

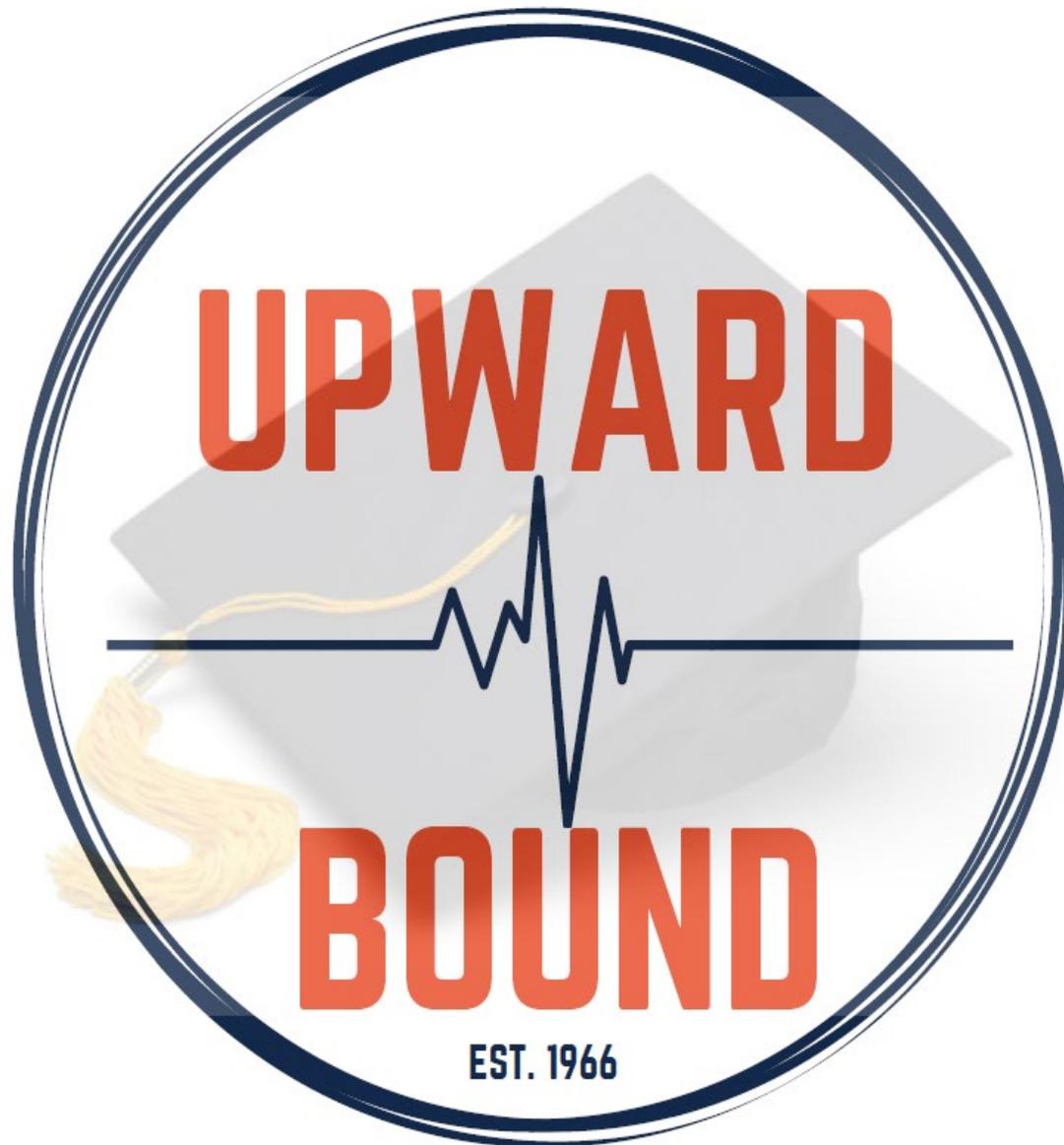
TRIO

I ILLINOIS

Office of Minority Student Affairs

STUDENT AFFAIRS

Student Handbook 2020-2021





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The Upward Bound Program, which began at University of Illinois at Urbana Champaign in 1966, is housed within the Office of Minority Student Affairs, a department within the Division of Student Affairs

