

FAMILY AND STUDENT HANDBOOK

TRIO Upward Bound
PENINSULA COLLEGE
2022-2023

UB35, Version 2, 1/03/23

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LETTER FROM THE DIRECTOR

Dear Upward Bound Students and Families,

It is my pleasure to welcome you to Upward Bound at Peninsula College! Being selected as a participant is both an honor and a responsibility. We feel you have earned the honor and can live up to the responsibilities of Upward Bound participants. We hope your expectations for your own academic achievement and personal growth will exceed those that the program has for you.

By deciding that you want a college education, you have taken the necessary first step for your educational success and have laid the groundwork to be intellectually, professionally, and socially prepared for the jobs of the future. Through your participation in the Upward Bound program you will have access to services to support these goals:

- Academic skill development
- Tutoring and study sessions
- Academic advising and monitoring of academic progress
- Cultural, social, and self-enrichment activities and trips
- College and career exploration
- Leadership and team building activities
- Goal setting and time management development
- Preparation and fees paid for the PSAT, SAT, and ACCUPLACER
- College application assistance
- Financial aid workshops & FAFSA assistance
- 6-week summer program

Our job in Upward Bound is to prepare students for college and life-long learning. We push you to step outside your comfort zone and realize your full potential. Each day you will be asked to consider another perspective, try something new, challenge yourself, put forth additional effort, make long term plans, and be a role model to others. All of this will help you recognize the social, environmental and economic issues we face today as a society. These issues are so great that your generation must be prepared to stand tall and meet these challenges head on when your time to lead arrives. In fact, we believe that time is now!

Your acceptance becomes official once you and your parent/guardian have signed the *Commitment Agreement* located in the last page of the handbook and return it to the Upward Bound office. By signing this commitment statement, you are signifying that you have received, read, and agree to the information in the handbook.

Thank you for your enthusiasm and excitement toward Peninsula College's Upward Bound program. We are looking forward to a great year with you!

Sincerely,

Annie Carver
Interim Director of Upward Bound

PROGRAM AND COLLEGE CONTACT INFORMATION

Annie Carver

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Staff are available via the UB Number that students receive texts from us. They can respond to this and we will get back in a timely manner.

Peninsula College Port Angeles Main Campus

1502 East Lauridsen Blvd.

Port Angeles, WA 98362

Phone: 360.452.9277

Toll Free: 877.452.9277

Peninsula College Campus Safety

Phone: 360.417.6559

Website

www.pencol.edu/upward-bound

Upward Bound staff members are extremely committed and are available whenever the offices are open, however, we do not to take work calls during our personal time. Please be respectful of this and if you have a non-emergent question during non-work hours, please send an email and we get back to you when we return to work.

If there is an emergency and you need to reach a staff member immediately, please call Peninsula College Public Safety at (360) 417-6559.

UPWARD BOUND MISSION STATEMENT

To provide college readiness for motivated, income qualified and first-generation college bound high school students through the development of skills and knowledge essential for successful admission, persistence, and completion of post-secondary education.

WHAT IS UPWARD BOUND?

Upward Bound is an educational program designed to develop the skills and motivation necessary for students' success in education beyond high school. Peninsula College's Upward Bound (PCUB) program is comprised of 50 9th, 10th, 11th and 12th graders from Forks Alternative High School, Forks High School, Lincoln High School, Port Angeles High School, and Quileute Tribal School.

Upward Bound is a federally funded program created in 1965 as a part of the Economic Opportunity Act. Funding is now provided by the U.S. Department of Education as one of eight TRIO programs. The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students. Peninsula College's Upward Bound program is 100% funded through a U.S. Department of Education five-year grant.

Upward Bound provides support to participants in their preparation for college. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their college experiences. Upward Bound serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and for participants to enroll in and graduate from institutions of postsecondary education.

Upward Bound projects provide academic instruction in mathematics, laboratory sciences, composition/literature, and foreign languages. Additional services include:

- Academic Skill Development
 - Students are given the opportunity to develop their academic performance in a few different ways through tutoring, the six-week summer program, and through workshops.
- Weekly Tutoring and Study Sessions
 - During the academic year Upward Bound provides tutoring virtually through e-tutoring through Peninsula College. We also provide SAT prep study sessions.
- Academic Advising and Monitoring of Academic Progress
 - Each month students will meet with a program advisor. During those meetings students go over their academic progress and set goals for the term.
- Cultural, Social, and Self-enrichment Activities and Trips
 - During the school year Upward Bound takes select students who have applied to cultural and educational events such as field trips, excursions, volunteer opportunities, and conferences.
***Note: during the COVID-19 pandemic, activities will be in-person or virtual.**
- College and Career Exploration
 - Visit college departments on the Peninsula College campus. Attend guest lectures.
 - Learn about career choices by talking with the career center staff, take personal surveys to determine goals for future education. Talk about long term academic goals and college choices.

OBJECTIVES

Success is measured in a few different ways as outlined in the Upward Bound grant. In order to achieve full success, we must meet certain objectives as described in the grant. They are as follows:

- **Academic Performance—Grade Point Average**

42% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year. Academic Performance on Standardized Tests.

- **Academic Performance on Standardized Tests**

32% of UB Seniors served during the project year will have achieved at the proficient level on state assessments in reading/language and math. Secondary School Retention and Graduation.

- **Secondary School Retention and Graduation**

72% 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.

- **Secondary School Graduation (rigorous secondary school program of study)**

30% of all current and prior year UB participants who graduated from high school during the school year with a regular secondary school diploma will complete a rigorous secondary school program of study.

- **Postsecondary Enrollment.**

62% of all current and prior UB participants, who graduated from high school during the school year with a regular secondary diploma 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 high school from an institution of higher education of acceptance but deferred enrollment until the next academic semester.

