College of the Canyons was awarded a $1.25 million dollar grant to provide services from 2012-2017

College of the Canyons does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits in accordance with requirements of Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
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College of the Canyons Mission

College of the Canyons is dedicated to being a leading two-year college, recognized locally, regionally, statewide and nationally for technical advancement, institutional effectiveness, student support, model academic and professional programs, excellence in teaching and learning, fostering a broad range of community partnerships, maximizing student access and for the sense of community that we provide to our students and staff.
Upward Bound Program at College of the Canyons

College of the Canyons entered into a partnership with the William S. Hart Union High School District to launch an "Upward Bound" program at the Golden Valley High School (GVHS) campus, designed to increase the number of GVHS students who earn a diploma and move on to pursue their education at a college or university.

The partnership is the result of a five-year, $1.25 million grant awarded to the college by the U.S. Department of Education, meant to assist high school students that have the academic potential to succeed, but who need enrichment and encouragement in order to prepare for and ultimately be successful in college.

The COC Upward Bound program will serve approximately 60 students from Golden Valley High School.

To be eligible, students must:

- have completed the eighth grade but have not entered the twelfth grade
- have a demonstrated need for academic support
- be a first generation college student from a low-income household (income that is 150 percent of the poverty-level) or have a high risk of academic failure
- be a citizen or permanent resident of the United States, aged 13-19

History of Upward Bound: TRiO Program

TRiO Programs

Our nation has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background, or economic circumstances. In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate, and move on to participate more fully in America’s economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRiO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers
to higher education, TRiO programs help students overcome class, social and cultural barriers to higher education.

Who is Served?

As mandated by Congress, two-thirds of the students served must come from families with incomes under $33,075, where neither parent graduated from college. More than 2,850 TRiO Programs currently serve nearly 830,000 low-income Americans. Many programs serve grades six through twelve. Thirty-seven percent of TRiO students are whites, 35% are African-Americans, 19% are Hispanics, 4% are Native Americans, 4% are Asian-Americans, and 1% are listed as “other”, including multiracial students. Twenty-two thousand students with disabilities and more than 25,000 U.S. veterans are currently enrolled in the TRiO Programs. Over 1,000 colleges, universities, community colleges, and agencies now offer TRiO Programs in America. TRiO funds are distributed to institutions through competitive grants.
Overview

Throughout the 2014-15 academic year, students enrolled in the program will participate in weekly advisement sessions held at GVHS. In addition, academic skills development and tutorial assistance will be offered as part of a bi-monthly Saturday Academy held at the College of the Canyons Valencia campus.

During the summer months, students will attend a summer institute which will provide additional instruction in the fields of math, laboratory science, foreign language, literature and English composition. In addition, the program will feature field trips, guest speakers and group-wide advisement sessions designed to help students understand how their academic interests can connect to future academic and career training options.
Throughout the program, participants will also be introduced to various potential career pathways in math, science, engineering and other emerging technologies through the use of lab space and equipment available at College of the Canyons.

**Services at Golden Valley High School**

Beginning fall 2014, Upward Bound will be at Golden Valley High School every Tuesday and Friday from 9 am – 3:00 pm in the Counseling Office. All UB students will be expected to attend the SWAG class without exception. SWAG will include career exploration, study skills, college planning and application preparation, and financial literacy.

**Saturday Academy Tutoring/Skills Building**

Upward Bound facilitates bi-monthly sessions at College of the Canyons Valencia campus. Staff and tutors are available to assist students with skills building classes, tutoring needs, PSAT/SAT/ACT/CAHSEE test preparation, as well as college planning and the application process.
UB Saturday Academy will be held at College of the Canyons in Hasley Hall, rms. 302 and 303, from 9:00 am – 12:00 pm