TRIO Upward Bound Program
Turner Student Services Building
610 East John Street, Suite 130
Champaign, Illinois 61820
(217) 333-1889

trioupwardbound@illinois.edu



Welcome Statement

Dear Upward Bound Student,

Welcome to a new year with the TRIO Upward Bound program at the University of Illinois Urbana Champaign. As we enter a historic 55th year of serving the Champaign- Urbana community, we thank you for being a part of the program. This handbook will provide you with information regarding this year’s activities, policies and procedures as well as programmatic values and beliefs. As you walk through this year, we hope that TRIO Upward Bound will remain a positive staple in your academic and personal journey to success. Be sure to review the handbook in its entirety alongside your parent/guardian. As questions arise, do not hesitate to reach out to us, though we believe most answers to your questions will be found in the pages of this handbook.

TRIO Upward Bound was birthed from the Economic Opportunity Act of 1964 with the goal to provide educational access to first-generation, low-income and historically underrepresented high school students. Aligning with the goal of this policy and the vision of the Office of Minority Student Affairs, our mission is to provide quality and exceptional services to students. We accomplish this mission through holistic and rigorous college preparatory programming.

Through peer-to-peer mentoring, college tours, test prep services, financial aid/literacy education, college admissions assistance and cultural enrichment, TRIO Upward Bound generate the motivation and skills necessary for students to successfully complete high school, enroll and complete post-secondary. As a scholar, you will learn the foundational knowledge, awareness and strategies it take to be successful in college and beyond. We only ask that you be an active partner in this ongoing collaboration to optimal achievement. Cheers to a new year and remember to “Do the Right Thing”.

In Solidary,
TRIO Upward Bound Program Staff



Staff Directory

TRIO Upward Bound Administrative Staff	
Domonic Cobb, Ed.M.	Director, Office of Minority Student Affairs & TRIO Programs dcobb@illinois.edu (217)333-0054
Vincent Cunningham, MPH	Associate Director of TRIO Programs vecunni1@illinois.edu (217)333-1889
Sabrina Donegan, MA	Assistant Director of Upward Bound sdonegan@illinois.edu (217)300-4805
Jamil Henderson, B.S	Academic Support Program Specialist jphende2@illinois.edu (217)333-1889
Keanya Jackson, BA	Program Assistant ktjacks2@illinois.edu (217) 333-1889
Hannah Mattingly	Office Support Specialist hannahmm@illinois.edu (217) 333-1889

Confidentiality Statement

Due to the nature of our relationship with students, the Upward Bound Program adheres to a clear statement on confidentiality. Please review the information below regarding our policies on confidentiality and speak with a staff member should you have any questions or concerns.

What is considered “Confidential Information?”

- Information relating to any family members, including names, addresses or phone numbers.
- Information regarding the student’s citizen status.
- Information pertaining to student or family medical status.
- Information related to participation in, services or benefits from public service agencies or community-based organizations (i.e., SNAP violations, disability benefits, and etc.)