- **Postsecondary Completion**

37% of participants, who enrolled in a program of postsecondary education by fall term immediately following high school graduation or by the next academic term (e.g., spring term) 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.

WHAT IS EXPECTED OF STUDENTS?

When students are accepted into the Upward Bound program they are asked to adhere to specific guidelines and expectations with regard to academics, behavior and participation. Upward Bound students must have the desire and commitment to strive for academic and personal improvement. Students must have the desire to graduate from high school, attend college and complete a four-year degree. Students are expected to attend weekly activities, regularly scheduled meetings, and a six week summer program.

ACADEMIC EXPECTATIONS

Students are expected to play an active role in their education and to take control of their academic future by:

- Attending school and all related activities
- Fulfilling their activity and tutoring requirements
- Attending Upward Bound activities and the summer program
- Asking for help when needed
- Actively listening, taking notes, and studying
- Taking advice
- Taking control and responsibility for their education

BEHAVIORAL EXPECTATIONS

***Note: during the COVID-19 pandemic, all activities will be in-person or virtual.**

Students are expected to behave as responsible young adults at all times. They will take classes on the Peninsula College campus with people from different backgrounds, yet with similar objectives – EDUCATION. We must respect the rights of other, as we expect them to respect our rights. The following expectations have been established to help students have a safe and successful Peninsula College Upward Bound experience.

- **Attend** regularly and consistently throughout both the school year and the summer program;
- **Ask for help** when I need it;
- **Come prepared** with organized materials (e.g. assignment sheets, books, paper, pens, etc.);
- **Have an open mind** with a positive attitude toward tutoring, classes, workshops, recreation and cultural activities;
- **Give honest feedback** to Upward Bound staff, advisors, teachers, and tutors;
- **Follow through** with appointments, projects, and commitments;
- **Show respect** for others and their property;
- **Practice teamwork and cooperation** when interacting with others in academic and social activities;
- **Take responsibility** for planning and managing my time
- **While on Peninsula College campus**, students are expected to behave in a responsible and respectful manner that will not portray Upward Bound or its participants in a negative light. Any infractions pertaining to campus

safety and security violations may be grounds for immediate dismissal from Upward Bound and further prosecution as authorized by the law.

UPWARD BOUND CODE OF CONDUCT

Peninsula College Upward Bound participants are expected to:

1. Consistently attend and participate in all required program activities.
2. Use civil and appropriate language.
3. Adhere to the prohibition of alcohol, drugs, or tobacco product usage.
4. Obtain authorization by an upward bound staff member to possess prescribed and non-prescribed medicine – a student should not give medication to another student.
5. Maintain positive decorum and acceptable behavior.
6. Store music devices (mp3, ipod, etc.) And other distracting items in bags and not use them during tutoring sessions, meetings, or class unless specifically authorized by a ub staff member.
7. Cell phones are permitted but should be turned off or in vibration mode.
8. Refrain from exhibiting inappropriate physical contact with others – no public displays of affection.
9. Refrain from displays of aggressive, antisocial or destructive behavior (i.e., fighting, graffiti, marking, or tagging campus property).
10. Adhere to the dress code policy:
 - A. No crop tops (no skin showing between the bottom of the shirt and top of pants or skirt), strapless, low-cutting clothing.
 - B. Tops and outfits that provide minimum coverage are prohibited.
 - C. Slogans or advertising on clothing that are controversial or obscene in nature, are prohibited.
 - D. Shorts, skirts, and dresses must be at fingertip length.
 - E. Pants must be worn around the waist.



When you are on the PC campus, traveling with Upward Bound, or at your home high school you are a representative of Upward Bound. Just as you would not go to a job interview wearing revealing, dirty, or torn clothing, we expect that when you are on campus, you are representing Upward Bound in the best light possible. How you behave, dress, speak, etc will be perceived by others as how ALL Upward Bound students behave, dress, speak, etc. Please represent our program appropriately.

STUDENTS ON CAMPUS

The following rules will be enforced:

1. All Upward Bound students attending the Tutoring Lab must sign in upon arrival and sign out when leaving the room. When not engaged in an official Upward Bound activity students will be treated as a member of the general public and will not be under supervision by Upward Bound staff.
2. All Upward Bound students will observe social distancing protocols for the health and safety of all members and staff. Masks should be worn inside buildings. Students should stay at least three feet apart from each other. Students will be sent home if exhibiting the following symptoms:
 - a. Fever
 - b. Dry Cough
 - c. Loss of taste and smell
 - d. Headaches
 - e. Sore throat
3. If a student leaves the site of any program activity (including tutoring) without prior permission from the appropriate program staff, this act is grounds for immediate dismissal. A student leaving a UB activity on or off the campus to attend an approved appointment or activity must provide a signed permission form from a parent or guardian and must sign out at the Upward Bound office or site of the activity.
4. A student responsible for willful property damage may be immediately dismissed from the Program.
5. Tampering with fire safety or security equipment (equipment, alarms, locks, and photo and motion detectors) is a threat to all persons, a violation of law, and is strictly forbidden. Exterior doors and stair well doors are alarmed and are never to be opened unless directed to do so in an emergency. Infractions of the above may result in immediate dismissal.

DISCIPLINARY ACTION AND PROCEDURES

The Peninsula College Upward Bound program is committed to the success of every participant. To ensure the success of every student the staff will take the following responses to actions which are inappropriate or are not conducive to a successful learning environment. Disciplinary action will be handled on a case-by-case basis. The following levels of disciplinary action have been established. Depending on the severity of the situation, the student may skip one or more levels. Failure to comply at each level may result in administrative action which may include probation and/or dismissal from Upward Bound.

LEVEL 1 – ORAL REPRIMAND/WARNING – The student will receive an oral disapproval issued by an Upward Bound staff member. Usually, this is for the first line of discipline unless the offense is of a serious nature.

