

Student Handbook 2019-2020



Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742
240-500-2000
www.hagerstowncc.edu





Upward Bound

College Readiness Program

Student Handbook

2019-2020

A detailed guide for HCC Upward Bound students and parents



Name: _____

High School: _____

Upward Bound Student Handbook

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Section 1

The Upward Bound Program



Introduction

Welcome to a new year with the TRiO Upward Bound Program at Hagerstown Community College. This handbook provides information regarding the activities, schedules, requirements, expectations, rules, and regulations for the Upward Bound program. Please review the information carefully and ask questions if you have any. As an agreement and understanding of the content in this handbook, you and your parent/guardian will be asked to sign a 2019-2020 Upward Bound Participant Contract and return it to the Upward Bound office.

The **mission** of the HCC TRiO Upward Bound Program is to assist low-income and/or first-generation college bound high school students in the successful completion of secondary education by preparing them academically as well as socially for enrollment and completion of higher education. This is accomplished by providing participants with rigorous and nurturing academic courses; tutoring services; college-preparatory workshops; academic, college, and financial aid advising; career exploration; leadership opportunities; and cultural enrichment.

As a participant, you will quickly learn that it takes more than good grades to become a college graduate. Getting to college is only the beginning- staying in college can be challenging! Your Upward Bound experience will teach you the facts about college admissions and the skills required to succeed in college. Through workshops, one-on-one advising, campus visits, and other activities, you will gain knowledge regarding financial aid, career exploration, life-skills, standardized testing, and much more. An Upward Bound student's experience is one that will remain with the student throughout his/her life. Active participants will graduate from the program with greater confidence and maturity.

Welcome to the TRiO Upward Bound Program and
your pathway to success in higher education!



General Contact Information

Upward Bound Main Office:
Hagerstown Community College
Learning Resource Center (LRC), Room 250 and 252
11400 Robinwood Drive
Hagerstown, MD 21742
www.hagerstowncc.edu/upwardbound

James Mankins
Program Manager
Phone: 240-500-2584
jemankins@hagerstowncc.edu

Mr. Westly Jackson
Advisor/Assessment Specialist
Phone: 240-500-2422
Email: wjackson2@hagerstowncc.edu

Mrs. Beth Moore
College Readiness Specialist, WCPS
Phone: 301-766-8721
Email: moorebet@wcps.k12.md.us

Mr. Alex Goveo
North Hagerstown High School Coach
Phone: 301-766-8238
Email: goveoale@wcps.k12.md.us

Ms. Emily Wagner
South Hagerstown High School Coach
Phone: 301-766-8369
Email: wagneemi@wcps.k12.md.us

Mr. Robert Rubeck
Williamsport High School Coach
Phone: 301-766-8423
Email: rubeckrob@wcps.k12.md.us

Meet the Upward Bound Staff



Mr. James Mankins

Program Manager

College Degrees:

A.S. Hagerstown Community College

B.A. Grand Canyon University

M.A. Liberty University

Westly Jackson

Advisor/Assessment Specialist

Colleges Degrees:

B.A. Shenandoah University



Meet the Upward Bound Coaches

Mr. Alex Goveo

North Hagerstown High School Coach

Colleges Degrees:

B.S. Ed Kutztown University



Ms. Emily Wagner

South Hagerstown High School Coach

College Degree:

B.S. Ed Kutztown University

Mr. Robert Rubeck

Williamsport High School Coach

College Degrees:

A.S. Hagerstown Community College

B.A. Shippensburg University

M.A. Frostburg State University



Program Overview

The TRiO Upward Bound program is an academic and college preparatory program for high school students funded by the U.S. Department of Education, Hagerstown Community College, and Washington County Public Schools. The purpose of the HCC Upward Bound program is to provide students with the skills and motivation necessary to succeed in high school and in college.

Program Goals:

- To instill in the Upward Bound student a positive attitude toward learning and encouragement for completing post-secondary education
- To improve the student's ability to relate to their peer group by developing a sense of personal worth through workshops
- To expose the students to new academic, social, and cultural learning experiences
- To provide academic and career advising to each individual student
- To help the students increase their understanding of and ability to cope with their environment

Upward Bound offers services to students year-round. HCC's Upward Bound program will serve a total of 72 students annually from Hancock Middle Senior High School, North Hagerstown High School, South Hagerstown High School, and Williamsport High School. A complete application and student interview is required for admission consideration.

The Upward Bound academic school year component emphasizes academic support, student enrichment, leadership, and goal setting. We provide a range of services, which include: weekly tutoring at the high school; academic and career advising; financial planning assistance; service learning opportunities; cultural, social, and self-enrichment activities; college and university tours; college application and entrance exam preparation; and opportunities to earn college credits while in high school. Each student will work with the Upward Bound staff to develop an Educational Development Plan (EDP) according to the student's needs, potential, interests, and goals. Upward Bound activities during the academic school year will occur after school, on days off school, or on Saturdays. Transportation will be provided for required Upward Bound activities.

The Upward Bound Summer Academy is designed to meet the academic needs of 9th, 10th, 11th, and 12th grade students. The Summer Academy will take place Monday through Friday on the HCC campus from June 19-July 27, 2020. All Upward Bound students are expected to participate. Students will take classes in the core academic subjects: English, mathematics, lab science, and world language to receive either high school elective credit or college credit. Course placement will be determined by annual Accuplacer test scores, age, and Upward Bound Learning Level. Not only will students receive important academic skills building during the Summer Academy, students will also participate in cultural and career development activities such as field trips to local colleges, museums, and businesses. Community-based learning and project-based learning will be incorporated into an engaging and enriching Summer Academy curriculum. Transportation will be provided for required Summer Academy activities.