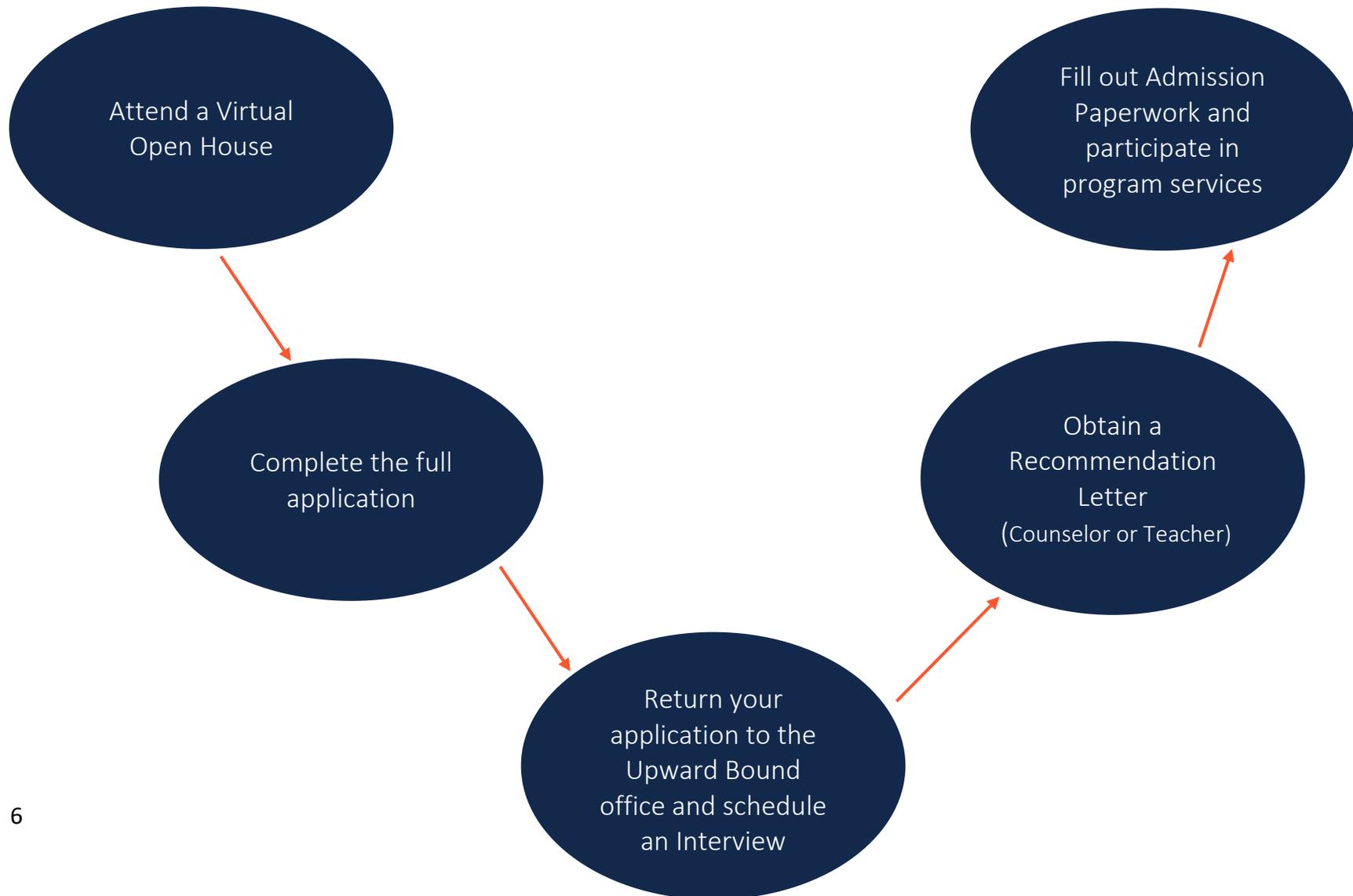
All information shared with Program Staff is private, but not confidential. The State of Illinois mandates third party reporting under the following circumstances:

- Information alleging child/elder abuse and/or neglect and sexual or physical abuse. All University employees have an obligation to report to the police and supervisors any signs of neglect or abuse to a minor within the program or on campus. For more information see the University policy here:
<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5689>
- Court cases involving adoptions or foster care placements. Information will be redacted as not to disclose irrelevant information.
- A student or family member alleges they will harm themselves or others.

As we grow closer in community, students often share personal stories with each other. We ask Upward Bound Students to uphold the Confidentiality Statement by respecting the privacy of their peer, with the exception of sharing information with staff that could pose risks to the health or safety of others.

Program Staff are expected to uphold the Confidentiality Statement. Sharing confidential information with external entities may result in disciplinary action up to and including termination.

Know someone who wants to join the Community?



Student Code of Conduct

Section I: Student Pledge

As an Upward Bound Student you have pledged to behave as outlined in the Student Code of Conduct below:

1. Abide by the Upward Bound Rules, regulations, policies, and procedures.
2. Express loyalty and commitment to program goals through active participation.
3. Exhibit a positive and respectful attitude toward myself and others.
4. Work harmoniously with others and seek peaceful resolution to conflict.
5. Assume personal responsibility for my actions.
6. Help others whenever possible.
7. Demonstrate gratitude for the support provided.

