If activities are missed, the student can receive a partial stipend. (See Stipend Schedule part of this handbook for details). During the summer, the regular UB students receive \$15.00 a week for full participation and the Bridge students can earn \$300.00 a month for completing a work-study program.

How long can you be in the Upward Bound Program?

From the time a student is selected, he or she may be in the program until high school graduation. Following high school graduation, eligible students can participate in the summer bridge program and take a summer college class. UB pays the tuition and other expenses and the students can earn three hours of college credit.

Am I expected to go to college at Simpson?

No. Some of our students decide to attend Simpson, but we do not recruit for the College. We encourage our students to attend the college that best suits their needs and future career plan.

Simpson College Upward Bound services are provided through two components, the academic year program and the summer program.

Academic Year Program

A variety of services are offered to meet our participants' needs during the academic year. They include the following:

After School Tutoring

Throughout the academic year Upward Bound students take part in weekly tutoring sessions. Simpson College students at each high school assist participants with homework completion, test preparation and study skills.

Students that receive less than a 'C-' on their report card in any subject are required to participate in tutoring sessions. Students must continue to attend these sessions until the next report card is received and it has been proven that the student has scored a 'C' or better in all subjects.

Students are expected to stay for the entire duration of the activity or session and use the time to work on school-related subjects. Those who continuously come to tutoring unprepared will have their stipend reduced and/or be asked to leave tutoring. Students must provide written documentation to the Upward Bound staff from the parent to be given permission to leave early. All new participants must participate in tutoring sessions until the next report card is received. Those students who make all A's and B's (3.5 GPA) will not have to attend the sessions as long as they can provide documentation that verifies their grades and they submit an excuse form signed by a parent.

Personal Advising/Counseling

An Academic Advisor is available at least twice monthly to talk with students about career exploration, college planning, personal issues, and academic achievement. Advising is required two times a month, so if a student is unavailable during advising times, they will be expected to make arrangements for advising via phone, email, Facebook or face to face individual appointments.

Senior Night

During the Academic year, a Senior Night will be held on the third Tuesday every month for 1 hour. This will be for seniors to attend to gain extra assistance with college searches/applications, FASFA forms, scholarships, etc.

Monthly Jamborees

During the academic year, a monthly Saturday Jamboree is scheduled for students to take part in workshops related to the college application process, college selection, financial aid, career exploration, ACT test preparation, and academic skill development. Guest speakers and cultural field trips are scheduled as well.

Cultural Activities

Students enjoy various cultural activities that provide enjoyable, educational and social experiences. Some examples of cultural activities include attending athletic events, museums, and musical and theater productions as well as visiting colleges.

Tutoring and On-line Tutoring

Tutoring

During the academic year, tutoring is provided for 2 hours. Tutoring is not provided during winter or spring breaks.

Participants are expected to arrive on time to tutoring. Please talk to your Upward Bound Advisor if you have extracurricular activities that interfere with the tutoring schedule. You will need to complete an Excuse from Upward Bound Tutoring for Extra Curricular Activities and turn it in 2 weeks before your extra-curricular activity. We support and encourage participation in extra-curricular activities, and we will be glad to work with your schedules. Students are required to remain at tutoring sessions for the entire two hours unless they present a note from a parent authorizing early dismissal.

School	Day	Time
East	Tuesdays	6:00-8:00 pm
Indianola	Thursdays	3:10-5:10 pm
Lincoln	Thursdays	2:45-4:45pm
North	Tuesdays	6:00-8:00pm
Norwalk	Mondays	3:25-5:25 pm
S.E. Warren	Thursdays	3:25-5:25 pm

FREE On-Line Tutoring

If you would like additional tutoring or cannot attend scheduled after school sessions, take advantage of free, on-line tutoring 7 days a week from 3:00 pm- 10:00 pm through the Des Moines Public Library and Tutor.com.

All you need is a Des Moines Public Library card and access to a computer with an internet connection—you can use it at any DM library, school, at home from 3:00 pm-10:00pm, 7 days a week. **If you do not live in Des Moines, you can still access the program.** Just go to any DMPL with a school ID, driver's permit/license and anything with your current address on it and get a library card.

Log-in at http://www.desmoineslibrary.com/kids_teens/livehomeworkhelp.html

- Your username is the bar code number on the back of your library card & Pin is the last 4 digits of your phone number.