**Fall 2014**

**Sept. 20**  
**Saturday Academy/New Student Orientation**  
College of the Canyons - Valencia Campus

**Oct. 11**  
**Saturday Academy**  
College of the Canyons - Valencia Campus

**Oct. 25**  
**Saturday Academy/Parent Workshop**  
College of the Canyons - Valencia Campus

**Nov. 8**  
**Saturday Academy**  
College of the Canyons - Valencia Campus
<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Nov. 22</td>
<td><strong>Saturday Academy</strong></td>
<td>College of the Canyons - Valencia Campus</td>
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<td>Dec. 6</td>
<td><strong>Saturday Academy</strong></td>
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<td>Dec. 13</td>
<td><strong>Saturday Academy and Family Workshop</strong></td>
<td>College of the Canyons - Valencia Campus</td>
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<td><strong>Holiday Potluck</strong></td>
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**Spring 2015**

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<td>Jan. 25</td>
<td><strong>Saturday Academy</strong></td>
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<td>Feb. 8</td>
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<td>Apr. 12</td>
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<td>Apr. 22</td>
<td><strong>Saturday Academy</strong></td>
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<td>May 10</td>
<td><strong>Saturday Academy/Parent Workshop</strong></td>
<td>College of the Canyons - Valencia Campus</td>
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**Summer Academy Program**

The Upward Bound Summer Academy is a unique opportunity for you to experience life on campus while continuing your learning and discovery process. During this “practice college” time, students attend classes taught by College of the Canyons faculty and top high school teachers, try new activities, meet new friends, and work together with our Upward Bound summer “family”. The Summer Academy at College of the Canyons includes classes, electives, field trips, speakers, workshops, recreational activities, and college and career exploration. The Summer Academy is capped by a banquet with awards for participants.
Anticipated Summer Academy dates: June 15 – July 31, 2015

All Upward Bound students are expected to attend the Summer Academy. It is a critical part of the Upward Bound Program. Students will be invited to participate based on their performance in the academic year program. Qualifying Upward Bound summer students that are incoming juniors/seniors may have the option of taking college credit courses through concurrent enrollment.

General Guidelines and Procedures

Activities

One of the objectives of the Upward Bound program is to provide participants with opportunities for academic, cultural, and social growth. Each semester, cultural and/or social activities will be offered.

UB Participation Stipends

Students must actively participate in all activities and maintain communication with all Upward Bound staff. Stipends are reduced when students are absent, tardy, or not actively participating in all UB activities. These rules apply to the academic year as well as the six week summer program. The purpose of these rules is to instill a sense of responsibility and accountability among participants that is applicable to real life situations. In addition, these rules foster a sense of appreciation for completing assigned work and activities. During the academic year, students receive a $15.00 stipend per month for full participation and $10 per week during the Summer Academy.
Remember, stipends reflect a student’s participation for the previous month. Deductions will be made for absences, lack of preparation, lack of effort, lack of active participation, and disrespectful behavior.

A student’s stipend may be deducted for disobeying any rule in this handbook. Students should be aware of the rules and ask the Upward Bound staff if they have any questions.

_We are NOT required by the U.S. Department of Education to award stipends to our Upward Bound students._ It is allowed for in the federal regulations, and it is a service we provide to our students to help them participate in UB activities.

**Attitude and Behavior**

A student’s attitude is the key to his or her success in the Upward Bound program, high school, and college. To this end, participants will behave in a respectful manner towards staff, tutors, and teachers. Participants also need to treat fellow participants with the respect that they themselves wish to receive. Failure to follow the College of the Canyons code of conduct will result in disciplinary action and will affect your continuation in Upward Bound.

**Cell Phones**

Cell phones are prohibited during UB activities. Students may use their cell phones before and after the activity if they need to contact rides. If a student has his or her cell phone out or if the cell phone rings during a session, the student will receive a _warning_. Repeated problems will result in confiscation of the cell phone. Students are allowed to use the phone during the last five minutes of sessions to call for rides.

In case of an unexpected emergency during activities, parents may call the UB office or GVHS offices, and they will contact the Upward Bound staff in the classroom. In extreme emergencies, please contact the UB Director on her cell phone. The number will be provided to you at the start of the semester.