Students who complete their high school graduation requirements and earn their high school diploma in June 2020 will take part in an Upward Bound Summer Bridge Program and will have an opportunity to enroll in up to 12 college credits at HCC. Course placement will be determined by the students' most recent Accuplacer scores or SAT/ACT scores. The Upward Bound program pays for the student's tuition, fees, and books. Transportation that aligns with the hours of the Upward Bound Summer Academy will also be provided for Bridge students. (More flexibility in course selections will be available to students who can provide their own transportation.) The Summer Bridge Program is an excellent opportunity for students who are motivated to get a head-start on college. This is an important transition between high school and college. Students who complete the Summer Bridge Program may choose to attend any college to which they have been accepted. There is no obligation for the Upward Bound student to matriculate into HCC, however, students who choose to attend HCC in the fall following high school graduation will receive additional advising and support from the staff.

Program Objectives

The Upward Bound program is committed to providing meaningful services to assist students in achieving their educational goals. The program will be accountable to the U.S. Department of Education for meeting the following objectives:

- 78% of all participants served during the project year will have a 2.5 cumulative GPA or better on a four-point scale at the end of the school year.
- 70% of UB seniors served during the project year will have achieved at the proficient level on state assessments in reading/language arts and math.
- 97% of 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.
- 75% of all current and prior UB 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 and graduate in that school year with a regular secondary school diploma.
- 68% of all current and prior UB 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, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).
- 60% of all 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 semester) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

The Upward Bound staff is available for questions or concerns and, as a team, we will help every Upward Bound student reach their full potential!

Eligibility Requirements

TRiO Upward Bound is a program funded primarily by the U.S. Department of Education. Therefore, HCC must adhere to federal legislation, regulations, policies, and guidelines when selecting students to serve. An application will be used to determine whether students are eligible for the Upward Bound program. Admission to the program is based upon eligibility, need, and readiness for the program. We may not be able to admit every student who is eligible, depending on the number of applications received.

To be eligible to participate in the TRiO Upward Bound program, a student:

Must be a citizen of the United States or a permanent resident

Must be either or both:

- From a low-income household according to TRiO federal guidelines <http://www2.ed.gov/about/offices/list/ope/trio/incomelevels.html>
- A potential first generation college student (the natural or adoptive parents/guardians with whom you live have not earned a bachelor's degree)

Must be a 9th, or 10th grade student enrolled at one of the following schools:

- North Hagerstown High School
- South Hagerstown High School
- Williamsport High School
- Hancock Middle Senior High School

Must be willing to participate in Upward Bound activities and work hard. Activities include, but are not limited to:

- After-school tutoring 2x per week to reinforce core academic subjects
- Saturday Sessions and workshops during the school year to prepare students for college
- 6-week Summer Academy coursework for academic skills building
- Guest speaker presentations for career development
- Field trips and college campus tours for cultural enrichment
- Summer Bridge program to assist graduated seniors with the transition from high school to college

Must be committed to attending post-secondary education (college)

Must complete the application packet and interview with Upward Bound staff

To obtain an Upward Bound application:

- Visit the program webpage www.hagerstowncc.edu/upwardbound to download the application.
- See the Upward Bound Coach or visit the guidance counselor's office at your high school.
- Visit the Upward Bound office in the Learning Resource Center at HCC, room 250.

Section 2

Program Services



Saturday Sessions

A kick-off Saturday Session will be held on August 25, 2019. Thereafter, each following Saturday Session will be held once a month during the academic school year. All Saturday Sessions will be held at HCC or South Hagerstown High School this year. From 9:00am-1:00pm, students will participate in fun and interactive personal development and college readiness workshops with other Upward Bound students from the four target high schools. Upward Bound staff and coaches will lead and supervise activities with the assistance of outside guest speakers and experts. There will also be an opportunity for students to participate in team building and leadership development activities. Students will receive breakfast and lunch at each Saturday Session. Transportation will also be provided for the student to return back to their home. Attendance is expected at all Saturday Sessions.

2019-2020 Saturday Session dates:

- September 14, 2019
- October 12, 2019
- November 9, 2019
- December 7, 2019
- January 11, 2020
- February 8, 2020
- March 21, 2020
- April 18, 2020
- May 9, 2020



After-School Tutoring

Upward Bound students are expected to attend two tutoring sessions per week. Each tutoring session will take place for one hour after dismissal at the student's high school and will be supervised by the Upward Bound Coach, staff, and tutors. Students may use the time to work on homework, receive assistance with class assignments or projects, assist peers with academic coursework, review for tests (including SATs/ACTs), and meet with Upward Bound Coach. A bus will be available to take students home after each tutoring session.

Students who participate in school-sponsored activities after school (ex. sports or club meetings) may be exempt from one or both tutoring sessions with proper documentation stating that the student maintains satisfactory level work in all of their classes. Any missed tutoring must be approved in advance by the Upward Bound Coach and staff. Students are expected to check-in with their Upward Bound Coach at the beginning of each tutoring session.

After-School Tutoring Requirements:

- 3:35 p.m.-4:35 p.m. two days per week
- Begins September 9, 2019 or September 10, 2019 and continues until the end of the school year

Hancock Middle-Senior High School:

North Hagerstown High School:

South Hagerstown High School:

Williamsport High School:

Mondays & Wednesdays

Tuesdays & Thursdays

Tuesdays & Thursdays

Mondays & Wednesdays



Summer Academy and Summer Bridge

June 19 – July 27, 2020

The Upward Bound Summer Academy will take place for 6-weeks. Students will complete coursework and take part in fun and educational activities. During the Academy, students will receive academic enrichment in the core subjects of mathematics, English, science, and foreign language.

The Summer Academy curriculum will be tailored to each student's learning level (A-D), which will be determined through skills assessments. Students who score well on the Accuplacer tests and who meet the minimum age requirement for college enrollment (16 years) will have an opportunity to take college courses taught by HCC professors. College tuition, fees, and books will be covered by the Upward Bound program for all eligible students. Students in the Summer Academy who do not place into college level coursework or who do not meet the age requirement will take part in unique pre-college curricula that will earn them up to two elective credits toward high school graduation. All students will earn grades for their Summer Academy coursework.