LEVEL 2 – ACTION PLAN – The student will enter into an action plan with parents and staff. A conference will be held with the student and staff member to complete the details of the contract and a signed copy of the action plan will be given to the student and mailed to the guardian.

- Action Plans may be either academically or behaviorally related including the following:
 - Attendance issues (summer courses and academic year tutoring)
 - Poor attitude

- Inappropriate behavior to teachers, staff or other students
- Failure to complete classroom assignments
- Academic grades
- Being repeatedly (2 or more times) unprepared for class.
- Leaving campus without permission

LEVEL 3 –STAFF INTERVENTION - Notice that the participant has not complied with the action plan will result in a ALL-staff, guardian, and student and intervention meeting. We will communicate the expectations, action items, and next steps to help support you on your path to excellence. We will review our Deliberate Decisions and Nonnegotiables and apply the principles of a growth mindset to further guide you. We hold all Upward Bound students to a higher expectation and will hold you accountable for your own actions and responsibilities.

LEVEL 4 – DISMISSAL - Permanent severance of the participant's relationship with Peninsula College Upward Bound Program. Any serious offense (fighting, drugs, alcohol, firearms, fireworks, vandalism, bullying) or breaking of any law may subject the student to being dropped from the program. Upward Bound staff reserves the right to decide what constitutes a serious offense.

- A student may be dismissed from the program for the following reasons:
 - Stealing
 - Using illegal drugs
 - Drinking alcohol beverages or smoking tobacco on campus, or if a student is suspected of being intoxicated or under the influence of illegal drugs.
 - Fighting
 - Destruction of property, graffiti, tampering with any campus property
 - Possession or use of any weapon(s)
 - Forgery
 - Leaving the site of any Program activity (including tutoring) without prior permission from the appropriate Program staff.
 - Three or more unexcused absences
 - Three referrals for classroom behavior
 - Three referrals for inappropriate behavior (campus wide)
 - Cheating
 - Expulsion from home high school
 - Being rude or deliberately disobedient towards staff

ACADEMIC YEAR INFORMATION

PARTICIPATION REQUIREMENTS

All students are required to engage in at least one activity per week and the Upward Bound program calendar has been structured to provide such. In addition, freshman and sophomores will have one advising appointment per month. Juniors will advise once a month in their first semester and twice a month in second semester. All seniors need two advising appointments a month to be in compliance with program requirements. The following is a list of activities students may engage in depending on the week.

- Tutoring Hours, UB Room on Campus (D217)
- Student Workshops

- Parent Workshops
- Leadership and community service opportunities

Additional grade appropriate activities may be arranged IN ADVANCE with the student's advisor. Students are responsible to initiate the conversation with their advisor about the possibility of alternative activity arrangements. Arrangements need to be made and completed before the end of each month. Late activity completions will not count toward stipend totals for that month.

TUTORING

Students will have access tutoring hours ***Tuesday-Thursday from 3:30PM-6:00PM***. Students are expected to use this time to do homework, utilize eTutoring, or be proactive in their college preparation work. Students need to come to campus at least ***twice a week***. If they are unable to come due to transportation issues, extracurriculars, etc. then they need to complete the monthly **Writing Prompts** on Canvas. Phone and email check-ins can be counted as well.

Tutoring will be offered via eTutoring through Peninsula College. eTutoring is a consortium of colleges that offers tutoring with writing as well as many other subjects. Since Upward Bound students have a ctclink ID, they have access to the tutoring service.

Students will have access to asynchronous (offline) help or syncrchronous (live video via zoom) in many subjects. If a student needs tutoring in a subject not provided, Upward Bound staff will make special arrangements.

ACCESSING ETUTORING

To access eTutoring visit:

https://etutoringonline.org/login.cfm?institutionid=51&returnPage=&institution=PENINSULA_COLLEGE

When logging on for the first time:

Use Ctclink number (starts with 201XXXXXX) and the password "changeme" (without the quotation marks). Once you set up your new password that would be the one to use when logging in again.

If you have any issues logging in contact John Anderson at janderson@pencol.edu and follow up with your advisor.


To get help with how to use eTutoring better visit:

https://www.youtube.com/channel/UCksIEGErT4sBKSiOq4DE1_w?view_as=subscriber


View the "Student Writing Lab Orientation" video for more information about writing help.

The main tutoring page will look like the screenshot below. For synchronous help, students may choose any available tutor and can also view tutor schedules in advance so they can access tutoring at those times.

Tutors Online Now

⚡ [Alexia B](#)  2 students in room

- Math
- Writing - Live Sessions
- Writing Lab

⚡ [Kathy O](#)  1 student in room

- Math
- Statistics

Listings refresh automatically

Today's Tutor Schedule

Accounting

Robert C - 12:00 PM - 3:30 PM

Nahid R - 7:00 PM - 10:00 PM


American Sign Language

Brandon O - 10:00 AM - 11:00 AM

Kyra H - 2:00 PM - 4:00 PM

Nathan S - 2:00 PM - 3:00 PM

All times are PST

 [View eTutor Schedule](#)

Writing Lab

[Submit your paper to the Writing Lab](#)

Writing Lab Archives

[View past submissions](#)

The current writing lab response time is under 24 hours .

This is based on recent activity and can change quickly. Check back for current conditions.

eQuestions

[Post an eQuestion](#) in any subject.

eQuestion Archives

[View previous posts](#)

My Resources

Announcements

[No appointments required!](#)

eTutoring is a walk-in service, so no appointments are necessary! Check the "Tutor's Online now" box and click on any tutor's name to enter their Zoom room. Or check the tutor schedule to find tutors in your subjects.

[Japanese not available this summer](#)

Japanese will not be available during the summer of 2020. We apologize for any inconvenience this may cause.