Students may take cell phones on activities. However, they need to turn them off during tours of college campuses, museums, and other venues where a ringing cell phone would be rude or inappropriate. If a student has a question about cell phone use at a particular activity, he or she should ask an Upward Bound staff member.
Loss, theft, or damage to a cell phone during an activity is solely the responsibility of the student and NOT of the Upward Bound program.

**Contact Hours**

It is imperative that we have as much contact with the Upward Bound students as possible. We cannot help our students if we do not see them. Please encourage your student to attend all activities provided by the Upward Bound Program. If they do not participate, they do not receive the full benefit of the program. A pattern of absences will lead to the dismissal of students from the Upward Bound Program.

**Doctor/Dentist Appointment Policy**

Please schedule all doctor and dentist appointments so that students do not miss any Upward Bound activities. We understand that in case of illness, there may not be an option; however, we prefer that all check-ups be scheduled at times so as to not interfere with Upward Bound.

**Dress**

Standard body coverage is required while participating in all Upward Bound events and activities. Please do not wear clothing that exposes the stomach, naval or underwear. Skirts and shorts should not be too tight as to obstruct comfortable movement and adequate coverage. Pants or shorts with written messages on the rear are not acceptable. Strapless tops and tube tops are not acceptable clothing. Head coverings such as hats, caps, and scarves may not be worn during class or any other Upward Bound activity (expect for religious purposes). No bare chests, bellies, backs, or feet. In addition, when working in the laboratory, closed toe shoes must we worn all times along with safety glasses. Your laboratory instructor may have additional safety requirements.

Upward Bound staff will make the final determination on the appropriateness of clothing. Students may be asked to leave if their clothing is determined to be inappropriate.

**Electronic Devices**

Students should not wear headphones or use MP3 players, iPods, etc. during Upward Bound tutoring, activities, or campus visits. The repeated use of electronic devices by students at inappropriate times will result in confiscation of the item.

**Field Trips**

Upward Bound provides transportation, equipment, and entrance fees (when possible) for all class and group field trips.

**Forms**

There are forms that students will need to submit each year before they are allowed to receive their stipend. These forms include:

- Receipt of Handbook
- Student Self-Assessment/Student Academic Plan
Additionally, new students need to return their medical information forms. *We will meet with each student around midterms to discuss his or her progress with respect to the Student Academic Plan.*

**GPA Requirements**

Each semester, the participant will maintain a 2.0 GPA or better. Students need to strive for the best cumulative GPA possible to increase their chances of college admissions and scholarships.

**Low Grades**

Any student with a D or F grade on his or her progress report or report card will be *required* to attend the additional tutoring sessions offered at his or her school.

Students will continue to attend the extra tutoring session until the next progress report or report card indicates that the student no longer has any D’s or F’s. This policy is subject to change and modification by the Upward Bound staff. Students will be notified in print if any changes are made.

**Parent Role**

Parents are a vital part of every child’s development. We recognize and value the role of parents in their children’s lives and therefore encourage active involvement by our students’ parents.

- All Upward Bound parents are automatically members of the Parent Association.
- Attend Parent Association Meetings. Hold an office. Let your voice be heard. Check the Upward Bound website for meeting locations and other updates.
- Serve as a chaperon at Upward Bound activities and events.
- Share your input and ideas with Upward Bound Administrative Staff.
- Monitor your child’s grades and reports.
- Establish household rules for study: studying is *more* than just doing homework.
- Let us know where your child needs help.
- Attend as many workshops and other Upward Bound sponsored activities as possible. Notify the Upward Bound office immediately of any household changes (telephone numbers, address, death in the immediate family, etc.).

Because parental involvement is essential to fulfilling the mission of the Upward Bound Program, parent attendance is mandatory for at least one workshop each semester sponsored by Upward Bound. Attendance is taken at all parent meetings and workshops.