Summer Academy Orientation: Friday, June 19, 2020

Summer Academy Classes: Monday-Friday from June 22-July 27, 2020

Incentive Trip and College Tour: Tuesday-Friday July 28- July 31, 2020

No classes or activities: Friday, July 3

Transportation, breakfast, and lunch will be provided for all Summer Academy activities.

Upward Bound Summer Academy June 19 - July 27, 2020					
Time	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
7:45am-8:00am	Buses arrive to HCC and drop off students				
8:00am-9:00am	Check-in and breakfast, group activities, homework time				
9:00am-12:15pm	Summer Academy Classes Learning Levels A and B: Academic coursework for college readiness in math, English, science, and foreign language Learning Levels C and D: College coursework offered by HCC will focus on developmental coursework, college algebra, and English composition				
12:15pm-1:00pm	Lunch, announcements, group activities, homework time Buses will leave campus at 1:00pm				

Section 3

Academic Growth and Support



Academic Goals and Expectations

Students in the Upward Bound Program should meet the following objectives through services and support offered by the program:

- Maintain a minimum cumulative Grade Point Average (GPA) of 2.5
- Pass High School Assessments and PARCC exams.
- Continue in school to the next grade level or graduate with a high school diploma
- Meet the requirements for the University System of Maryland Completer Program shown in the table below (additional advanced courses are recommended)
- Enroll in post-secondary education (college) by the fall term immediately following graduation
- Attain either an associate's or bachelor's degree within six years following graduation from high school

University of Maryland Completer Program		
Subject	Number of High School Credits Required	Courses
Writing, Reading, and Literature	4	English or Honors English I to IV (including AP/IB)
History, Social Science	3	United States Studies II Local, State, National Government World History
Science (lab based)	3	Biology Chemistry Physics Anatomy and Physiology Earth and Space Science
World Languages	2	Chinese Latin French Russian German Spanish Japanese (including AP)
Mathematics	4	3 must be the following: Algebra I Geometry Algebra II

Additional high school graduation requirements (24 total credits):

- 1 credit - fine arts
- 1 credit - technology education
- 1 credit - physical education
- 1 credit - health/life skills
- Remaining - electives
- Pass High School Assessments (HSA tests) and PACC exams
- Complete 75 Student Service Learning (SSL) hours

Learning Levels

Each student will progress through established levels based on his/her academic record and Accuplacer test scores. Levels are not solely based on grade level. General expectations for each level are outlined below:

Level A: Achiever (usually 9th grade)

- Attend all Saturday Sessions and complete college-prep workshops
- Attend after-school tutoring twice per week
- Check-in with Upward Bound Coach at the high school at least once per week
- Start Educational Development Plan (EDP)
- Join an school club or sport and begin to earn SSL hours
- Prepare for High School Assessments and PARCC
- Attend the UB Summer Academy and complete pre-college coursework

Level B: Learner (usually 10th grade)

- Attend all Saturday Sessions and complete college-prep workshops
- Attend after-school tutoring twice per week
- Check-in with Upward Bound Coach at the high school at least once per week
- Continue building Educational Development Plan
- Prepare for and take the PSATs, HSAs, and PARCC
- Explore colleges and majors, learn about financial literacy & scholarships
- Continue to explore extracurriculars at school and earning SSL hours
- Attend UB Summer Academy and complete pre-college coursework

Level C: Scholar (usually 11th grade)

- Attend all Saturday Sessions and complete college-prep workshops
- Attend after-school tutoring twice per week
- Check-in with Upward Bound Coach at the high school at least once per week
- Take PSATs, HSAs, SAT/ACT in the spring, and PARCC
- Finalize Educational Development Plan; complete Algebra II, complete SSL hours
- Narrow down college search and career pathways, search for scholarships
- Attend Upward Bound Summer Academy and complete college coursework

Level D: College Bridge (usually 12th grade)

- Attend all Saturday Sessions and complete college-prep workshops
- Attend after-school tutoring twice per week
- Check-in with Upward Bound Coach at the high school at least once per week
- Take Accuplacer for Summer Bridge, SAT/ACT in the fall, or other entrance exams
- Apply to colleges in the fall, work with UB staff and guidance counselors
- Submit the FAFSA and apply for scholarships
- Attend Upward Bound Summer Academy Bridge Program and complete college level coursework (general education courses)
- Establish plans for college transition and continue building resume

Accuplacer Placement Test

All colleges require placement test scores in order to place students in appropriate coursework. As an Upward Bound student, you will take the Accuplacer Diagnostic test as a freshman and sophomore to assess your skills and help us guide your learning during the summer academy. Upward Bound juniors and seniors will take the Accuplacer assessment to determine placement into college level course work for Summer Academy. This test is free and will be administered in the Academic Testing Center on HCC's campus in February 2020.

Students begin with **ACCUPLACER Diagnostics**. These adaptive, untimed assessments provide a detailed analysis of each student's academic strengths and weaknesses. Available in four subjects (reading comprehension, sentence skills, arithmetic and elementary algebra), the suite of assessments is designed for use at both high schools and postsecondary institutions.

ACCUPLACER is an adaptive assessment. This means that the questions are chosen for you on the basis of your answers to previous questions. This technique selects just the right questions for your ability level. Because the assessment works this way, you must answer every question when it is first given. Each of 3 assessments (reading, sentence skills and mathematics) is untimed so that you can give each question as much thought as you wish.

The Accuplacer diagnostics and accuplacer assessment will be administered to all Upward Bound students in February 2020 for placement in Summer Academy learning levels.

Please contact the Upward Bound staff directly with questions or concerns.

Section 4

Personal Growth and Support



Academic & Career Advising

Upward Bound students will receive academic and career advising regularly from qualified staff members. Each student will have an Educational Development Plan (EDP) that is reviewed and updated throughout the year. Upward Bound staff will guide the student through the University System of Maryland Completer Program. Advising also includes personality and career inventories which will help the student better understand his/her personality in order to make the most informed decisions on college major and career pathway.