The following subjects are offered through eTutoring.

- Accounting
- American Sign Language (ASL)
- Anatomy & Physiology
- Biology
- Calculus
- Chemistry
- Chemistry (Organic)
- Computer Network Administration
- Computer Science (Java & C++ only)
- Economics
- Intro to Engineering (Mechanical & Electrical only)
- Intro to Psychology
- Japanese
- Math (Developmental through Trigonometry)
- Microsoft Office
- Physics
- Spanish
- Statistics
- Web Development (HTML, CSS, and WordPress)
- Writing (Live via Zoom and asynchronously via the Writing Lab)

TUTORING SESSION ATTENDANCE

eTutoring is available to all students for free. Any student with below a C+ in a class will be *required* to participate in weekly tutoring in that subject. Regular attendance is expected from participants contracted to participate in tutoring sessions. If a student does not complete their required tutoring hours, eligibility to receive a stipend will be impacted. After two incomplete weeks, a meeting will be scheduled with the student, their parent/guardian, and Upward Bound staff to discuss the situation and what can be done to rectify it.

An “incomplete week” is defined as not fulfilling FULL tutoring session requirements. For example, if a student is required to participate in tutoring in English, they must complete at least 1 synchronous session per week or submit at least 1 asynchronous document per week for feedback while their grade is below a C+ in English.

TRACKING OF TUTORING TIME

Upward Bound staff will run a weekly report to ensure all students who are required to utilize tutoring are doing so. Students are also responsible for keeping track of the tutoring hours or services they use. In the event there is a discrepancy, Upward Bound staff will work with the student to verify when they received tutoring services.

GRADES

Every semester, the Upward Bound staff will obtain students’ grades from their respective schools. In addition to receiving student grades during each grading period, staff will access student grades weekly by using Skyward Family Access. Students will also be required to check their own grades and will be required to prepare study plans and academic goals as necessary based on their current grades. UB staff will review these plans and goals with students. This information will be used to assist Upward Bound staff in determining any necessary adjustment to participation in services above and beyond the **minimum requirement** for each individual student.

STEPPING STONES AND MONTHLY WORKSHOPS

All Upward Bound students are required to complete Stepping Stones OR attend a Monthly Workshop. These are used to meet program requirements and assist students in their planning and preparation for college. Students must attend a monthly workshop, or alternatively, complete the Stepping Stone. Completion of the workshop or stepping will impact your stipend. Monthly workshops will be held via Zoom and Stepping Stone assignments will be posted in the Upward Bound Canvas class.

PARENT WORKSHOPS

Parent workshops occur monthly in person or via Zoom. Workshops on specific topics of mutual interest may be offered for students and parents. We work with community partners to offer a wide range of topics of interest. Parents will have the opportunity to meet other UB parents, learn about topics to support their students to get the most out of high school or Running Start and support them as they move on to college and earn a degree.

EDUCATION SUCCESS PLAN

Every student will have an Education Success Plan (ESP). This ESP is meant to record information over the course of a student’s educational high school career, tracking services and completion. Its intention is to offer further information to complete program reporting functions. After each update, UB staff date and initial comments and changes made during student meetings. These plans are updated two times per year and information is added to the student’s electronic file.

ADVISING MEETINGS

Students will receive monthly academic, career, and personal advising sessions in person/Zoom/phone. The advising component is designed to enhance a participant's personal development, academic readiness, and social competence with others. Participants are required to attend advising sessions and should contact the Upward Bound staff if they are having problems attending the scheduled sessions.

Regularly scheduled Advising Meetings do not exclude immediate attention to issues such as non-attendance, failure to complete assignments or participate in Upward Bound activities. All meetings and expected outcomes or activities will be recorded in the student's personal file and noted on the ESP.

ASSESSING NEEDS

Assessment of participant need is two-fold, covering both academic and non-academic needs as they relate to academic skills and barriers to success (financial demands, time management, attendance, personal issues, and career aspirations.) Grade-appropriate assessments will continue throughout the student's participation in the program.

PCUB will work with target high school staff to help participants and families break down barriers wherever possible and, if necessary, refer students and families to school guidance counselors or other external resources. Collectively, the identified assessment tools will provide an analysis of each participant's interests, abilities, and competencies that will, in turn, ensure the development of a sound *Education Success Plan* (ESP) and make certain that the PCUB program is addressing individual needs and adapting to the ongoing development and growth of each participant.

The Director and Coordinators will collaborate with participants to develop the ESP which drives the delivery of services to each participant. The plan will evolve as the student completes activities, gains greater awareness of interests and strengths, acquires increased knowledge regarding academic and career options, and develops academically and personally. PCUB staff will use a case management approach to identify, assess, and resolve any barriers that may hinder their progress toward graduation and success in college.

All information will be recorded in the student's file. Information includes meetings, corrective actions, course schedule, grades, test scores, extracurricular activities, tutoring hours, attendance at target school and PCUB events.

Assessment tools used will include transcripts, test scores, extra-curricular activities, class schedules, HSPE results, Smarter Balanced, ACCUPLACER, PSAT, ACT/SAT (includes practice test), Washington Occupational Information System (WOIS), Career Coach and/or Myers-Briggs Type Inventory.

FIELD TRIPS

***Note: during the COVID-19 pandemic, activities will either be in person or virtual depending on Peninsula College guidelines**

Several cultural activities, leadership experiences and college tours are offered for students during the academic year. When in person field trips are allowable please note that not all students can attend every event. Students must have demonstrated an ability to manage themselves in a responsible manner in classes, in tutoring, and other Upward Bound experiences. Students must also follow COVID protocols to maintain safety. Masks must be worn at all times. Grades and the ability to miss school are factors as well. Guardians are asked to encourage their students to attend these experiences as they will be things that can put on college applications and included in scholarship notebooks.