**PLEASE NOTE:** *Failure to attend the mandatory workshops may result in your child being suspended from the Upward Bound Program.*

**Policy to Request a Leave of Absence from Summer Academy Program**

Attendance at the Summer Institute is *mandatory* for Upward Bound participants. Students accepted into the UB Program signed a student contract stating that “The participant agrees to commit to the Summer Academy and attend all classes and functions
Students requesting a leave of absence during this time for emergency reasons must complete the following process to be re-instated into the program:

1) Submit a letter requesting a leave of absence from the Summer Academy. In the letter, the student will need to state why he or she needs a leave of absence and why he or she wants to return to the program. The student and his or her parent or guardian need to sign the letter. The letter needs to be submitted to the Upward Bound Director.

2) The student will provide documentation (medical documents, travel itinerary) to support his or her absence. Once documentation is provided, the student will receive a response in writing approving or denying re-instatement.

Probationary Status

A. Academic Probation

As college bound students, we have certain expectations for our students. For the next two years, the semester G.P.A. requirement for all Upward Bound Students is G.P.A. >2.0. If a student does not meet these grade requirements, he or she will be placed on academic probation and will receive a letter documenting this status. The student will remain on academic probation for the entire next semester.

If the student has not made satisfactory effort as determined by the Upward Bound staff, he or she will be released from the Upward Bound program. However, if the student has made a good faith effort to improve his or her grades, he or she will be allowed to remain in the program. However, he or she will remain on academic probation until a 2.0 semester G.P.A. goal is reached.

There is no limit to the number of times a student can be placed on academic probation. As long as a student maintains a 2.0 semester G.P.A., he or she will be allowed to remain in the program.

Students on academic probation will be required to attend the additional weekly tutoring sessions held at their school for the semester he or she is on probation. Upward Bound staff reserves the right to make exceptions to this policy in case of personal or family emergencies. This policy is subject to change and modifications by the Upward Bound staff. Students will be notified in print if any changes are made.

B. Behavioral Probation

Students may also be placed on probation for violating Upward Bound rules. Some consequences of behavioral probation include limited privileges, exclusion from special travel opportunities, assigned seating at activities, and reduction in stipends.

Each behavioral probation case will be evaluated on an individual basis. Please note that students may or may not have the benefit of being placed on probation. Students can be terminated from the program at any time if the violation is deemed severe enough. Students will receive a letter outlining the terms of their probation.
Reinstatement to Program

A student who voluntarily withdraws in good standing or who is suspended from the Upward Bound program may request an evaluation interview for reinstatement. Both the student and a parent/guardian must be present at the interview with the Director. The decision to readmit will be based on the reasons for the voluntary withdrawal or suspension and the probability that the student will maintain the minimum standards for appropriate behavior and academic performance. Reinstatement will also be contingent upon the availability of spaces in the program. The request will be evaluated by the Director after meeting with the student and parent/guardian.

Students terminated from the program will not be eligible for reinstatement.

Suspension from the Upward Bound Program

Students may be temporarily suspended because of unacceptable social behavior, unsatisfactory academic performance, or unsatisfactory attendance and effort which the student does not make an attempt to improve. The length of the suspension period will be based on the circumstances of each case. This determination will be made by the Director.

Exit from the Program

Should a participant leave the program for any reason, he or she must have an exit interview with their parent(s) and Upward Bound Director. He/She must agree to return phone calls and paper work for the purposes of tracking the student for grant reporting to the U.S. Department of Education. If you are unable to continue in the Upward Bound program, please notify our office immediately at 661-362-3329, so that we may open your spot for another deserving student.

A student will be terminated from the Upward Bound program for violating the student code of conduct at any Upward Bound function or activity; or repeatedly violating the policies and procedures of the Upward Bound Program, or for lack of attendance and active participation. A student who is terminated may not be reinstated and will forfeit any stipend earned.