College Preparatory Workshops

Saturday Sessions will offer several college preparatory workshops throughout the academic school year including, but not limited to:

- SAT and ACT preparation
- Accuplacer and college placement exam review
- Financial literacy and financial aid
- Scholarship research
- Essay and personal statement writing
- Resume writing
- Career Research
- Choosing a major
- College research
- Peer mentoring
- Transfer options
- Extracurricular activities
- Note-taking and learning styles
- Study skills, time management and organization

Guest Speakers

Throughout Saturday Sessions and the Summer Academy, we are fortunate to have guest speakers available who will join the team during specific workshops.

Speakers will include:

- Motivational Speakers
- Professionals from a variety of career fields
- Educational leaders
- TRiO alumni

Field Trips

Academic and cultural field trips will occur throughout the academic school year and Summer Academy. Transportation will be provided for all trips, and meals will be provided when appropriate. Students will be notified well in advance regarding field trip information. During the school year, field trips will take place after school, on days off, or on Saturdays. During the Summer Academy, field trips will occur on Fridays. Field trips will include college tours; visits to businesses, government agencies, research facilities; field studies; museums; zoos; aquariums; culturally diverse metropolitan cities; historical sites; and team building.

Service to the Community

Upward Bound students will have the opportunity to participate in projects throughout the community and earn Student Service Learning (SSL) credit. This may include:

- Habitat for Humanity
- Nursing homes
- Charity Walks
- Relay for Life
- Donation Drives
- Rubbish Roundup
- Local clean-ups

Student Leadership

The Upward Bound program will enable students to think outside the box, and encourage discussion and diversity. Upward Bound fosters an atmosphere where students can learn from one another and have the opportunity to become a leader. Some Upward Bound activities will include group work, which will also build student leadership.

Student Surveys

Students in the Upward Bound program will periodically be asked to complete anonymous surveys to help ensure that the program provides the best quality services to all participants. Surveys will request student feedback, comments, and suggestions in order to make improvements to the program. The surveys will be administered by Upward Bound Coaches or staff either on paper or online.



Section 5

Guidelines and Policies



Behavioral Guidelines

Students are expected to show respect for all staff members, fellow students, and themselves. It is important for Upward Bound students to support the program as well as each other. Maintaining a positive and healthy attitude towards the Upward Bound program will undoubtedly foster a positive and healthy working environment for the Upward Bound team.

- Students are expected to display a positive attitude towards learning and maintain an open mind to exploring new experiences and activities.
- Treat students and staff in a respectable way.
- Please use manners (i.e. please and thank you).
- You are responsible for your belongings and are discouraged from bringing valuable items to Upward Bound activities. The Upward Bound program and staff are not responsible for lost items.
- Show respect for the property, privacy, and personal space of other persons as you want them to have respect for you and your belongings; do not deface, destroy or damage the personal property of other students, the school, or the college.
- If you borrow items from a staff member or another student, return it in the same condition as you received it.
- Refrain from using profanity or yelling during any Upward Bound activity.
- Participate in planned social, recreational, and cultural activities.
- Work with other students and staff to resolve any conflicts that may arise.
- Communicate with staff about specific concerns and/or share any suggestions for change.
- Communicate in a straightforward and honest way (gossip, rumors, lies, secrets, etc. will not be tolerated).
- Refrain from any public displays of affection.
- Report any threats or harassment to any Upward Bound staff member.
- Follow all directions given by an Upward Bound staff member.
- Accept responsibility for your actions.
- Students are expected to arrive on campus dressed in an appropriate manner.
- While participating in Upward Bound activities, students are to adhere to all school rules and college policies. Consult the institution's student handbook for more information. Appropriate Upward Bound personnel have the right, at any time, to exclude a student from activities due to failure or inability to follow any and all rules and policies as directed.

Student Conduct

To be in good standing in the Upward Bound program, a student is required to maintain good behavior and follow the expectations of the program in his or her high school as well as during program activities on and off campus. Upward Bound staff comments, severity, and frequency are all evaluated when determining consequences of inappropriate behavior. If school officials and/or Upward Bound staff deem a student's behavior as inappropriate, disciplinary action will occur.

Cell phones, iPods, MP3 players, etc.

Cell phones and electronic devices should not be a distraction during UB activities. UB staff respect student needs but would like for them to be present and fully participating during events.

Dress Code

Students who attend an Upward Bound sponsored event are expected to dress appropriately. You will be representing Hagerstown Community College and your high school. Standard body coverage is required, which means do not wear clothing that exposes the stomach, cleavage, or underwear. Do not wear clothing with inappropriate messages or phrases. Upward Bound staff will make the final decision on whether clothing is appropriate in accordance with program and high school guidelines. Students may be asked to leave if their clothing is determined inappropriate.

Smoking, Alcohol, and Unlawful Activity

Any and all actions that are illegal (i.e. stealing, possession of illegal substances, vandalism, etc.) will not be tolerated. Alcohol, smoking, or any other tobacco product is not permitted during any Upward Bound activity. Such actions will result in dismissal from the program.

Sexual Harassment

Consistent with federal and state laws, HCC Upward Bound is committed to maintaining a positive learning and working environment free from all forms of sexual harassment. Sexual harassment by any employee, student, visitor, and/or any individual who conducts business on behalf of the college is prohibited. Individuals should report cases of sexual harassment to the Upward Bound Coordinator.

Disciplinary Action

As a fair and justified means of discipline, Upward Bound staff support natural and logistical consequences; which means consequences will be as directly related to the offending action. Each incidence requiring a behavioral consequence will be recorded in the student's Upward Bound file.

Initial Discussion – If a student violates a program rule or regulation, there will be a verbal warning between the student and a member of the Upward Bound program staff. After receiving two verbal warnings, the staff will provide a written explanation of the problem, and the program manager will phone the student's parent or guardian to discuss the violation.

Disciplinary Action – The Upward Bound manager will phone the parent/guardian. Students and their parents may be required to meet with the program manager to discuss the situation. Students may also be restricted from participating in recreational Upward Bound activities.

Dismissal – A student may be dismissed from the program for two serious violations of program rules and regulations. When a student is dismissed from the program, the parent/guardian will be sent a written letter from the Upward Bound program manager explaining the violations.