SUMMER PROGRAM

The six-week summer component will simulate the college experience while providing sufficient variety to assist transitioning students from a small town environment to diverse academic settings. Generally, it will start the week after students are released for summer break, depending on snow day schedules and make-up days. Students will have a variety of experiences including a commuter-based program at Peninsula College's Port Angeles campus, overnight and/or day-long visits to colleges and universities throughout Washington State, Friday field trips, or an over night experience at Nature Bridge.

The summer component of the Upward Bound program is a vital piece of the program, which is why students are required to participate in the entire summer program. The Upward Bound staff is confident that the students will find this experience fun and rewarding – they will have the opportunity to learn, have fun, create friendships, and discover important information about themselves which will aid in their search for careers and colleges. Students **MUST** have all summer paperwork completed in order to participate. Student's behavior may be a factor in their ability to participate in certain elements of the Summer Program.

Students who successfully complete the Summer Program may be eligible to earn high school and college credit. College credit will be awarded through completion of the Nature Bridge experience and/or through the Summer Bridge program. All high school academic credit information for the summer commuter-based program will be forwarded to the student's high school. The high schools make final determination of high school credit.

ATTENDANCE

Students missing consecutive days of the summer program will not be able to earn credit, may not be permitted to participate in certain other elements of the Summer Program, and could result in program termination. Prior engagements and absences are excused on a case-by-case basis through the Director of Upward Bound. Below is guidance for potentially excusable absences.

- Academic Days
 - Students may be excused from a maximum of three days for an academic reason. Documentation about the academic experience must be provided (brochure, pamphlet, website, registration dates, etc.) as well as include a parent signature.
 - If a student takes three days off for an academic reason, they will not be permitted to take a personal day.
- Personal Days
 - Students are allowed a maximum of one personal day (to include family reunions, family vacations, etc.).
 - If a student takes one day off for a personal reason, they will not be permitted to take academically related days off.
- Emergency Closures
 - Students do not need to make up days for inclement weather or other emergency school closures.
- Sick Days
 - Upward Bound staff are aware that not all absences can be foreseen. Illness, death in the family, or some unexpected situation will be dealt with on a case-by-case basis.

ADDITIONAL ATTENDANCE INFORMATION

Students may not take time off during the residential week at Nature Bridge. Should a student need to leave during this week, they will not be allowed to return until summer courses resume. This week carries 1 college PE credit.

Due to pre-scheduling and pre-payment, the restricted days for the College Tour and Nature Bridge are the costliest part of the UB budget year. Therefore, we must put attendance restrictions on these two weeks.

If a student and their parent/ legal guardian decide not to participate in a Summer Program due to other commitments but do not want to leave the program, the student will be allowed to resume their spot at the beginning of the next academic year. Students will not receive a stipend during the summer and will resume receiving a stipend the following academic year. **This option is allowed only one time during the students' years in Upward Bound. Should commitments come up in future years, the student may be excused from the program and not permitted to reapply.**

COMMUTER-BASED PROGRAM

Four to five weeks each summer will be spent taking high school level classes at Peninsula College. Students will take classes on the Peninsula College campus where they will have the opportunity to earn high school credit, get to know teachers on a different level, learn differently, experience small class sizes, and receive hands-on experience. Class schedule and detailed information is to be announced every spring.

COLLEGE VISITS

To ensure that Upward Bound participants understand their postsecondary options and have the tools they need to make informed decisions, Upward Bound will provide college visit experiences. College visits occur during the school year and the Summer Program will culminate with overnight visits to Washington's premier postsecondary institutions. Students will live in residence halls and attend activities and presentations on sprawling university campuses while being exposed to the attributes that enrich postsecondary institutions in the greater Pacific Northwest Area.

School year college visits may occur during a school day and require parent or guardian to excuse their student from school. Missing classwork and homework should be requested by students before the date. These tours will include smaller group of students and seniors and juniors have the highest priority of attending these tours.

The summer college tour will include overnight visits to premier postsecondary institutions. This tour only happens once a year and encompasses every good-standing academic student in our program that is part of the entering Sophomore, Junior, or Senior class. The students attending will stay in residence halls, attend activities on campuses, and participate in presentations on sprawling university campuses while being exposed to the attributes that enrich postsecondary education.

NATURE BRIDGE

The summer component may include NatureBridge which is a residential experience providing environmental education programs in the Olympic National Park. This multiple-day experience is designed to inspire stewardship, leadership, and connection amongst the program participants. Completion of the NatureBridge experience may earn participants 1.0 college PE credit and the potential for high school PE credits as well.

FRIDAY FIELD TRIPS

The summer component may include Friday Field Trips which are designed to introduce students to local industry, offer them an opportunity to explore new experiences, and expose students to the community in which they live. Field trips may be industry tours, college day trips, community service experiences, or opportunities to see parts of the community

students may not be aware of. These experiences are meant to enrich students culturally, academically, socially, and professionally.

SUMMER BRIDGE

Students who qualify will be invited to participate in the Upward Bound Bridge program. The Bridge program takes place the summer after the Upward Bound participants graduate from high school. A full-time staff person leads the scheduling and facilitation of students.

The purpose of this component is to ease the transition from high school to college for Upward Bound graduates. During this time, students will take college-level credits which are free to the student and paid for through a special Peninsula College fund outside regular Upward Bound grant funds. These credits can then either count towards a degree at Peninsula College or can be transferred to the college of the student's choice.

