

## **Fall 2007 Introduction**

**Welcome** to the 2007-2008 Texas State Technical College-Harlingen Upward Bound Summer Component Program! The staff is looking forward to an exciting, busy six weeks. We see this program as an exceptional opportunity for you to develop your potential and we will depend on you to take full advantage of that opportunity. As with any program there will be some expectations which everyone is expected to follow. The expectations are necessary to insure an orderly atmosphere in which educational work can be conducted and personal growth enhanced. Each of you will have many questions as the summer passes, so feel free to ask any staff person available for help. More important than any regulations, however, is the spirit of Upward Bound. It is a spirit of FRIENDSHIP, COOPERATION, RESPECT, and SUPPORT FOR ONE ANOTHER. It is also SPIRIT of HONESTY, EDUCATION, and LEARNING. This is your program. If we all do our best we will succeed.

We are excited about our students and look forward to working with you. We, the staff, want this to be the best summer you ever experienced. It CAN be if we will project a spirit of cooperation with a concern for everyone involved in the program. Remember that we are here for YOUR benefit. We want to help as you prepare for college, adulthood, so don't hesitate to call on us.

Sincerely,

Mr. Johnny Martinez, Upward Bound Director

Ms. Rachel Groman, Upward Bound Outreach Advisor

Ms. Melinda Ortiz, Upward Bound Outreach Advisor

Linda Villarreal, Upward Bound Clerk II

# **Upward Bound Program Texas State Technical College- Harlingen**

## **Policy Guide Summer Component**

### **I. Purpose**

The purpose of this policy handbook is to provide a working guide for program participants in the Upward Bound Program on the campus of Texas State Technical College –Harlingen.

### **II. Mission Statement**

Texas State Technical College Upward Bound Program is designed to increase the academic skills and motivate necessary to complete a program of secondary education and to enter and succeed in a program of post-secondary education for fifty students residing in the South Texas area.

### **III. College Regulations**

All college regulations applicable to students' use of facilities apply to Upward Bound participants. The students will be made aware of college regulations and rules applicable to the use of facilities.

### **IV. Specific Student regulations**

#### **Attendance:**

#### **1. Class attendance:**

- A.** Students must maintain satisfactory school progress (C or above in all classes.)
- B.** Students reported skipping classes may be exited from the summer program.
- C.** Students must satisfactorily complete all class assignments.
- D.** Students must attend all scheduled summer seminars and activities.
- E.** Students must maintain positive discipline during each schedule summer seminar or activity.
- F.** The Upward Bound Program Director must be notified immediately of an illness or emergency that may interfere with academic instruction.

#### **2. Tutoring Attendance:**

Students are expected to be in attendance and participate in daily tutoring sessions schedule for Monday – Thursday from 4-6 pm.

#### **3. Trip attendance:**

Students are expected to participate in all trip functions as they are considered part of the Upward Bound curriculum.

## **Policy Guide**

### **Summer Instructional Component**

#### **I. Staff and Student Roles**

##### **A. Instructors/ Teachers**

The teaching staff is well qualified and will provide individual assistance when needed. The instructional staff is composed of teachers from the various public school systems, the community and Texas State Technical College-Harlingen.

The staff assumes full responsibility for classroom instruction, lab, and evaluation. The academic areas covered are math, science, composition and literature, Spanish, computer literacy, physical education, art. Additional, special interest courses are also a part of the curriculum.

##### **B. Tutors**

These three individuals are well qualified and provide the added expertise necessary to assist program participants. Tutors serve as assistants to the teachers and also work closely with the Upward Bound Director to help provide the supervision and guidance necessary for the growth of the participants.

##### **C. Students**

Non-Bridge Students:

Non-Bridge students (9 through 11 grade students) will participate in a six –week non-residential component on the campus of Texas State Technical College Harlingen. Instruction is provided in the core curriculum of math, science, English, and foreign language . Instruction is also provided in physical education and college institutes. Non-Bridge students will receive a bi-weekly stipend. This program is designed to help the student take additional academic courses, which will challenge them and prepare them for post secondary education goals.

#### **II. College Regulations**

All college regulations applicable to students' use of facilities apply to Upward Bound staff will make students aware of college regulations and rules applicable to the use of facilities.