Get UPWARD BOUND Credit for On-Line Tutoring

You can print your Live Homework Help transcript report and turn into an Upward Bound staff member by the end of each month or email the transcript to your personal email account and then forward it to your Upward Bound advisor (make sure to indicate who you are in the email so you get the credit). To earn full stipend, you must do the equivalent number of on-line hours to make up for missed after school tutoring hours. **It is mandatory to receive 1 hour of tutoring a week for any class with a grade that drops below a C-, even if you have an excuse for an extracurricular activity. This can be done on-line or at after-school tutoring.**

Transportation Policy

Any participant who takes UB transportation to an activity must also take UB transportation home or go home with a parent. Exceptions will be made when the participant presents a note from a parent authorizing permission for the participant to go home with someone else. The note needs to specify with whom the participant may leave. The participant driving the others home must also provide a note of permission from a parent.

There will be occasions when we will arrange opportunities for our participants to attend events. All Upward Bound sponsored events are at no cost to participants. Upward Bound will inform participants when they will need to arrange their own transportation to events.

Jamboree details including pick-up and drop off will be confirmed in monthly mailings. Arranging carpools is encouraged whenever possible. Pick-up and drop off points for Des Moines students are Southridge Mall and Park Fair Mall. Warren county participants pick-up for events is Maple House.

Important Dates

Month	9 th -11 th Grade	12 th
September 24, 2011	Academic Year Orientation/Adventureland	
October 2, 2011	Golden Circle College Fair	
November 12, 2011	Mathematics Day	
December 3, 2011	Holiday Happenings	
January 14, 2012	Academic Enrichment	"Scholarship" Workshop
February 4, 2012	Financial Literacy	FAFSA submission
March 24, 2011	Cultural Activity, College Visit or Community Service	
April 21, 2011	Summer Assessments	Award Letter Comparison
May 12, 2012	Summer Orientation	Bridge Orientation

Parental Permission

Your parent will need to sign a permission form for you to take part in certain activities such as college visits or overnight conferences. These forms will need to be turned in by the due date for you to be eligible. These provide us reassurance that your parents support and are aware of your involvement. On rare occasions, you may need to be excused from school for an Upward Bound college visit. Most schools consider this an excused absence providing you give them appropriate notice. Giving the school notice is the responsibility of you and your parents. We expect you to talk to your teachers before the absence to get any assignments or information you need.

Due to limited Simpson College van availability we will likely need students to meet at one of two sites for pick up for college visits or cultural activities: Indianola and Des Moines. We realize this may require some additional planning on your part, but it is the only way we can offer these opportunities.

Weather Cancellation

If weather conditions require canceling Upward Bound tutoring sessions, announcements will be made at your school. If your school dismisses early due to weather conditions, tutoring is automatically cancelled that day.

If Saturday Jamborees need to be cancelled due to weather conditions, they will be announced on TV station channels 5, 8 and 13.

Stipend Schedule

Each month during the academic year (September-May) you may be eligible to receive a \$40 cash stipend for **full** participation in required Upward Bound activities. If you attend some of the activities, you will receive **partial** stipend.

The following displays the stipend schedule:

Tutoring: percentage	1 on 1 with Advisor	Jamboree	Total
75-100% = \$15	2 or more sessions/month = \$10	Once a month= \$15 (Must attend 3 hours)	\$40
51-74% = \$10	1 session/month = \$5		
26-50% = \$5	0 session/month = \$0		
0- 25% = 0			

*Stipend will be reduced if you do not show up to an event/activity which required an advance admission fee.

*Tardiness or early departure from jamborees may result in loss of partial stipend.

*Students earning "C-s" or lower must spend at least 1 hour of the tutoring sessions on course/courses with low grades to earn full stipends. This may include re-reading, outlining, reviewing notes, checking work already completed, etc.

College Entrance Exams

There are certain activities that we consider crucial to Upward Bound participants. One of these activities is taking the ACT test. Unless you achieve a score of 28 or higher on your first ACT assessment, you must take the ACT at least once during your junior year and at least once during your senior year.

Depending on your score, you may be asked to take the ACT more than once per school year. Upward Bound will assist you in registering for the ACT, provide you with a fee waiver for two tests, and will provide you with test preparation resources. Failure to take the ACT after being registered will result in a loss of credits and stipend for the month.

Participant Responsibilities during Academic Probation

The following will be instituted when a participant is earning a grade lower than a C- in any class.