Attendance Policy

Student success depends on participation in program activities. Attendance is required and will be recorded for each activity. Please show up for all workshops and activities on time and be prepared to work. In order to maximize the impact of the program, the following attendance policy will be in place:

- Students are encouraged to attend all program activities, including tutoring, Saturday Sessions, trips, guest speakers, service learning, Summer Academy, and Summer Bridge.
- Students are encouraged to maintain at least 80% attendance at all Saturday Sessions scheduled throughout the academic year.
- Students are encouraged to maintain at least 80% attendance at all tutoring sessions scheduled throughout the academic year. Students who participate in school sponsored after-school activities may request advanced permission to be excused from a tutoring session.
- Students are expected maintain at least 80% attendance during the Upward Bound Summer Academy.
- The student will face possible dismissal of the program if they do not adhere to the Upward Bound attendance policy.

Academic Probation Policy

Students are expected to maintain at least a 2.5 GPA to remain in the Upward Bound program. In the event that a student falls below a 2.5 GPA, the student will be placed on Academic Probation and the Upward Bound staff will fully support the student to work toward raising his/her GPA.

- Students must be willing to demonstrate progress toward raising their GPA by utilizing the after school tutoring sessions and talking with their teachers and Upward Bound staff.
- Students who do not demonstrate 100% positive progress, which means going to every tutoring session and working hard, will not be able to attend cultural enrichment activities or other Upward Bound recreational activities (ie. field trips).
- Students will remain on academic probation until the GPA is at least a 2.5.
- Students whose GPA remains below a 2.5 for consecutive grading periods face possible dismissal from the program.

Special Accommodations

Hagerstown Community College provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. Although the College does not have a special education program for students with disabilities, the Disability Services Office coordinates the provision of reasonable accommodations which are determined on an individual basis.

All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify him/herself to the Upward Bound advisor or manager, as well as disability services. Contact Jaime Bachtell at 240-500-2273 (TTY 301-739-5813) for more information regarding specific accommodations.

Student Progress Checks

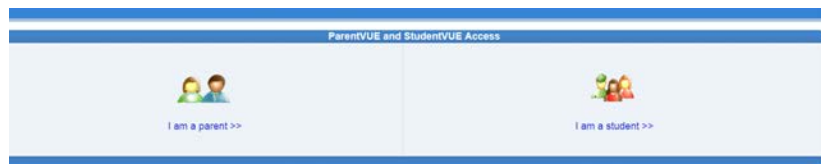
Each month Upward Bound students will meet individually with Upward Bound staff at their high school. During these meetings, students will review their StudentVUE account to view their progress and make goals for their classes. Upward Bound staff will contact parents and/or teachers directly if a student continues to struggle in class in order to collaborate a plan of action. A record of the meeting will be recorded in the student's Upward Bound file. It is important to consider the immense responsibility to keep track of grades via a student portal in college, therefore UB students will should be using their WCPS account regularly. The goal is for each student to establish accountability of their own success in school progress.

Parents also have access to an account to view their children's school information and grades through ParentVUE, contact your child's guidance department if you need your access code.

LOG INTO ACCOUNT

1. In your web browser, enter the address provided by the school district <https://sportal.wcps.k12.md.us> and press ENTER.

The ParentVUE and StudentVUE Access screen opens.



2. If other languages are supported, they will be listed at the bottom. Click on the preferred language. The screen default is English.
3. Click I am a student. The STUDENTVUE Account Access screen opens.
4. Enter User Name and Password. Click Login.

Inclement Weather Policy

When severe weather and other emergencies occur that impact Upward Bound activities, announcements will be made to inform students and parents using several different methods: email, text message alerts, Facebook updates, phone calls or by checking www.hagerstowncc.edu/about-hcc/campus-police/college-closings. Students are cautioned to check their messages to receive the latest news and updates prior to attending Upward Bound activities.

After-school tutoring

The Upward Bound program will follow the WCPS decisions on school closings and cancellations for all after-school activities.

Saturday Sessions

Saturday Sessions will not be held if HCC is closed. In the event that HCC remains open during periods of potential inclement weather, the Upward Bound manager will make a final decision based upon safety and availability of bus transportation. All students will be contacted if there are cancellations.

Parent Meetings

Parent meetings will not take place if HCC campus is closed.

Field Trips

Field trips scheduled on weekdays will not take place if WCPS is closed. For trips that occur on weekends, the Upward Bound manager will make a final decision based upon safety and availability of bus transportation. All students will be contacted if there are cancellations.



Confidentiality Policy

The personal information requested of you by the Upward Bound staff is a requirement of the U.S. Department of Education, and is considered necessary to substantiate your eligibility to participate. No one may view this information, unless they work for the Upward Bound Program, are involved with the Upward Bound tracking and evaluating, or are otherwise specifically authorized to see the information.

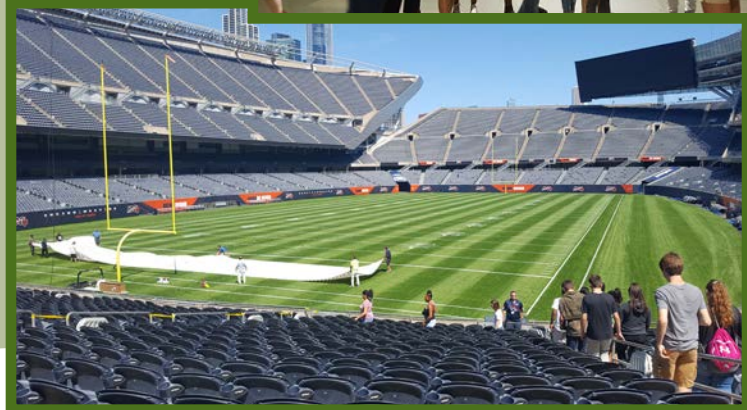
In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U. S.C. 552A), you are hereby notified that the Department of Education is authorized to collect information to implement the Upward Bound program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, sec. 402C). In accordance with this authority, the Department receives and maintains personal information on participants in the Upward Bound program. The principle purpose for collecting this information is to administer the program, including tracking and evaluating participants' academic progress. Providing the information, including a Social Security number (SSN), is voluntary; failure to disclose a SSN will not result in denial of any right, benefit, or privilege to which the participant is entitled. The information that is collected will be retained in the program files and may be released to other Department officials in the performance of official duties.