##### **A. Cars:**

1. No students are allowed to have a car on campus.
2. Students are not allowed to loiter or sit in parked cars during the day. A violator of this regulation is subject to social restrictions or disciplinary actions.
3. Students are not allowed to ride in cars except with the written permission of their parents.

##### **B. Transportation:**

Only those students with signed and notarized release forms and parent permission forms will be allowed to travel in university/ school sponsored vehicles. This includes Upward Bound field trips and daily transportation to and from the TSTC Harlingen campus for the UB summer program. These forms are

mandatory in order for students to participate in Upward Bound field trips involving non-collegiate vehicles as well.

Any student who travels to an Upward Bound activity via college/ school sponsored vehicles is required to return from that activity in the college/ school sponsored vehicle, and may not ride with another Upward Bound student.

**C. Alcoholic Beverages and Illegal Drugs:**

Use of alcoholic beverages, marijuana or any other drug(s) on campus, or on any Upward Bound related trips/activities is strictly prohibited and will subject the student to suspension from the program.

**D. Gambling and Firearms Possessions:**

Gambling on campus, possessions of firearms, and illegal knives are strictly prohibited.

**E. Student Leave:**

The only exceptions in which students will be allowed to check out during scheduled UB activities are in cases of a students' serious illness or death. Students will be asked to stay until 3:30 p.m. on Saturday sessions and 6:00p.m. during tutoring sessions to receive credit for the full day.

**F. Off Campus Trips:**

1. Upward Bound staff must accompany Upward Bound students to and from business areas in Harlingen, Texas. Off –campus permits must be cleared through the Upward Bound office. Any unauthorized leaves will be dealt with accordingly.

2. **Students must have completed all tutoring and Saturday assignments in order to be eligible to attend academic year field trips. (70% passing rate on all Study Island assignments before scheduled field trip, completion of all ACT Discover assignments before scheduled field trip, and “C” or better in all Saturday classes as approved by UB Director)**

**G. Sign-In/Sign-Out On Campus:**

Each Upward Bound students must use the :sign-in/out” procedures as a protective measure against emergencies. Students who fail to use this procedure will subject themselves to unnecessary risk and the possibility that parents or guardians will be notified of their absence from the college.

**H. Electrical Appliances:**

Equipment used improperly will be confiscated and held until the end of the program. The program is **not responsible** for loss or damage to this equipment.

**I. Telephone Calls:**

Parents and relatives can contact students in emergency situations by leaving messages with the Upward office.

**J. Cell Phones:**

As a courtesy we are allowing cell phones. However, they are not to be used when students are in classes, meeting , or guest speaker presentations. Students are allowed to take cell phones on trips to be used for emergency purposes only. Cell phones are the sole responsibility of the student not the Upward Bound program. The student(s) assumes full responsibility for lost, use, and theft of his or her cell phone. Please be informed that as a violation of improper cell phone use will result in the following consequences:

**First Offense-** 3 demerits

**Second Offense-** Confiscation; time of confiscation to be determined by the U.B. Director.

**Third Offense-** Cell phone will be shipped to students' parent(s) of the student(s) who have abused the use of a cell phone on a third offence.

**K. Visitors:**

Visitors cannot interfere in any student's participation in the program. Students are not allowed to leave campus unless they have received approval from the TSTC Harlingen Upward Bound office. Students may NEVER leave in a vehicle with a visitor unless they have received approval from the TSTC Harlingen Upward Bound office.

**L. Students Identification Cards:**

Students will be assigned a student identification card. With the student identification card, students will be allowed access to university facilities, meals, ect. Loss of the student identification card will result in a fee replacement.

**M. Fire Alarms:**

Fire alarms are provided at various locations on campus. PLEASE DO NOT TAMPER WITH EITHER THE ALARMS OR THE EXTINGUIHERS. It is important that they be in good working order should an emergency arise. Should someone else decide to violate this request, he/she will be totally responsible for the \$150.00 fine that Texas State law allows such violations.

**N. Cafeteria:**

Meals are prepared in accordance with state and federal regulatory agencies, standards. The meals are as varied as possible and are nutritionally balanced.

You will be issued a student identification card which will also be used for meal card purposes. Present this to the checker in the cafeteria at every meal. If you lose it, inform a staff member or your peer mentor immediately so that it can be replaced. You will be billed a replacement cost.

- Observe the cafeteria schedule the lunch meals.

- You must present your meal card/ student identification card to enter the cafeteria.