- Weekly tutoring is mandatory for participants earning a grade lower than a C- in any class. A minimum of 1 hour is to be spent working on this subject. If the participant is unable to attend the regularly scheduled tutoring session at their school due to an excuse for an extracurricular activity, the participant must either attend tutoring another day of the week at another UB session or participate in on-line tutoring (free online tutoring information is available on our website and mentioned in a previous section of the handbook) and submit the report to their advisor each week. *An excuse for extra-curricular activities form does not apply once a student is on academic probation. They must either attend tutoring or participate in on-line tutoring for 1 hour a week per subject lower than a C-.*
- It is the responsibility of the participant to submit their grades each week for the subject(s) in which the student is earning a grade lower than a C-. They can do this in one of two ways, (1) have Weekly Progress Reports signed by **each** teacher or (2) submit their grades from their schools on-line system and turn these in to their advisor each week until they have achieved a C or higher.
- If the participant achieves all grades of C- or higher and maintains a full class load of college preparatory courses at the conclusion of the probationary period, the student is no longer on academic probation.

Academic Probation – 2nd Grading Period

- A participant may be continued on Academic Probation for a 2nd semester.
- If a participant remains on Academic Probation for a 2nd semester, the Upward Bound staff will convene a meeting of the student, parent, and Upward Bound staff member to develop a revised plan to help the student be successful.
- The participant continues to submit their grades each week.
- If the participant achieves a C- for each class and maintains a full class load of college preparatory courses at the conclusion of the probationary period, the participant is no longer on academic probation.
- If the participant does not follow the Academic Probation Plan developed during the meeting with their parent, the Upward Bound Director will make a decision on whether or not to suspend the probationary student. If the decision is to suspend the student, both student and parent will be notified in writing.

Academic Suspension

- Suspensions last for a minimum of one semester (or the summer program).
- After one semester of suspension (or summer), the participant may apply for reinstatement in Upward Bound. He/She must demonstrate a significant rationale, such as academic improvement, for reinstatement and must submit an essay.
- A meeting must take place between UB staff, the student and parent(s). The director will make the final reinstatement decision.

Summer Program Eligibility

Participants that are on academic suspension will be **ineligible** to participate in the summer residential program.

Expectations

Participation

Participation is a commitment to academic success in high school and in college. Regular attendance is a crucial component of academic success; therefore, **you are expected to attend all Upward Bound classes and cultural/ educational activities.**

College Preparatory Courses Required

English	4 years
Math	at least 3 years, including algebra I, geometry, and algebra II
Science	at least 3 years, including earth science, biology, and chemistry Physics encouraged
Social Studies	at least 3 years
Foreign Language	2 years of a single language
Electives	at least 2 years

- Upward Bound Participants are expected to maintain a regular class load of college preparatory courses that will enable them to meet all graduation requirements and graduate from high school within four years.
- Upward Bound participants are expected to maintain a semester GPA of 2.50 or above.
- You must attend and participate in the sessions to be eligible to receive a stipend and earn credits for the summer program.
- Tardiness or early departure to jamborees may result in loss of partial stipend.
- When a student must be absent he/she must contact the Upward Bound office before 9:00am on Saturday mornings and give a reason for their absence or students must submit to the program staff in writing the reason for the absence. (I.e. school related activity, family emergency)
- If a student has two or more absences in a year they will be suspended from participation in the summer program that year. If absences are for special circumstances, students may appeal this suspension on the week after the last scheduled Saturday session.
- Students must attend **ALL** Upward Bound summer sessions unless they have extenuating circumstances. This will be addressed on an individual basis by the Upward Bound staff.

Information for Seniors

Please make note of the following items during the fall semester.

- As a senior, you are strongly encouraged to maintain at least a 3.0 grade point average to stay in good academic standing at your high school and for college acceptance.
- **Seniors are required to attend an advising appointment by the end of October.** Be prepared to discuss your educational plans and any concerns you may have about the academic year and/or college admission. Appointments can be made with the Upward Bound advisor and are available on a first-come first-serve basis.
- All students are required to complete at least three (3) college applications. A copy of all applications must be turned in to the Upward Bound Office. You will not be eligible for the summer program until the three (3) applications are completed and enrollment verification is submitted.
- **All seniors must apply to at least three (3) colleges. Each student may receive four (4) college application fee waivers. You will only receive a fee waiver if all sections of your application(s) are complete.**
- Each student may receive two (2) ACT fee waivers. **A copy or confirmation of all test registration materials must be submitted to the Upward Bound office. Students must also submit a copy of all SAT/ACT score reports.** Additional fee waivers will not be provided if a copy of previous scores has not been submitted.
- **All seniors must apply for at least two (2) scholarships during the academic year.** Proof of applications or confirmation of scholarship receipt must be submitted by the April Jamboree.
- **All seniors are required to complete the FAFSA and submit verification.** Workshops are offered at high schools and colleges at various times in February and March. Check with your Upward Bound Advisor, high school counselor or local college aid commission for a list of dates, times and locations.
- **All seniors are required to submit a copy of their financial aid application and Student Aid Report (SAR) to the Upward Bound Office.** We need this information for documentation purposes and to assist with college placement advisement.