Participation Incentive Points

Students who participate in all Upward Bound activities and those who go above-and-beyond the minimum requirements of the program will be rewarded with incentive points that will determine eligibility for limited-availability field trips. Students will also have an opportunity to attend an extended incentive trip and college tour at the conclusion of the 2020 summer academy. Students may also receive additional awards or recommendation letters throughout the year for earning the highest point scores among their peers.

Incentive Point(s) Values	Upward Bound Activity	Time Commitment	Frequency of Assessment
6	Saturday Session	4 Hours	Once per month
1	Tutoring Session: Full attendance & participation	1 Hour	Twice per week
.5	Tutoring Session: Sign in, but no participation		Twice per week
10	Distinguished Honor Roll	Each marking period	Four times per year
5	Honor Roll		
8	College Visits & Field Trips	6+ Hours	10 - 12 times per year
0	Community Service Activities	Varies	Volunteering is a reward in itself
3	Parent Meetings (earn for parent attendance)	1 Hour	5 times per year
1 – 5	Going above and beyond (consult with UB staff)	Varies	Varies



Section 6

Upward Bound Parent Support



Parent Support & Meetings

Parents and guardians are an important part of every child's development. We recognize and value the role of a parent in a student's life and therefore encourage active involvement by our students' parents and/or guardians. To learn about student achievements, updates, upcoming activities, or to make suggestions and program improvements, parents are invited to monthly meetings. Students are also welcome to attend these meetings with their parent or guardian, but it is not necessary. Parent meetings are held in a group setting and discussions/idea sharing is encouraged. Please mark your calendars for the following dates and times.

Upward Bound Parent Meetings will take place on the following days:

Tuesday, September 24, 2019 6:00pm-7:00pm
Career Programs Building (CPB), room 210
Park in Lot D, enter building & make your first left.
The meeting will be in the third room on your right.

Tuesday, November 26, 2019 6:00pm-7:00pm
Career Programs Building (CPB), room 214
Park in Lot D, enter building & make your first left.
The meeting will be in the first room on your right.

Tuesday, January 28, 2020 6:0pm-7:00pm
Career Programs Building (CPB), room 214
Park in Lot D, enter building & make your first left.
The meeting will be in the first room on your right.

Tuesday, March 31, 2020 6:00pm-7:00pm
Career Programs Building (CPB), room 214
Park in Lot D, enter building & make your first left.
The meeting will be in the first room on your right.

Tuesday, May 26, 2020 6:00pm-7:00pm
Career Programs Building (CPB), room 214
Park in Lot D, enter building & make your first left.
The meeting will be in the first room on your right.

How to be Involved

- Talk to your child about high school activities and assignments
- Discuss going to college and possible career field choices
- Encourage good study habits, including time management, and prioritizing
- Talk to the Program Manager about attending an Upward Bound Saturday Session
- Volunteer to chaperone field trips
- Communicate with Upward Bound staff, Upward Bound Coaches, counselors, and teachers
- Participate in monthly Upward Bound Parent Meetings
- Attend the End of the Year Awards Ceremony on Thursday, July 23, 2020

Parent Resources

In addition to parent meetings and opportunities to be involved as a volunteer with the Upward Bound program, parents are provided a short list of helpful web resources to assist you with common questions about college preparation. Many additional resources are available through the Upward Bound office at HCC.

HCC Upward Bound Program	www.hagerstowncc.edu/upwardbound
WCPS College and Career Readiness	www.wcpscollegeandcareer.weebly.com
The College Board (SAT/AP)	www.collegeboard.org
The College Navigator	www.nces.ed.gov/collegenavigator
Bureau of Labor Statistics	www.bls.gov
Federal Student Aid	www.studentaid.ed.gov
Financial Aid information (FAFSA)	www.fafsa.ed.gov
Financial Aid	www.finaid.org
Fastweb (scholarships)	www.fastweb.com
Go See Campus	www.goseecampus.com
EICA Education Center	www.iecaonline.com/education.html
Inside Higher Ed	www.insidehighered.com/blogs
US New Education	www.usnews.com/education
Princeton Review	www.princetonreview.com/best-value-colleges.aspx
Personality Inventory (Myers Briggs)	www.humanmetrics.com/cgi-win/jtypes2.asp
Council for Opportunity in Education	www.coenet.us
US Dept. of Ed TRIO Upward Bound	www2.ed.gov/programs/trioupbound/index.html

Recognition Ceremony

Upward Bound student accomplishments will be celebrated at an end-of-the-year Reception on the evening of Thursday, July 23, 2020. This will conclude the Upward Bound Summer Academy. Students may invite their family, teachers, supporters, and friends to attend the event. Student achievements will be recognized, success stories will be shared, graduates will be honored, guest speakers will address the audience, and awards will be presented. This is a wonderful way for parents and guardians to celebrate their child's accomplishments.



Section 7

Sample Student Contracts and Forms





Hagerstown Community College

Upward Bound

Student Participant Contract



Go to www.hagerstowncc.edu/upwardbound/handbook to review the TRiO Upward Bound student handbook so you have a good understanding of the program. Upward Bound participation is a privilege, and it is your responsibility to follow the rules and expectations reviewed in this handbook as an Upward Bound participant.

I, _____, have read the 2019-2020 Upward Bound Student Handbook and agree to meet the requirements and expectations of the Upward Bound Program at Hagerstown Community College. Should I have questions or concerns, I will contact an Upward Bound staff member. I recognize and understand that failure to meet any of the requirements could result loss of program entitlements, a family conference, or release from the Upward Bound program.