SUMMER BRIDGE QUALIFICATIONS

- Student graduates successfully from high school
- Student consistently attended tutoring and Upward Bound activities
- Student has worked hard to raise or maintain a GPA that is conducive to be successful in college
- Student has taken challenging pre-college classes
- Student has taken ACCUPLACER test
- Student completed FAFSA form
- Student has exhibited a cooperative and positive attitude and has acted as a role model to younger Upward Bound students
- Serve in a Upward Bound Leadership Role during their Senior year

GENERAL INFORMATION

STIPENDS

A stipend is an allowance set aside for each student that they are eligible to earn each month and are contingent upon yearly funding. Stipends are calculated and sent in the mail on a quarterly basis. The maximum allowable stipend during the school year is \$60 per month and \$80 per month during the summer. Stipends are earned through weekly participation in program activities.

TRANSPORTATION

During the school year, students are responsible for getting to tutoring sessions each week. If for any reason a student does not have transportation, they should speak with the Upward Bound staff to arrange a solution. Students have access to a 3-month bus pass, renewable each quarter all year long, free of charge to participating individuals. During the summer component, each student will receive a bus pass to transport them to and from the Peninsula College campus during the on-campus session. Transportation to Nature Bridge or Friday Field trips during the summer will be pre-arranged by the Upward Bound staff, and transportation to colleges during the all Upward Bound summer College Tour will be provided by Upward Bound as well. Students who live in more rural areas where bus services are limited may need to seek alternative forms of transportation. Please note that **Upward Bound staff are not authorized** to give rides to students in **personal vehicles** and may not give rides to and from tutoring or the high school.

PENINSULA COLLEGE ID

Students will be provided a digital Peninsula College ID when they are accepted into the program. Their photo must be taken and a new card will be issued once every two years. This card is necessary for Clallam Transit bus pass stickers to be received each quarter upon request.

MEALS

Since tutoring is a required activity for all students during the school year, meals will be provided during all tutoring sessions. During the summer component, breakfast & lunch will be provided. During the day-long and overnight field trips/college tours, all meals will be provided.

ELECTRONICS AND VALUABLES

Electronics and anything of value should be limited. Upward Bound is NOT responsible for lost, stolen or damaged items. If students are using their electronics during instruction, they will be asked to place their item on the Upward Bound staff member's desk.

CELL PHONE POLICY

Upward Bound recognizes for safety reasons, that students may need to have their cellphones with them. However, cell phones should be put away and not seen or heard during class time or when staff are speaking. Should a students' cell-phone become a continual distraction, Upward Bound will contact the students' family to discuss appropriate cell-phone use.

Frequently, staff hear students say, "If a family member calls/texts me during class, I have to answer it, because it could be an emergency." Parents and Guardians: All Upward Bound Staff members contact information can be found at the beginning of this handbook. Should you have an emergency, please call a staff member first and your student will either be put on the phone or asked to call you immediately. "It could be an emergency," is NOT an appropriate justification for cell phones to be interrupting student learning or distracting student focus during class time. Answering calls/texts during class is not an acceptable behavior in a college classroom and therefore is not acceptable during our summer program.

BAG CHECK

During the Upward Bound program if a student suspected of having any stolen property, illegal substance, alcohol, tobacco, or any other trend such as Bath salts, electronic cigarettes, etc., Upward Bound staff will ask the student and every student around them to check their bag(s) and belongings. Should these items be discovered, disciplinary steps will be taken.

PC CARES

C.A.R.E. stands for Concern. Assess. Respond. Evaluate. The **Peninsula College C.A.R.E. Team** connects students, faculty and staff with resources to help them be successful and safe and is available for Upward Bound Students. Upward Bound staff who see someone they know struggling with life, isolating themselves socially, or experiencing a decline in work or academic performance may submit a private report and the C.A.R.E Team will follow up to connect the individual with resources they need.

EMERGENCY CLOSURE OF COLLEGE

The College President or designee may declare a “Closure” or “Late Start” if:

- It is determined that maintaining the class schedule would constitute a real and present danger to safety and welfare.
- If weather conditions are severe enough to prevent a substantial number of commuting students, faculty and staff
- from arriving to campus.
- If weather conditions make it impossible to continue the regular work day.

For your safety and the safety of others, during a College closure classes will be cancelled and college operations will be suspended for the duration of closure. Buildings will remain locked and on limited emergency power.

Notifications of College Closures may be obtained from:

- Front Page of the PC website
- Facebook
- PCAAlertMe message will go out to those who have opted in to participate in the mass notification system
- Phone message on College Information Center’s main phone line
- Local Media sources such as the newspaper, local news, and social media sites

During a lock-down/in situation notification will be sent out through the above means as well as an all clear message once staff and students are able to leave campus. Upward Bound staff will initiate the Peninsula College Emergency plan for themselves and students.

INCLEMENT WEATHER

During inclement weather, students are to follow their high schools weather cancellation policy. If your school has been closed due to inclement weather, tutoring sessions will be cancelled as well. If weather becomes an issue during the day, please call our office for more information.

ILLNESS/INJURY

If a student becomes ill or injured while participating in an Upward Bound program activity, the student’s parent/guardian will be notified immediately and proper actions will be taken (i.e, hospital visit, phone call to doctor). Minor injuries, not requiring emergency care, may be treated with first-aid.

EMERGENCY PLANS

If an emergency arises during an Upward Bound activity, appropriate steps will be taken depending on the emergency. If the emergency occurs while on the Peninsula College campus, the college’s emergency plan will be followed. The following information is reviewed with students:

INTRUDER ALERT

If an armed or threatening intruder comes on to college property it is very important that you report it immediately and take protective actions.

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 9-1-1 to alert the Port Angeles Police Department. Give an accurate description of the person or person(s), noting type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s).
- Report the type of weapon (if known) and direction of travel or building entered.
- Call Campus Safety at ext. 6559 and report the above information.
- Lock the windows and close the blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Remain as calm as possible.
- Keep room secure until police or Campus Safety arrive and give directions.

EARTHQUAKE

- Drop, cover, hold on under a table or desk or against an inside wall (not a doorway) until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate.
- Evacuate the Building.