Transportation

Students and parents/guardians are responsible for finding transportation for their student to and from all activities during the academic school year. If transportation is a problem, please contact the Upward Bound Office. We will try to help students find carpools to help them get to program activities.

During the Summer Academy, TAP (Transit Access Pass) cards may be provided to students who need to use public transportation to get to and from College of the Canyons.
Visitors

Students are not to bring guests or visitors to Upward Bound tutoring or to any Upward Bound activities unless specified by the Upward Bound staff and approved by the Upward Bound Director.

Work Expectations

Working students must schedule their work hours around tutoring, activities, and the Summer Institute sessions. Work is never an excuse to miss an Upward Bound event.

Rules

Ensure that you read the Upward Bound rules throughout this handbook carefully. We will hold you responsible for all of the rules, even if you have not taken the time to read them.

FORMS
Authorization to Release Student Information

Authorization is hereby given to the Upward Bound Program at College of the Canyons to request and receive the information listed below from my child’s high school. I further understand and agree to allow Upward Bound to track my progress in any college I attend, and through other related sources such as the National Student Clearinghouse:

1. Academic transcripts with current standardized test scores (CST)
2. Current cumulative records
3. 5, 10, 15, and 20 week progress reports
4. Fall Semester and Spring Semester Grades
5. School Lunch program eligibility
6. CASHEE test scores
7. SAT/PSAT/ACT Test Scores
8. Postsecondary Education Enrollment

These records will be used for the following purposes:

➤➤➤➤ To determine academic need and program eligibility
➤➤➤➤ To monitor on a regular basis the academic performance and progress of the participant named below throughout his/her participation in the program and beyond
➤➤➤➤ Provide information to the US. Department of Education as part of the annual performance report

It is understood and agreed that the College of the Canyons Upward Bound Program will not allow a third party to have access to this information without the written consent of the participant’s parents/guardians.

It is also understood that by signing this form, permission is granted to use photos of the participant on program brochures and website. In addition, the Upward Bound program may also wish to use your child’s photograph, voice, or student work for promotional and educational reasons such as publications, posters, newsletters, a radio station, a Cable TV channel, or at community fairs.

We certify that all the information on this application packet is true to the best of our knowledge.
In order to be considered for the program, you must comply with the following requirements:

➤➤➤➤ All students are required to maintain a 2.0 GPA or higher (according to the most recent progress report).

➤➤➤➤ All students are expected to participate in tutorial sessions, field trips, Summer Institute and any other activities organized by the Upward Bound Staff.

➤➤➤➤ All students must maintain a positive attitude and maintain good attendance at their school.

Depending on the number of applications received, applicants may be placed on a waiting list.
STUDENT CONTRACT OF RESPONSIBILITIES

PRINT YOUR NAME: ________________________________ I am in Upward Bound because I care about myself and others. I believe I can succeed in high school and college, but Upward Bound can only help me if I am willing to help myself. Therefore, I WILL:

1. **ATTEND SCHOOL REGULARLY.** I will not miss classes or stay home from school unless there is a family emergency; or I have a physician’s note for serious medical issue. I will not be late for ANY of my classes or appointments that may occur before, during or after school.

2. **BRING BOOKS, ASSIGNMENT NOTEBOOK, NECESSARY MATERIALS (CALCULATOR, PEN, PENCIL, ETC.) TO CLASS AND TUTORING.** Even if I don’t have homework that night, I will bring EVERYTHING to REVIEW what I have learned or PREVIEW new material. I will also ask my tutor for other material to help increase my academic skills.

3. **COMPLETE ALL HOMEWORK ON TIME.** I will write down all the instructions and due dates of homework in an assignment book and complete them ON TIME.

4. **BE ATTENTIVE AND PARTICIPATE IN CLASSES & TUTORING SESSIONS.** I will listen and take notes during class and tutoring sessions. I will participate in class discussions and come prepared to class with all of the materials needed, assignments completed and any other preparation required. If I don’t understand, I will ask my teacher/tutor to explain when appropriate time permits. I will pay close attention and give my classmates respect and consideration.