Student Signature: _____ Date: _____

Parent Contract

Parents of the Hagerstown Community College Upward Bound Program are expected to commit to the following requirements to assist their child reach their education goals. Please read the statements below. If you understand what is expected and are willing to commit to the each requirement, please sign the space provided below.

- I will be supportive of Upward Bound and the program's efforts to assist my child in enrolling in postsecondary education.
- I will encourage my child to fully participate in the Hagerstown Community College UpwardBound program activities.
- I will attend and participate in the bi-monthly Upward Bound Parent Meetings when possible.
- I will participate in meetings with the Upward Bound staff and my son/daughter to prepare for the college admission process.
- I will participate in a Senior Financial Aid Workshop with my son/daughter when necessary.
- I will plan to attend the end-of-the-year Upward Bound Recognition Ceremony, on July 23, 2020, to celebrate my child's accomplishments.

Parent/Guardian Name (print): _____ Date: _____

Parent/Guardian Signature: _____

Contact Number: _____

RELEASE AND AUTHORIZATION TO PHOTOGRAPH

Release executed on _____ (date), by _____ (full name)
of _____
(city/state), here referred to as releasor, in favor of HAGERSTOWN COMMUNITY
COLLEGE, here referred to as releasee.

In consideration for value received and other good and valuable consideration, releasor hereby consents to being the subject of the photographs of releasee and use of my name, together with any subject matter owned by releasor, and hereby authorizes releasee to cause the same to be exhibited, with or without the advertising sponsorship, as still photographs, transparencies, motion pictures, television, video or other similar media; and for any use whatsoever.

Releasor hereby releases releasee, and any associates, as well as any assignees, from any and all claims for damages for libel, slander, invasion of privacy or any other claim based on use of the above-described material(s).

In witness whereof, releasor has executed this release at HAGERSTOWN COMMUNITY COLLEGE on the day and year first above written.

Signature

Printed Name



Waiver of Liability

Informed Consent Form

Name of Course/Activity HCC TRiO Upward Bound Program

Name (Please Print)

Address

City, State, Zip Code

Telephone Number

I do hereby agree to assume all risks and responsibilities surrounding my participation in this program.

I hereby affirm by my signature that I am in good physical condition and do not suffer from any disability that would prevent or limit my voluntary participation in this program. I hereby release and hold harmless Hagerstown Community College, its Trustees, officers, directors, faculty, coaches and employees; participants; owners and lessees of premises used to conduct the event, their officers and employees from and against any and all liabilities to the undersigned, his/her dependents, assigns, personal representatives, heirs and next of kin for any and all damages, expenses (including attorney fees), claims, judgments, actions or causes of action as a result of any loss or injury to the person or property that I may sustain or suffer during, or arising out of, the program.

Should I or my legal dependent become injured during this activity, my permission is given to provide or obtain necessary medical attention.

I understand that it is my responsibility to obtain appropriate insurance to cover any loss or injury to person or property.

I have read and understand this release and voluntarily sign this document and participate in this program.

Signature of Participant

Date

If participant is under 18 years of age:

Parent / Guardian Name (Print) _____

Signature of Participant

Date

**** Waiver must be signed before participation in any course/activity involving travel sponsored by HCC. ****



Hagerstown Community College
TRiO Upward Bound Program
Emergency Contact & Medical Information Form
2019-2020



Participant's Full Name: _____
(First) (Middle) (Last)

Street Address: _____ Birthdate: ____/____/____

City, State, Zip: _____ Phone: _____

Parent/Guardian 1 Name: _____ Relationship: _____

Work Phone Number: _____ Mobile Phone Number: _____

Parent/Guardian 2 Name: _____ Relationship: _____

Work Phone Number: _____ Mobile Phone Number: _____

In case of an emergency and parent/guardian cannot be reached, who may we contact?

Name: _____ Relationship: _____ Phone: _____

Medical Information

Medical Insurance Company: _____ Policy No. _____

Insurance Card Holder: _____ Birthdate: ____/____/____

Primary Care Provider: _____ Phone: _____

Medical Conditions: _____

Allergies: (food, environmental, or insect) _____ Medications: (name, dosage, route, & interval) _____

**Note: HCC staff are not authorized to administer any medication (prescription, non-prescription, or over the counter) to students. If a student needs to take medication during an Upward Bound activity, parents/guardians should consult with the Upward Bound program at the time of enrollment to determine safe and secure procedures for self-medication.*

Dietary Preferences (i.e. vegetarian) _____

My child has my permission to participate in Upward Bound activities. Should my child or my legal dependent become injured during this activity, my permission is given to provide or obtain necessary medical attention.

Parent Signature: _____ Date: _____



Upward Bound Incident Report Form



Full Name: _____ Date: _____ / _____ / _____

Position Title: _____ Phone: _____

Email: _____

Address: _____

Nature of Report: ☐ Behavioral ☐ Academic Integrity ☐ Early Alert
(Check all that apply) ☐ Medical ☐ Injury ☐ Other _____

Time & Location of Report: _____

Persons Involved:

Description of event:

Please attach any supporting documentation to this form.