- You may enter the cafeteria only for the purpose of eating.

- Meals cards/ student identification cards may not be lent to other persons.
- No food or utensils may be taken from the cafeteria
- You are required to bus your own tray to the tray return area.
- Students must wear shirts and shoes in the cafeteria.
- Neither radios nor tape players are permitted to be played in the cafeteria.
- Students who are disorderly, creating excessive noise, or disrupting the food service process will be escorted from the dining hall.
- Pass through the serving lines in an orderly way.
- Avoid shouting.
- Eat all meals inside the cafeteria within the allotted time.
- Leave your eating area clean.
- Cooperate with all student staff assigned to monitor the cafeteria.

**O. Class Routine:**

1. Students are required to attend all schedule classes, activities, and special events. (Unexcused absences and / or work will result in disciplinary action).
2. Actively participate in class discussions.
3. Do not distract or interrupt the class.
4. Show respect to their teachers.
5. Turn in class assignments in on time.
6. Show respect for and require respect from other students.

**P. Course Description (Non-Bridge Students):**

**English-** The English courses are designed for students to enhance basic languages skills. These courses focus on individualized study with a review of basic sentence patterns, punctuation, capitalization, and paragraph development. Vocabulary, comprehension, and study skills are emphasized. Pre-test and Post-test, continuous evaluation, counseling, and tutoring are involved.

**Mathematics-**Diagnostic test determine the level of mathematical skills and tailor to the students' assignments with each class to meet his or her individual needs. Content of all courses includes a review in fundamental skills, concepts, and practical applications. In addition, teachers help students gain confidence and positive attitudes towards mathematics. There will also be pre-and post-tests, continuous evaluation, counseling, and tutoring.

**Science** –Diagnostic tests determine the level of science skills and tailor the students’ assignments with each class to meet his or her individual needs. Content of all courses includes a review of fundamental science skills, concepts, and practical applications. In addition, teachers will help students gain confidence and positive attitudes towards science skills. There will also be pre and post-test, continuous evaluation, counseling, and tutoring.

**Q. Guest Speakers-** Guest speakers are part of the Upward Bound curriculum and students are required to attend.

**R. Tutoring-** Tutoring is part of the Upward Bound curriculum and students are required to attend tutoring from 4-6 p.m., Monday through Thursday.

**S. Illness or Injury:**

If at any time you are sick or have an injury, contact an Upward Bound staff member immediately.

**T. Dress Code:**

Upward Bound students will dress appropriately for all classes and special activities. Students are requested to abide by the following:

1. Wear appropriate clothing at all times, short shorts, tops without straps are NOT to be worn.
2. Keep hair neat and well groomed when appearing in public.
3. Practice good personal hygiene and grooming at all times.
4. Shorts and skirts will be worn at the proper level where all areas are covered.

**U. Satisfactory Academic Progress**

Students who:

- Are on the failure list (failed one or more classes during a 6wk/9wk period)
- Are on the TAKS alert list (failed one or more official TAKS tests)
- Low tutoring/ Saturday attendance

Will be required to do the following:

Step 1- Advisor will meet with parent(s) and student to discuss issue. Advisor will place student on growth plan to ensure future academic progress.

Step 2- If no immediate change occurring after growth plan, Advisor will meet with parent(s) and student. Student will be required to attend assigned evening tutorials to remain in the UB program.

UB Director will send written notice to parent requiring student to attend mandatory evening tutorials.

Step 3- If no immediate change after growth plan and assigned evening tutorials, Director will reserve the right to terminate student from UB program.

#### **V. Hazing:**

**Hazing means any intentional knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. A person commits an offense if the person: engages in hazing, solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing; recklessly permits hazing to occur; or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge to appropriate officials of the institution. The offense of failing to report is a class B misdemeanor. Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor. Any other offense under this section that cause serious bodily injury to another is a Class A misdemeanor.**

#### **W. Conduct:**

Students are required to maintain positive attitudes and behavior conducive to the well being of the program and each individual student.

These are to include the following:

1. Refrain from use of vulgar language (This includes obscene wrap songs).
2. Show respect for self, Director, Coordinator/ Counselors, guests, instructors/ teachers, residence hall staff, and others at all times.
3. Abstain from the use of alcohol and other drugs. Absolutely no use of alcohol or drugs will be tolerated.
4. Fighting is strictly prohibited.
5. Smoking is strictly prohibited.