SUSPICIOUS PERSON

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Contact campus security. Provide as much information as possible about the person and their direction of travel.

EVACUATION INFORMATION

- Evacuate the building using the nearest available exit.
- Do not use the elevator.
- Take personal belongings
- Follow directions given by security officers or other campus officials.
- Move as far away as possible from the buildings.
- Assist persons with disabilities or special needs.

OVERNIGHT SUPERVISION

Not all students are eligible to go on overnight experiences. Only students that demonstrate the responsibility and criteria to participate are selected. Students are housed in separate rooms by gender. Chaperones will be driving, providing supervision and security. At times the group will room in dorms and other times in hotels. Students are to

remain in their rooms after room check (depending on schedule). A video/movement detection monitor is placed outside in hallway that sends notification of movement to chaperone phones. Students and parents/guardians will be required to sign an overnight field trip contract for each event.

MANDATORY REPORTERS

“Mandated reporters” are persons or groups of persons who have frequent contact with children and families and are required by Washington’s State law to report suspected cases of child abuse and neglect to CPS or to the appropriate law enforcement agency. It is the intent of the law that these designated persons, who are in positions to identify children who are at risk from abuse and neglect, will report suspected child abuse and neglect so that the need for protective services can be assessed. Upward Bound staff are mandatory reporters.

FREQUENTLY ASKED QUESTIONS

1. What if I need to pick-up my child early from an activity?

Contact the Upward Bound office at 360.417.7971 to reach a staff member to let them know about the situation. You will need to sign your child out at the UB office or we may be able to arrange to have a staff person meet you at the pick-up location for you to sign. The designated pick up location on campus is in the front parking lot round about. Staff will let you know when you make contact with them.

2. Are all students required to do tutoring hours?

No. Students are assigned tutoring hours should their course grade fall below at C+. All students are required to complete a set number services and tutoring can be a part of these and any Upward Bound student can access tutoring for their needs.

3. Is my child required to attend all six weeks of the summer program?

Yes. Students are more likely to succeed in academics if they have consistent attendance. It can be difficult for the class and the student to move forward if students are absent.

The summer program is a huge component of Upward Bound. The bulk of the college preparation, cultural and social activities happen over the summer. It is a great chance for students to learn about themselves, their passions, areas they may want to explore, college exploration and possible future careers that will be a good fit with each particular student.

4. How is the transportation dealt with during the school year and summer?

When we return to in person activities, transportation to and from Peninsula College is the responsibility of the student. All Upward Bound students can receive a bus pass. If transportation is a problem, students should speak with Upward Bound staff and arrangements can be discussed. During the summer program, transportation to and from NatureBridge will be provided as well as field trips or the touring various colleges throughout the state.

5. What does the Upward Bound program cost?

The Upward Bound program is free to all participants!

These services are free to Upward Bound students and families; however, the federal government spends approximately \$5,000 to \$6,000 per student per year. These funds go towards central staff, teacher and tutor salaries, field trips, food, housing, transportation and activities during the summer program. If a student enters the program in his or her freshman year in high school, your government will have spent approximately \$20,000 to \$24,000 on them by the time he or she graduates from high school, presuming they participate in Upward Bound throughout their high school career. **Because of the amount spent, it is essential that our students’ level of commitment be very high.** Upward Bound has proven to be effective in reaching its goals, and that is due to students’ dedication to completing the program and all program requirements.

6. What if we move out of the area?

If the student moves to an area and are close enough to continue to fulfill their program requirements and the summer program, Upward Bound will continue to serve the student. If the move is too far, the Program Director will try to connect the student with another project.

7. What if my child changes high schools?

If your child changes high school and is enrolled in a school that is not on the original list of five high schools we serve, they will still be included in the Upward Bound program. Changing schools does not affect your enrollment in the program

8. What if my child's extra-curricular activities conflict with the program?

A strong effort will be made to compromise and, if necessary, accommodate students' other extra-curricular activities. Upward Bound is supportive of an active involved student and will make all efforts to support your student in participating in meaningful extracurricular activities, so long as the student demonstrates sound academic performance in all of their classes and takes initiative to bring any conflicting priorities to the attention of UB Staff as early as possible.

9. What is a stipend and how are they earned?

A stipend is a small allowance set aside for each student that they are eligible to earn each month and are contingent upon yearly funding. The maximum allowable stipend during the school year is \$200 per month and \$300 per month during the summer. Stipends are earned through participation in program activities.

10. As a high school freshman, does my child have to participate in four years of Upward Bound?

Each participant is expected to participate in the program throughout their high school career. Eligible students may also participate in the Bridge Summer immediately following high school graduation.

11. Is my child expected to go to college at Peninsula College?

No. Upward Bound students are not expected to go to college at Peninsula College. Upward Bound is not a recruiting arm for Peninsula College. Our goal is to help our students get accepted into, and succeed at the college best suited to the student and their families.

12. Are there any circumstances in which my child would be asked to leave the Upward Bound program?

Yes. Upward Bound is a privilege and an investment in your student's future. We expect the participants to respect the program and avoid putting themselves in a situation where their enrollment in the program is jeopardized. Students will have a probationary period upon their acceptance. If accepted in the Summer, a student's probationary period is 10 days. If the student is accepted during the academic school year, their probationary period is 60 days. If students do not indicate an earnest desire to participate in the program and avail themselves of all services provided during their probationary period, UB staff may choose to dismiss them from the program with no further obligation. Students are not eligible to receive stipends during their probationary period.

13. What is TRIO?

The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students, and students with disabilities through the academic pipeline from middle school to post baccalaureate programs. TRIO also includes a training program for directors and staff of TRIO projects and a dissemination partnership program to encourage the replication or adaptation of successful practices of TRIO projects at institutions and agencies that do not have TRIO grants.