Staff Signature: _____

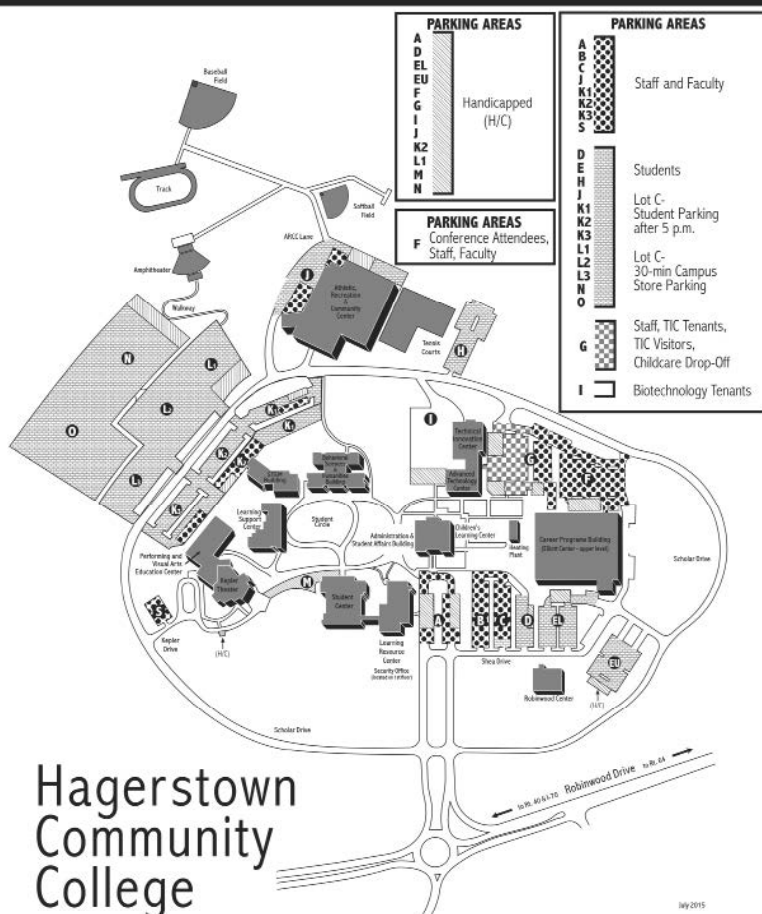
Student Signature: _____

Parent/Guardian Signature: _____

Upward Bound Student Handbook Appendix



CAMPUS MAP



Upward Bound Target High School Information

North Hagerstown Main Office:

ph.: 301-766-8238

fax: 301-791-9127

Administration:

Principal- James Alshire

Assistant Principal – Mr. Darrell Marriott

Assistant Principal – Mr. Adam Robinson

Assistant Principal – Dr. Kara Burhans

Counseling Center:

(301)-766-8243

Mrs. Kathleen Eck (grade 9)

eckkat@wcps.k12.md.us

Mr. Christian Palmer (grade 10)

palmechr@wcps.k12.md.us

Ms. Karen Folk

folkkar@wcps.k12.md.us

Mr. Konnar Miller

millerkon@wcps.k12.md.us

Mr. John Gest (grade 12)

gestJoh@wcps.k12.md.us

Ms. Carol Kreykenbohm-Barnhart (College and Career Testing)

kreykcar@wcps.k12.md.us

Hancock Main Office:

ph.: 301-766-8186

fax: 301-766-8197

Administration:

Principal – Mr. Christopher Cline

Assistant Principal – Mr. Brad Delauter

Counseling Center:

Ms. Susan Schultz (grades 7-12)

schulsus@wchoe.k12.md.us

South Hagerstown Main Office:

ph.: 301-766-8369

fax: 301-766-8474

Guidance

ph: 301-766-8374

fax: 301-766-8374

Administration:

Principal – Mr. Heath Wilcox

Assistant Principal – Mr. Benjamin Copenhaver

Assistant Principal – Mr. John Shirk

Assistant Principal – Mrs. Rachel Kane-Kirkpatrick

Assistant Principal – Ms. Sabrina McCoy

Counseling Center:

Mr. Eric Evitts (grade 9)

evitteri@wcps.k12.md.us

Mrs. Susan Starsinic (grade 10)

starssus@wcps.k12.md.us

Mrs. Lauren Silkey-Parker (grade 11)

silkelau@wcps.k12.md.us

Mrs. Joy Franklin (grade 12)

frankjoy@wcps.k12.md.us

Williamsport Main Office:

ph.: 301-766-8423

fax: 301-776-8439

Administration:

Principal – Mr. Matthew Noll

Assistant Principal – Mr. Robert Compton

Assistant Principal – Ms. Amanda Mulledy

Assistant Principal – Ms. Christina Yeager

Counseling Center:

301-766-8426

Fax: 301-766-8438

Mrs. Krista Downs (grade 9 K-M, grade 10)

downskri@wcps.k12.md.us

Mr. Randy Longnecker (grade 9 A-J, grade 11)

longnran@wcps.k12.md.us

Mrs. Stephanie Howe (grade 9 N-Z, grade 12)

howeste@wcps.k12.md.us



Upward Bound 2019-2020 Activities Calendar

This schedule is subject to change. Students will be notified in advance of any changes.

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

24 MD Renaissance Festival
No WCPS Bus pick up or drop off. Students will need transportation to and from HCC

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

8 Saturday Session @ HCC Placement Testing
17 No School
17 Stevenson University
22 TriO Day @ Shepherd University

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
3 School Begins
9-10 Tutoring begins at each high school
14 Saturday Session @ SHHS (9-1)
24 Parent Meeting @ HCC
28 Howard University Open House and Nationals Baseball game

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21 Saturday Session @ HCC
31 Parent Meeting @ HCC

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 College Fair @ HCC (6-8)
12 Saturday Session STEM Day @ HCC (9-1)
18 No School
18 Shenandoah Open House

APRIL '20						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8 Frostburg State University
18 Saturday Session @ HCC (9-1)
25 USA Science & Engineering Festival, DC

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 End of First Marking Period
8 Towson Visit (WCPS PD DAY) and National Aquarium Baltimore, MD
9 Saturday Session @ SHHS (9-1)
27-29 No School
26 Parent Meeting @ HCC (6-7)

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

9 Saturday Session @ HCC (9-1)
25 No School
26 Parent Meeting @ HCC

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

7 Nut Cracker Ballet(TBA)
14 Saturday Session @ SHHS (9-1)
18 Red Cross Gift Wrapping @ Valley Mall (5-8)
23-31 No School (Merry Christmas)

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

15 Last Day of School
19 Summer Orientation
22-30 Summer Academy @ HCC (8-1)

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 No School
11 Saturday Session @ HCC (9-1)
20 M.L. King Day Event at HCC
28 Parent Meeting @ HCC

JULY '20						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

4 Independence Day
1-24 Summer Academy @ HCC (8-1)
23 Annual Reception
27 End of SA Trip
28-31 Incentive Trip "Invite Only"