Section II: Rules and Regulations

TRiO Upward Bound students are expected to actively engage in lawful, constructive, and positive behaviors that support their collegiate goals. Student should refrain from all behaviors that do not support their collegiate aspirations including those outlined below:

1. **Weapons:** Use, possession and/or distribution of dangerous objects of no reasonable use (i.e., guns, knives, mace, fireworks, toys resembling weapons or similar related items) at any Upward Bound activity (on- or off- campus) is prohibited. Possession of weapons on campus is a crime punishable by law.
2. **Alcohol:** Use, possession and/or distribution of alcoholic beverages on campus or at any Upward Bound activity or related activity (on- or off-campus) is prohibited.
3. **Drugs:** Use, possession and/or distribution of illegal drugs and illegal use, possession and/or distribution of prescription drugs except as medically necessary and consistent with prescription instructions on campus and/or at Program related activities is prohibited. Possession of any form of drug paraphernalia is prohibited. *Participants must notify Upward Bound Staff if they need to bring prescribed medications to campus and/or program activities.* Abuse or inappropriate distribution of non-prescription drugs is prohibited.



4. **Sexual Misconduct:** Cohabitation and sexual misconduct are prohibited during Upward Bound activities, including displays of inappropriate behavior and/or affections, such as fondling, unwanted touching, unwanted hugging, kissing, and caressing. Please see the UIUC Policy on Prohibited Sex Discrimination, Sexual Harassment and Sexual Misconduct here: <https://diversity.illinois.edu/harassment.html>
5. **Stealing and Destroying/Defacing Property:** Students are to respect property. Do not destroy or deface University, Upward Bound or other properties. Do not alter Upward Bound, University or high school documents, forms or records. Students are to respect each other's property. Students are prohibited from taking items that do not belong to them. Shoplifting is a crime and subject to legal prosecution.
6. **Fighting/Provocation/Threats/General Safety:** (a) Fighting on the U of I campus and other sites of Upward Bound Program and program related activities is prohibited; (b) Placing oneself or another person in, or in fear of, imminent physical injury or danger is prohibited; and (c) Intentionally inflicting severe mental or emotional distress upon a person through a course of conduct, involving repeated abuse or disparagement, is also prohibited. Leaving the group and/or wandering away from the supervision of UB Staff is a risk to safety and is prohibited.
7. **Academic Integrity:** Students are expected to uphold academic integrity. Cheating, copying the work of others, allowing others to copy your work, and plagiarizing are violations of this rule. Students are attend classes, health and fitness activities, and all scheduled activities daily unless prior approval is given.

Section III: Online Etiquette

When participating in TRIO Upward Bound virtual activities, students are expected to adhere to the following guidelines.

1. **Join using video-** students should have their video on and be visual in the screen.
2. **Wear appropriate attire** – though there is no specific dress code for virtual activities. We suggest school-appropriate clothing during virtual meetings. Please remove du-rags, head scarves and hats.
3. **No offensive language or gestures-** be sure that your posts are free from language that could be harmful to your peers or staff. Be mindful of facial expressions and hand movements when communicating or not communicating in class.
4. **Microphones should be muted** – unless you are speaking so that students are not distracted by background noise and are able to actively participate in class and to promote an equitable learning experience.
5. **Use “Chat” feature until appropriate time for open conversation-** in classes and meetings, use the “Chat” function to share information or ask questions. Chats are recorded.
6. **Be present-** don't do other tasks while the class is ongoing. Be fully present and aware
7. **Adhere to UB Code of Conduct** – UB Code of Conduct applies to all virtual meetings

Section IV: CYBERBULLYING

Cyberbullying is to seek to harm, intimidate or coerce someone using digital devices; cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior. **Engaging in cyberbullying will be cause for dismissal from the TRIO Upward Bound Program.**

1. The most common places where cyberbullying occurs are:
 - i. Social Media, such as Facebook, Instagram, Snapchat, Tik Tok, and Twitter
 - ii. Text Message sent through devices
 - iii. Instant Message (via devices, email provider services, apps, and social media messaging features)
 - iv. Email

***NOTE:** Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns because it can be permanent. Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.*

Section V: Attendance

Students are expected to participate in all TRIO Upward Bound program events. We do understand that students have other commitments and activities in which they are participants. When a student knows they will be absent from Upward Bound, an email will need to be sent to trioupwardbound@illinois.edu stating that the student will not be in attendance. When registration and sign up is required for an event, students are expected to be in attendance if they sign up. Students who do not show up without communicating with Upward Bound, will receive a stipend deduction. When participating in Upward Bound events, students are expected to be prompt and prepared for all services and activities, including any homework or deliverables requested.