14. How long does the program last?

If a student begins participating in the Upward Bound program during their freshman year of high school, they will remain enrolled in the program throughout all four academic years and each summer in between. Eligible students may also participate in the Bridge Summer Program immediately following high school graduation.

REMEMBER - *"Sometimes the temptation to quit will be greatest just before you are about to succeed."*

CAMPUS MAP



BUILDING LOCATION

- A** Cornaby Center
- B** Library Media Center
- C** Faculty Administration
- D** Student Services
- E** Maier Hall
- J** Pirate Union Building (PUB)
- K** Allied Health & Early Childhood Education Building
- LH** Longhouse | House of Learning
- M** Keegan Hall
- N** Sigmar Field
- P** University Center
- Q** Welding & Automotive
- T** Shipping & Receiving
- U** Information Technology
- V** Classrooms



1502 E. Lauridsen Blvd., Port Angeles, WA 98362 (360) 452-9277 | (877) 452-9277

***Please note, the campus is under construction and areas may have limited access.

DIRECTORY

A. Cornaby Center

- Boardroom
- Coaches Offices
- Multimedia Office/Resources

B. Library Media Center

- Reservable study rooms, library classroom, native and regional art

C. Faculty / Administration Building:

- Business Office
- Foundation
- Marketing Department
- Faculty Offices
- Human Resources
- Office of the President
- VP for Administrative Services
- VP for Instruction

D. Student Services Center:

- Advising
- Admissions
- Testing
- Financial Aid
- Multicultural Services
- Registration Services
- Office of VP for Student Services
- Running Start
- Services for Students with Disabilities
- Veterans' Services
- Workfirst

E. Maier Hall:

- Art
- Basic Skills (ABE,GED,ELA/ESL)
- Business
- Ceramics
- Learning Center (Computer, Math, and Writing Labs)
- Faculty Offices
- Humanities
- Mathematics
- Music
- Performance Hall
- Social Sciences

J. Pirate Union Building (PUB):

- ASC Office
- Art Gallery
- Bookstore
- Campus Safety
- Drama
- International Student and Faculty Services
- Pirate Cove Cafe (restaurant)
- PUB Conference Room (J-47)
- Student Internet Cafe
- Little Theater
- Upward Bound

K. Allied Health and Early Childhood Education Building

- Medical Assisting Program
- Nursing Program
- Early Childhood Education Program

LH. Longhouse House of Learning

M. Keegan Hall (Science and Technology)

- Faculty Offices
- Information Technology
- Keegan Lecture Hall
- Multimedia
- Sciences

N. Wally Sigmar Athletic Complex:

- Ball field
- Educare Center
- Fitness Center
- Gymnasium
- Tennis Courts

P. University Center

- WWU
- City U
- PE Classrooms

Q. Welding/Automotive Program Building

- Automotive
- Welding

T. Shipping/Receiving Building

- Facilities Operations; Shipping and Receiving

U. Information Technology Building

- Information Technology | Help Desk

V. Classrooms

- Classrooms

RESOURCE MATERIALS

FINANCIAL AID

- Free Application for Federal Student Aid - <http://www.fafsa.ed.gov>
- Educational Funding for Students - <http://www.edfund.org>
- The Gates Millennium Scholars - <http://www.gmsp.org>
- Federal Student Aid - <http://studentaid.ed.gov>
- Fin Aid - <http://www.finaid.org>
- Sallie Mae: College Answer - <http://www.collegeanswer.com/index.jsp>

WASHINGTON COLLEGES

- Peninsula College – <http://www.pencol.edu>
- Evergreen State College- <http://www.evergreen.edu>
- University of Washington- <http://www.washington.edu>
- Western Washington University - <http://www.wwu.edu>
- Eastern Washington University - <http://www.ewu.edu/>
- Washington State University - <https://wsu.edu/>
- Central Washington University - <http://www.cwu.edu/>
- Washington State Board for Community & Technical Colleges - http://sbctc.edu/general/c_index.aspx

COLLEGE ENTRANCE EXAM PREPARATION

- ACT – <http://www.act.org>
- SAT/College Board - <http://www.collegeboard.org>
- Free Online College Entrance Exam Prep – <http://www.number2.com>
- ACCUPLACER Preparation – <https://accuplacer.collegeboard.org>

CAREER PLANNING

- Washington Career Bridge - <http://www.careerbridge.wa.gov/>
- Department of Labor and Statistics Occupational Outlook Handbook - <https://www.bls.gov/ooh/>
- College Plan - <http://www.collegeplan.org>
- Directory of Careers - <http://www.careers.org>

- Career Planner – <http://www.careerplanner.com>
- Kidder Career Planning - <http://www.kuder.com>

OTHER

- Common App – <https://www.commonapp.org>
- Scholarships/College Board-- <https://bigfuture.collegeboard.org/scholarship-search>

Please keep the Upward Bound handbook for your own reference.

COMMITMENT AGREEMENT

By signing this commitment agreement, you are acknowledging the following:

- I have received, read and understand the policies and procedures explained in this Peninsula College Upward Bound Family/Student Handbook for the 2020-2021 year. Electronic copy can be found in the Upward Bound 20-21 Canvas course Syllabus.
- I will make a conscious effort to adhere to the policies and procedures outlined in this handbook.
- I agree to; grant permission for my child to participate in PCUB, fully support and facilitate my child's involvement in PCUB, and attend activities involving parents during the year.

Upon receipt of this signed statement, the Upward Bound staff will consider your status in Upward Bound active for the year.

Student Name & Signature

Date

Parent/Guardian Name & Signature

Date

Please mail this signed page ONLY to the address below:

Peninsula College Upward Bound

1502 East Lauridsen Blvd.

Port Angeles, WA 98362