#### **X. Student Attendance:**

When you were admitted to the Upward Bound program, you were informed of the four year commitment you make during the academic year and the summer program. You and your parent's/ guardians signed the responsibilities contract, agreeing to fully participate in all Upward Bound activities. The UB summer program will help you prepare for classes next year and will allow you to experience "college life." Participants are required to contact the Upward Bound office at 956-364- 4575 beforehand (three days in advance) if they are unable to attend on a given summer instructional day.

#### **Y. Student Stipends:**

The stipend a student receives is based on a number of factors including attendance, completion of assignments, and punctuality. Each day/ time that a student participates in with 100% effort and attendance, will be the equivalent of X amount of dollars. Students will receive stipends in December 2007 and May 2008. Tutoring stipend is \$2.00 per tutoring day and Saturday stipend is \$4.50 per day.

## **Z. Demerit System**

As a fair and just means of discipline, the Upward Bound staff has established a demerit system. **The accumulation of an excess amount of demerits will result in the loss of privileges and/ or dismissal from the program.**

**Please remember that we are here to learn, grow, provide a structure, simulated environment on campus, and have a pleasant experience and an enjoyable time. We are all expected to act responsibly. You can do your friend a favor by calling his or her attention to actions that are not appropriate for Upward Bound participants. If you become aware of violations of expectations, we encourage students to inform a staff member. By doing so, you will be helping a friend from getting into serious trouble or possibly dangerous situations. Remember, this would remain confidential. All in all, we don't anticipate many problems this summer. We look forward to a successful and productive summer.**

The following is a partial, but certainly not a complete, list of behaviors which will result in demerits.

1. **INCORRECT SIGN IN AND OUT**  
First offense- **WARNING**  
Second offense- **1 DEMERIT**  
Each additional offense-**1 DEMERIT**
2. **FAILURE TO SIGN OUT (Omitting times or entirely)**  
First offense- **1 DEMERIT**  
Each additional offense- **2 DEMERITS**
3. **FAILURE TO SIGN IN (Omitting times or entirely)**  
First offense- **WARNING**  
Each additional offense- **1 DEMERIT**
4. **SKIPPING CLASS/ TUTORING/ SATURDAY MEETING**  
First offense- **2 DEMERITS**  
Each additional offense- **4 DEMERIT**
5. **TARDY TO CLASS / ACTIVITIES**  
First offense- **Warning**  
Second offense-**1/2 DEMERIT**  
Each Additional offense-**1 DEMERIT**  
**\*Student must be in tutoring each day by 4:10 p.m.**  
**\* Student is tardy to Saturday class 5 min after official scheduled, class start time**

6. FAILURE TO COMPLETE HOMEWORK  
First offense-  $\frac{1}{2}$  **DEMERIT**  
Each additional offense- **1 DEMERIT**
7. SLEEPING IN CLASS  
First offense- **1 DEMERIT**  
Each additional offense- **1 DEMERIT**
8. FAILURE TO ATTEND EVENING / WEEKEND FUNCTIONS  
First offense – **2 DEMERITS**  
Each additional offense- **4 DEMERITS**
9. DISRUPTIVE OR RUDE BEHAVIOR INVOLVING UPWARD BOUND STUDENTS, STAFF OR UNIVERSITY PERSONEL  
( This includes profanity)  
Amount of DEMERITS to be determined by the appropriate staff member depending on the severity of the offense.
10. VIOLATION OF BOUNDARY LINES  
First offense- **5 DEMERITS**  
Each additional offense- discussion with U.B. key personnel staff followed by appropriate disciplinary action.
11. RIDING IN A VEHICLE WITHOUT PERMISSION  
(permission **MUST** be given to the UB office by parent/guardian **PRIOR** to the student riding in vehicle)  
First offense- **5 DEMERITS**  
Each additional offense- discussion with U.B. key personnel staff followed by appropriate disciplinary action.
12. VIOLATION OF THE PROPER USE OF CELL PHONES/  
ENTERTAINMENT EQUIPMENT  
First offense- **3 DEMERITS**  
Second offense- Confiscation by Program Supervisor(s).  
(Confiscation time to be determined by program supervisor(s).  
Third offense- **Cell phone will be sent home to parent(s).**
13. PUBLIC DISPLAY OF AFFECTION (Allowed behavior: holding hands, arm around shoulder or waist)  
First Offense- **WARNING**  
Second Offense-  $\frac{1}{2}$  **DEMERIT**  
Each additional offense- amount of **DEMERIT** to be determined by the appropriate staff member.
14. LOSING I.D. BADGE  
Each offense- **1 DEMERIT** each day until student gets new badge.