Earning Credits toward Summer Residential Upward Bound

During the course of the academic year, students earn credits for participating in Upward Bound activities. Students that meet the credit requirements and are not on academic suspension will qualify for the Summer Residential Upward Bound. Requirements are met through participation in tutoring, advising sessions, Jamborees, enrolling in college preparatory coursework, and completing the “I Have a Plan Iowa” Guideways. Juniors and seniors have additional point requirements they must meet which include completing the ACT Test, visiting colleges, and researching scholarship information. In addition, seniors apply to colleges/universities and submit the FAFSA. Requirements for each grade level are posted below.

- **Students may be penalized credits** if they do not fulfill their commitments to the Upward Bound Program. A list of situations that may result in Penalty Debits follows the Grade Level Requirements on the last page of the handbook.

- **Students may earn extra credits.** A list of activities that may qualify for extra credit follows the Grade Level Requirements on the last page of the handbook.

FRESHMAN/SOPHMORE CREDITS

Expectations	1 st Semester	2 nd Semester	Comments
Saturday Jamborees (September - April) 1 credit each	____ / 4	____ / 4	
Enrolled in College Prep Course Load.	____ / 10	____ / 10	
Tutoring Sessions or Extra-Curricular Activity form on file.	____ / 10	____ / 10	<ul style="list-style-type: none"> • 75% - 100% attendance = full credit. • 74%-50% attendance = half credit. • Less than 50% (or do not submit excuse forms) = No credit
Turned in grades to advisor at least once per month.	____ / 10	____ / 10	<ul style="list-style-type: none"> • 75%-100% of grades turned in on time = full credit. • 50%-74% of grades turned in on time = half credit. • Less than 50% of grades turned in on time = No Credit

Activity #1: 9th or 10th grade Guideway at _____ / 25 _____ / 25

<http://www.ihaveaplaniowa.gov/>

Deadline: April Jamboree

If you submit the assignments by the deadline you will receive full credit. If the assignment is submitted after the deadline you will receive half credit.

Max Possible Credits	Max Possible Credits
59	59

TOTAL CREDITS EARNED

To qualify for the Summer

Program, you must:

- Earn a minimum of 70% (82 credits),
- Complete Activity #1,
- Not be on academic suspension.

JUNIOR CREDITS

<i>Expectations</i>	<i>1st Semester</i>	<i>2nd Semester</i>	<i>Comments</i>
<i>Saturday Jamborees (September – April) 1 credit each</i>	<i>_____ / 4</i>	<i>_____ / 4</i>	
<i>ACT: February or April</i>		<i>_____ / 10</i>	
<i>Enrolled in College Prep Course Load.</i>	<i>_____ / 10</i>	<i>_____ / 10</i>	
<i>College Visits 2 visits required</i>	<i>_____ / 10</i>	<i>_____ / 10</i>	
<i>Tutoring Sessions or Extra-Curricular Activity form on file.</i>	<i>_____ / 10</i>	<i>_____ / 10</i>	
<ul style="list-style-type: none"> • 75% - 100% attendance = full credit. • 74%-50% attendance = half credit. • Less than 50% (or do not submit excuse forms) = No credit 			

<p>Turned in grades to advisor at least once per month. _____ / 10 _____ / 10</p> <ul style="list-style-type: none"> • 75%-100% of grades turned in on time = full credit. • 50%-74% of grades turned in on time = half credit. • Less than 50% of grades turned in on time = No Credit
<p>Activity #1: 11th grade Guideway at http://www.ihaveaplaniowa.gov/ _____ / 25 _____ / 25 Deadline: April Jamboree</p> <p>If you submit the assignments by the deadline you will receive full credit. If the assignment is submitted after the deadline you will receive half credit.</p>
<p>Max Possible Credits Max Possible Credits</p> <p>69 79</p>
<p>TOTAL CREDITS EARNED</p>
<p>To qualify for the Summer Program, you must:</p> <ul style="list-style-type: none"> • Earn a minimum of 70% (103 Credits) • Take the ACT • Complete Activity #1, • Not be on academic suspension.