Section VI: Disciplinary Action

Upward Bound Staff will address each student offense on a case-by-case basis. Disciplinary action can take the form of a warning (verbal and/or written), notification to the parent, meeting with Upward Bound Staff and parents, or dismissal from all or some parts of the Program. Students who fail to abide by the Code of Conduct may risk losing the opportunity to participate in portions of, or possibly dismissal from, the Program.

Section VII: PARENT PARTNERSHIP AGREEMENT & PLEDGE

Parents are a vital part of the student success. Parents are highly encouraged to attend necessary orientations and programming efforts in order to support your student in academic excellence. We encourage parents' to help students attend consistent Upward Bound initiatives and follow up with students regarding their services received throughout Upward Bound. Parents and Guardians of Students in the Upward Bound Program are considered partners and pledge to:

- Honor, accept, and embrace Upward Bound's mission to help students reach full academic potential, complete high school, and enter college.
- Respect and enforce Upward Bound rules, regulations, policies and procedures.
- Ensure student attendance and cooperation in Upward Bound.
- Attend student activities at the Upward Bound and the target school throughout the academic year and during the summer program whenever possible.
- Be involved in Scholar education by monitoring homework completion, studying time and communicating with teachers and other school personnel.
- Act as an ambassador for the Upward Bound program by promoting Upward Bound in the community and assisting in the recruitment and retention of students.
- Support Upward Bound as a member of the Upward Bound Parent Association and attend parent meetings and workshops.
- Provide feedback on Upward Bound's progress in meeting goals and objectives.



Section VIII: Student Progress Checks

Each month Upward Bound students will meet with Upward Bound staff during high school visits. During these meetings, students will review their performance 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. The goal is for each student to establish accountability of their own success in school progress. Students who have a GPA below 2.5 during this meeting will be placed on probation with the Upward Bound until their GPA is raised.

Section IX: 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, Instagram updates, and/or phone calls. Students are cautioned to check their messages to receive the latest news and updates prior to attending Upward Bound activities.

Section X: Illness

Students who are feeling should not attend Upward Bound events. Students who attend events, sick or with symptoms of illness will be asked to leave UB activities. If a student has experienced the following within 48 hours, they should not attend Upward Bound activities.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea



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Section XI: Face Coverings

All Upward Bound events are being held virtually until further notices. However, whenever a student visits the Upward Bound office a face coverings is required. To reduce the transmission of COVID-19 infection, all students and parent/guardian must wear a face covering in any university facility unless they are physically isolated in a private space or room. Face coverings also must be worn in all public places and settings on campus where social distancing of six feet cannot be maintained, including outdoor spaces and situations such as traveling to and from classes and events.

Resources

Special Accommodations

University of Illinois Urbana Champaign 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. 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 staff, as well as disability services. Contact the program office at (217) 333-1889 for more information regarding specific accommodations.

Parent Support Meetings

Parents and guardians are an important part of every child's development. We recognize and value the role of a parent/guardian in a student's life and therefore encourage active involvement by our students' parents/ guardians in the activities of the Upward Bound Program. To learn about student achievements, updates, upcoming activities, or to make suggestions and program improvements, parents are invited to meetings during the student's junior and senior year. Students are also welcome to attend these meetings with their parent/guardian. Students and parent/guardian will be notified when these meetings take place

Parent Workshops

Professional Development workshops are held periodically throughout the year to support parents in their quest to academic and professional success. Be sure to review the program calendar workshop dates.

Student Ambassadors

Selected students are given the leadership opportunity to serve as an Upward Bound ambassador. These are student who are at least a sophomore in high school with a 3.0 GPA. Student Ambassadors are involved in planning the summer program, college tours, recruitment and other leadership events. Student Ambassadors are chosen by Upward Bound through an application process.



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Google Site

Upward Bound will be using G-Suite as our online tools this year. Below you will find the link to our program site. Click the link to access program activities.

Link to website: <https://sites.google.com/view/uiuctrioupwardbound/home>

Academic Support

In addition to high school visits and peer-to-peer mentoring, student can receive support through several online platforms.

- Tutor.com
- Rosetta Stone
- Virtual Job Shadowing

To access these resources, students will need to contact a TRIO Upward Bound staff member.