15. FAILURE TO PRESENT I.D. BADGE  
(Must be worn appropriate on shoulder)  
Each offense – **1 DEMERIT**

16. LITTERING ON CAMPUS, OR OTHER COLLEGE FUNCTIONS /  
SETTINGS.  
Each offense-**1 DEMERIT**  
**IMPORTANT: Repeated offenses or flagrant violation of any rule will  
result in a conference with key U.B. personnel staff.**

**17. VIOLATION OF THE PROPER USE OF COMUPUTERS/ INTERNET/  
COMPTUER EQUIPMENT.**

First Offense--- Warning

Second Offense--- Written Referral, Loss of Internet/ Computer Use for 1 month,  
student will still be responsible for completion of tutoring/ Saturday session  
assignments.

Third Offense--- Loss of Internet Computer Use for Semester

\* Depending on severity of offense, at anytime UB Director reserves right to refer  
student to campus high school principal.

All detentions **MUST** be completed within one Upward Bound week (weekday  
evenings). You may have no guests in the room while in detention. You may not use any  
entertainment equipment. This includes: TV, Stereo, Radio, Video Games, Headphones,  
and Telephone. Other items may be restricted at the discretion of the detention  
supervisor. **You may not sleep during detention. Detention will be made up during  
Scheduled UB Saturday sessions after 4:00 p.m. Student will not be eligible for  
student stipend or field trips until all demerits are completed. Upon a student  
receiving 5 Demerits, student will be suspended from program for the semester until  
demerits are completed.**

**2 DEMERITS = 1 Hour Detention**

**3 DEMERITS= 2 Hours Detention**

**4 DEMERITS = 3 Hours Detention**

**5 DEMERITS = 4 Hours Detention and loss of field trip, and conference with  
UB staff.**

**6 DEMERITS = 5 Hours Detention and loss of field trip, loss of \$5.00 on  
stipend, and conference with UB staff.**

**7 DEMERITS = 6 Hours Detention and loss of field trip, loss of \$5.00 on  
stipend, and conference with UB staff.**

**8 DEMERITS = STUDENT WILL NOT BE ABLE TO PARTICIPANT IN ANY UB ACTIVITIES FOR THE SEMESTER.** In order to continue participation in the Upward Bound Program, student must write a letter to Upward Bound explaining why he/she should be allowed to continue in the program.

**STUDENT AGREEMENT OF RULES & REGULATIONS**  
**FORM**

This **Student Handbook** has been provided to inform each student of the campus services and facilities. It states the rules and regulations to follow while engaged as a participant with the Upward Bound program and as a guest at Texas State Technical College - Harlingen. You are expected to read this handbook thoroughly in order for you to be well informed.

SIGN AND RETURN THIS FORM TO YOUR PEER MENTOR

I, \_\_\_\_\_  
( Please print name), have received, read, and understand the handbook and know what is expected of me. I agree to abide by all rules and regulations at Texas State Technical College- Harlingen and the Upward Bound program.

\_\_\_\_\_  
Student Signature and Date

**PARENT AGREEMENT OF RULES & REGULATIONS FORM**

Parents, This **Student Handbook** has been provided to inform your child of the campus services and facilities. It states the rules and regulations that your child should follow while engaged as a participant with the Upward Bound program and as a guest at Texas State Technical College. Please review this handbook thoroughly with your child in order for you and your child to be well informed of our program policies.

PLEASE HAVE YOUR CHILD RETURN THIS FORM, THE PARENT AGREEMENT OF RULES & REGULATIONS FORM AND THE STUDENT AGREEMENT OF RULES & REGULATIONS FORM TO THEIR DESIGNATED PEERMENTOR ONCE THE FORMS HAVE BEEN SIGNED ACCORDINGLY.

I, \_\_\_\_\_, (please print name), have received, read, and understand the handbook and know what is expected of my child. I understand and agree that my child must abide by all rules and regulations at Texas State Technical College and the Upward Bound program.

\_\_\_\_\_  
Parent Signature & Date

\_\_\_\_\_  
Student Signature & Date