5. **TAKE COURSES WHICH WILL PREPARE ME FOR COLLEGE.** I will check with my counselor(s) and the Upward Bound Staff to make sure I’m taking the right classes.

6. **IMPROVE MY GRADE POINT AVERAGE.** My G.P.A. shows my desire to attend a university after high school. I understand that most colleges require 3.0 or better. If I receive a “D” or lower in the same class for two semesters in a row, OR if my GPA falls below a 2.0, I will take the proper steps to improve my grades and my understanding of the material by working with the Upward Bound staff, my teachers at school and other available resources.

7. **ATTEND ALL REQUIRED UPWARD BOUND ACTIVITIES, INCLUDING, BUT NOT LIMITED TO:**

   a. Weekly advisement sessions at GVHS (Held Fridays before school from 8 am – 9 am)

   b. All Required Saturday Sessions

   c. Summer Academy Program held at College of the Canyons

   d. Parent/Student Workshop Events/Meetings
8. **NOT MISS** any required UPWARD BOUND activity unless it is for a valid reason (illness with physician’s note/family emergency). If I must miss any activity, I will call the UPWARD BOUND office (24 hours in advance) and ask for permission to be excused. If this is not possible, I will contact the office as soon as it is possible.

9. **MAKE SCHOOL MY NUMBER ONE PRIORITY.** I am dedicated in my desire to succeed academically. This requires me to time manage, especially if I am involved in extra-curricular activities and/or have a part time job. I will not schedule any activities, doctor/dentist appointments or shifts for work during UPWARD BOUND PROGRAM tutoring or events.

10. **MAINTAIN A POSITIVE ATTITUDE TOWARD SCHOOL, UPWARD BOUND PROGRAM AND STAFF.** My attitude demonstrates my desire to be in UPWARD BOUND. I will follow the **Code of Conduct** below:

    I will NEVER use these UNACCEPTABLE BEHAVIORS/ACTIONS:

    ➢➢ PHYSICAL ALTERCATIONS WITH OTHER STUDENTS OR STAFF
    ➢➢ INAPPROPRIATE PHYSICAL BEHAVIOR OR CONTACT WITH OTHERS
    ➢➢ NO TEASING, ‘PUT DOWNS’, NEGATIVE REMARKS, OR HURTFUL GESTURES

    I WILL TREAT OTHERS KINDLY, STATE APPRECIATION FOR OTHERS, PROMOTE THE SPIRIT OF UNITY, AND HAVE A POSITIVE ATTITUDE. I WILL REPRESENT THE PROGRAM IN MY SCHOOL AND IN MY COMMUNITY WITH PRIDE AND ASSIST THOSE WHO ARE NEW TO THE PROGRAM.

    ___________________________  _______________________
    Student Signature             Date

    ___________________________  _______________________
    Parent/Guardian Signature     Date

    ___________________________  _______________________
    Parent/Guardian Signature     Date
Receipt of Handbook/ Acknowledgement of Rules

We have read the Upward Bound Academic Year Student Handbook for 2013-2014.

We understand that Upward Bound is a voluntary program, and we will abide by the rules and regulations mandated by the Upward Bound staff and handbook.

In signing this from, we have committed to the goals of the Upward Bound Program.

As a parent/guardian, I understand the expectations placed upon my child, and I agree to support him or her in meeting those expectations.

As a participant, I agree to participate fully in all aspects of this program to the best of my ability.

*Please print and sign names in the following appropriate areas, and return this form to the Upward Bound Office, located in the Golden Valley High School Counseling Suite.*

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<thead>
<tr>
<th>Printed Student’s Name</th>
<th>Student Signature</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Printed Parent’s/Guardian’s Name</th>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

This form must be turned in before the student can receive his or her first stipend for the academic year. Please bring this signed form back the first UB activity you attend after your admission.