Upward Bound STIPEND Policy

Section I: Stipend Amounts

Students participating in the Academic Year Component are eligible for a stipend not in excess of **\$40 per month**. To be eligible for full stipend:

- a. Students must attend:
 - i. Study Center
 - ii. High School Visits
 - iii. Saturday Academy
 - iv. Submit all program deliverables
 - v. Adhere to code of conduct and policies/procedures

Students who classified as seniors and will graduate within the spring of the current grant year, are eligible for a stipend not in excess of \$320 equivalent to \$40/month. To be eligible for full stipend:

- b. Students must submit:
 - i. SAT/ACT Scores
 - ii. Complete FAFSA and submit Student Aid Report
 - iii. Evidence of five completed college applications
 - iv. Admission Letters to all schools received
 - v. Student Orientation confirmation date
 - vi. Financial Aid award letters
 - vii. Decision Day Form (May 1st)

Section II: Stipend Reductions

Stipends may be reduced at the discretion of the Assistant Director for failure to participate in Upward Bound services, behavioral infractions or any reason deemed appropriate by the program staff.

TRIO Upward Bound College Prep Academy
2020-2021 Academic Year Component
September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 Tutor Training 1pm-4pm	5
6	7 	8	9	10	11 Tutor Training 1pm-4pm	12 
13	14 Study Center 3pm-6pm	15 Study Center 3pm-6pm	16 Study Center 3pm-6pm	17 Virtual Open House 6:00pm-7:00pm	18	19 Professional Development Series 11:00am-1:00pm
20	21 Study Center 3pm-6pm	22 Study Center 3pm-6pm	23 Study Center 3pm-6pm	24	25	26 Professional Development Series 11:00am-1:00pm <hr/> <i>Parent Workshop</i>
27	28 	29 Study Center 3pm-6pm	30 Study Center 3pm-6pm <hr/> <i>Yoga and Zumba 6:00pm-7:00pm</i>			



TRIO Upward Bound College Prep Academy
2020-2021 Academic Year Component
October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Financial Aid & FAFSA Completion Workshop (SENIORS ONLY)	2	3
4	5 Study Center 3pm-6pm	6 Study Center 3pm-6pm	7 Study Center 3pm-6 <hr/> Centennial High School Visit 2:20pm-5:00pm	8	9	10 <i>Life Skills Series</i> <i>11:00am-1:00pm</i>
11	12 No School Columbus Day No Study Center <hr/> Mindfulness Session 3:00pm-4:00pm (Open to all students)	13 Study Center 3pm-6pm	14 Study Center 3pm-6pm <hr/> Central High School Visit 2:20pm-5:00pm	15 Virtual Open House 6:00pm-7:00pm	16	17 <i>Life Skills Series</i> <i>11:00am-1:00pm</i>
18	19 Study Center 3pm-6pm	20 Study Center 3pm-6pm	21 Study Center 3pm-6pm <hr/> Urbana High School Visit 2:20pm-5:00pm	22 <div style="background-color: #003366; color: white; padding: 5px; text-align: center;"> Unit 4 Report Card Distribution </div>	23	24
25	26 Study Center 3pm-6pm	27 Study Center 3pm-6pm	28 Study Center 3pm-6pm	29 Senior Seminar 3:00pm-4:30pm <hr/> <div style="background-color: #003366; color: white; padding: 10px; border-radius: 50%; display: inline-block;"> Senior College Applications and FAFSA are Due </div>	30	31

TRIO Upward Bound College Prep Academy
2020-2021 Academic Year Component
November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Study Center 3pm-6pm	3 Study Center 3pm-6pm	4 Study Center 3pm-6p <hr/> Centennial High School Visit 2:20pm-5:00pm	5	6	7 Performing Arts Series 11:00am-1:00pm <hr/> Parent Workshop
8	9 Study Center 3pm-6pm	10 Study Center 3pm-6pm	11 Study Center 3pm-6pm <hr/> Central High School Visit 2:20pm-5:00pm	12	13	14 Performing Arts Series 11:00am-1:00pm
15	16 Study Center 3pm-6pm	17 Study Center 3pm-6pm	18 Study Center 3pm-6pm <hr/> Urbana High School Visit 2:20pm-5:00pm	19 Virtual Open House 6:00pm-7:00pm <hr/> Senior Seminar 3:00pm-4:30pm	20 Yoga and Zumba 6:00pm-7:00pm	21
22	23	24	25	26	27	28
Thanksgiving Break—No UB Activities						
29	30 Study Center 3pm-6pm <hr/> 					