SENIOR CREDITS

Expectations	1 st Semester	2 nd Semester	Comments
Saturday Jamborees (September - April) 1 credit each	____ / 4	____ / 4	
ACT: Sept, Oct or Dec	____ / 10		
Enrolled in College Prep Course Load.	____ / 10	____ / 10	
Tutoring Sessions or Extra-Curricular Activity form on file.	____ / 10	____ / 10	
<ul style="list-style-type: none"> • 75% - 100% attendance = full credit. • 74%-50% attendance = half credit. • Less than 50% (or do not submit excuse forms) = No credit 			
<p>Turned in grades to advisor at least once per month. _____ / 10 _____ / 10</p> <ul style="list-style-type: none"> • 75%-100% of grades turned in on time = full credit. • 50%-74% of grades turned in on time = half credit. • Less than 50% of grades turned in on time = No Credit 			

Activity #1: College Visit (one required)	_____ / 10	
Activity #2: Deadline- Last day of October Apply to 3 colleges and submit copies to the Upward Bound office	_____ / 10	
Activity # 3: Deadline- Last day of February Submit FAFSA at www.fafsa.gov	_____ / 50	
Activity #4: 12 th grade Guideway at http://www.ihaveaplaniowa.gov/ Deadline: April Jamboree	_____ / 25	_____ / 25
<p>If you submit the assignments by the deadline you will receive full credit. If the assignment is submitted after the deadline you will receive half credit.</p>		
	Max Possible Credits 89	Max Possible Credits 109
TOTAL CREDITS EARNED	_____	_____
<p>To qualify for Bridge Program you must:</p> <ul style="list-style-type: none"> • Earn a minimum 70% (138 credits) • Complete activity #2 • Complete activity #3 		

DEBITS

INCIDENT

DEBITS

ACT (No Show)

(In addition, student's monthly stipend will be used to reimburse program for ACT fee)

5

College Visit (No Show)

(2 No Shows will disqualify the student from participating in College Visits for the remainder of the semester)

5

Issues with Attitudes or Behaviors

(If a student receives 15 debits, they will be required to attend a meeting, accompanied by their parents, with the Upward Bound staff)

5 (per incident)

Missing a Deadline by More than 2 weeks

10

EXTRA CREDITS

Extra Credit (Maximum of 15 extra credits may be earned per year) 5 credits

- Attending Additional College Visits
- Involvement in Community Service
- Involvement in Extracurricular Activities
- Applying for Scholarships (other than FAFSA method)
- Recruiting New Participants
- Take the PSAT Test (juniors)
- Taking college entrance exam other than the ACT or SAT
- Completing additional career/college exploration assignments (freshmen/sophomores)
- Other activities approved by Upward Bound Staff

UPWARD BOUND RULES AND REGULATIONS

Student Rights and Responsibilities

As members of the community, students are guaranteed certain rights and have corresponding responsibilities. Parents, teachers, counselors, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to effective learning. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are special responsibilities required of a member of the community who is also a participant in an educational program. These are:

1. To learn and observe the regulations of the program.
2. To respect the rights and individuality of other participants and staff members.
3. To refrain from libelous, slanderous remarks and obscenity in verbal and written expressions.
4. To dress and groom in a manner that meets reasonable standards of health, safety, and cleanliness.
5. To be punctual and present for all activities.
6. To refrain from behavior that disrupts the educational process.
7. To attain the highest possible level of academic achievement.
8. To respect the reasonable exercise of authority by program administrators, teachers, and counselors in maintaining discipline.

Behavior

Students are expected to conduct themselves in a well-behaved manner. While Simpson would like students to feel at home during their time on campus, Upward Bounders are still guests and should follow rules and regulations established by Simpson College as well as Upward Bound rules and regulations. Other campus activities, in addition to the Upward Bound activities, are taking place on the campus. **Please refrain from excessive noise while in the corridors and classrooms of all campus buildings.**

Classroom Behavior

Students are expected to come prepared and to be on time for all classes. Teachers will be in charge of their classes and any behavior problems will be sent to the director of the program. Students who are tardy will have a deduction in their stipend.

General Rules

The following are a generalized look at some of our rules:

1. Fighting is not allowed under any circumstances. Anyone breaking this rule will be sent home immediately.
2. Profanity is not acceptable
3. Alcoholic beverages and illegal drugs are not permitted on campus at any time
4. Students are not allowed to have cars on campus unless they have permission from parent or guardian
5. Possession of weapons and firearms is not permitted
6. Public displays of affection among students is not allowed