TRIO Upward Bound College Prep Academy
2020-2021 Academic Year Component
December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Study Center 3pm-7pm	2 Study Center 3pm-6pm	3	4	5 Nutrition Series 11:00am-1:00pm
6	7 Study Center 3pm-6pm	8 Study Center 3pm-6pm	9 Study Center 3pm-6pm	10 Mindfulness Session 6:00pm-7:00pm <i>(Open to all students)</i>	11	12 Nutrition Series 11:00am-1:00pm
13	14	15	16	17	18	19
Online Tutoring Only (tutor.com)						
20	21	22	23	24	25	26
27	28	29	30	31		

High School Visits
2:20pm-5:00pm



Pre-College Advising Guidelines

Advising Meeting Protocol

All Upward Bound students are required to meet monthly with their assigned advisor during scheduled high school visits to ensure solid progress is being made towards their academic goals. Students not attending regular advising meeting will be placed on the academic probation until they begin meeting regularly with their advisor.

- **Freshman and sophomore** will complete their goal setting worksheet and individual education plan during the fall semester of the academic year with their advisor.
- **Juniors** are required to meet with the Upward Bound Pre-College Advisor to discuss their College Admission Process Plan (C.A.P. plan) during the spring semester. Students who do not schedule a meeting prior to April 1st may not be allowed to enroll into the summer component of the TRIO Upward Bound program.
- **Seniors** are required to meet prior to October 31st to assess the progression of their senior year timeline and ensure timely completion of post-secondary enrollment plans.

Freshmen Advisor: Ms. Jackson
Sophomore & Junior Advisor: Mr. Henderson
Senior Advisor: Ms. Donegan

Academic Status

Good Standing; Students who have a cumulative unweighted GPA of 2.5 or above

- Students in good standing are eligible to participate in all Upward Bound activities including cohort outings, field trips, cultural activities, college tours and community service. With the completion of monthly deliverables, students are eligible for full stipends.

Academic Probation: Students who have a cumulative unweighted GPA between a 2.00 and a 2.49

- Students on Probation, must fully participate in Upward Bound academic programming by attending tutoring sessions twice a week and advising sessions once a month. In order to be removed from Probation, students must earn both a semester GPA and cumulative GPA above a 2.5.



Pre-College Advising Guidelines

- Students on Probation that are meeting academic requirements and progressing towards good standing, if selected are able to attend Upward Bound cohort outings and cultural activities. Students on probation are not eligible to attend field trips or college tours. With the completion of monthly deliverables, students are eligible for full stipends.

At-Risk: Students who have a cumulative GPA between a 1.00 and a 1.99

- Students At-Risk for dismissal must fully participate in Upward Bound academic programming. Students must attend **ALL** tutoring and advising sessions. In order to prevent being dismissed from the program, students must earn both a semester GPA and cumulative GPA above a 2.00.
- Students in this category cannot participate in Upward Bound cohort outings, field trips, college tours and cultural enrichment activities.

Seniors on Academic Probation must meet with Ms Donegan on a monthly basis to assess Student Individualized Action Plan

Dismissal Process

Students with a GPA below 1.0 are eligible for dismissal based on TRIO Upward Bound requirements of 2.5 unweighted GPA.

A student who fails to earn at least a 1.0 on their school's GPA scale in any academic semester may be dismissed from the TRIO Upward Bound program. TRIO Upward Bound is a college prep program and therefore students are required to make satisfactory progress towards attending college. Any student who fails to prepare for the college admission process or continuation in Upward Bound programming are candidates for dismissal.

TRIO Upward Bound will reviewed each student's case on an individual basis. However, students who are dismissed for lack of progress towards college admission may not appeal.

Appeal Process

Students will be notified in a formal letter, and email from Upward Bound for academic deficiencies. Students are eligible to appeal in writing via email to the TRIO Upward Bound program within 14 days of receiving their dismissal letters. The Director of TRIO Programs will review all appeals, if the appeal is unsuccessful, the student will not be eligible to continue with the program.