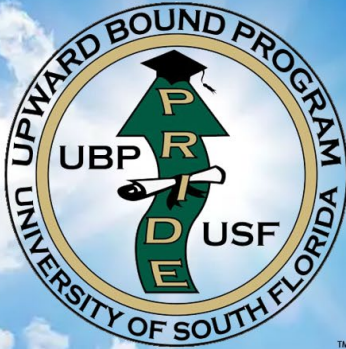


USF Upward Bound Student & Parent Handbook

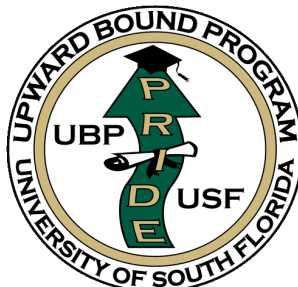


USF Upward Bound Program Academic Year 2023-2024

**“Transformation for Tomorrow:
Navigating the New Normal”**



Upward Bound With Pride!



Revised 12/19/2023



Dear Upward Bound Scholars and Parents:

Welcome back to campus and another year with the USF Upward Bound Program! You are a part of a 58-year tradition of preparing tomorrow's leaders emphasizing academic excellence, social awareness, and community responsibility! Although education looks different than ever before, we embrace this opportunity to be creative, adapt to change, and still be committed to student success. We have prepared this Student/Parent Handbook to provide information needed to take advantage of the resources and opportunities available through the Academic Year Component. I encourage you and your child to read the handbook together to ensure that you understand the policies, rules, important dates, and expectations we have for our student scholars.

Participating in Upward Bound is a privilege, and we hope that you are dedicated and committed to achieve the success we expect from you. We are giving you the tools needed to be successful academically and in life but your growth is your responsibility. Students, the work and effort you put in today will open endless opportunities in the future.

The Upward Bound Staff is committed to your success and preparation for college enrollment. We are depending on everyone-our students, parents, and staff to continue the legacy of academic greatness we have achieved these past 58 years.

Sincerely,

A handwritten signature in cursive script that reads "Raymond Cabrera".

Raymond Cabrera
Program Director
Upward Bound Program

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University of South Florida
Upward Bound Program
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Tampa, FL 33620
Phone: (813) 974-9138
Fax: (813) 974-2022

Monday – Friday
8:00 a.m. – 5:00 p.m.

Tuesday –Tutoring
4:30 p.m. – 7:30 p.m.
SVC 2011-UBP Office

Saturday Tutoring
8:30 a.m.- 1:00 p.m.
Cooper Hall Building

Upward Bound Program Email:
ubp@usf.edu

Upward Bound General Program Website:
usf.edu/undergrad/ub

Upward Bound Program Current Participants Website
usfubp.weebly.com

What is the Upward Bound Program?

The Upward Bound Program (UBP) provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. The UBP serves high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree (first-generation college students). Upward Bound is a Federal TRIO Program governed by the United States Department of Education. The Upward Bound Program serves six high schools in Hillsborough County. Those schools are Armwood, Blake, Chamberlain, Hillsborough, King, and Middleton.

Mission

Upward Bound at the University of South Florida strives to create an inclusive, holistic, and innovative learning environment that prepares underserved students for postsecondary access and success.

Goals

- Provide a comprehensive service plan that includes college preparatory experiences during the academic year and a six-week non-residential/residential program on the USF campus.
- Provide an individualized academic plan to assist each student with improving their academic performance by increasing their grades, test scores, and school involvement.
- Provide developmental activities that will enhance students' overall leadership, decision-making, communication, and citizenship skills.
- Provide services that are designed to encourage and motivate students to remain in the program and graduate from high school.
- Provide guidance to ensure that each graduating senior completes the admissions application, applies for financial aid, and ultimately enrolls in a postsecondary institution.

Objectives

The United States Department of Education requires six outcome objectives for Upward Bound Program participants:

- Academic performance (GPA)
- Academic performance (Proficiency on standardized tests)
- Secondary school retention and graduation
- Rigorous secondary school program of study
- Postsecondary enrollment
- Postsecondary completion

Academic Services

- Individualizing personal and academic counseling
 - Career and college exploration
 - Assistance with college entrance exams
 - Educational field trips
 - Tours of colleges and universities
 - Test and colleges application fee waivers
 - Assistance with college applications
 - Assistance with financial aid application
-

- Assistance with securing scholarships
- Internships, hands-on labs, and work study
- Virtual Forums, Tutoring, TourEnrichment Services
- Mr. and Miss Upward Bound Pageant
- Talent Shows
- Florida Summer Olympics
- Cultural Field Trips
- Graduation Celebration
- Student Government Association
- Parent Association
- Student Leadership Conference

Academic Year Component

During the school year, UBP students attend mandatory classes virtually on USF campus on Saturdays to receive supplemental instruction and tutorial activities in mathematics, science, language arts, foreign language, test prep and study skills. Additionally, students attend seminars describing postsecondary educational opportunities, counseling, mentoring, and cultural enrichment programs. Tutoring is also offered weekly after school at USF.

Academic Year Schedule

Saturday Tutorial Sessions

Students attend mandatory tutorial sessions to receive tutoring in English, Math, Science, Spanish, Social Studies, and Test Prep from certified teachers and college tutors. Classes are held from 9:00 a.m. until 1:00 p.m on USF campus. There are eighteen scheduled Saturday sessions. Additionally, students attend seminars describing postsecondary educational opportunities, counseling, mentoring, and cultural enrichment programs. Many of these enrichment activities will occur during 5th period

Saturday Tutorial Academic Year Schedule

2023

September 9, 16
October 7
November 4
December 9, 16

2024

January 20, 27
February 10, 17
March 2, 30
April 4, 20
May 4, 11

Parent Association

The Parent Association meetings take place the first tutorial Saturday of each month.

After-School Tutorial Sessions

Tutoring is offered virtually from 5:00 p.m. until 7:30 p.m. every Tuesday and on the Wednesdays in which there is no upcoming Saturday session. All students are required to attend at least two after-school tutorial sessions per semester lasting at least thirty minutes each. This is completed online. Students will login to the main room for attendance and then login to the teacher for the subject they need help with using Microsoft Teams and the Grid. Afterschool participation can offset Saturday absences.

School Visits

To ensure students are staying on track with their academic plan, the Academic Advisors will be visiting the schools once a month. Prior to each month, an email will be sent out to inform students of those days.

Typically, USF UBP will have a table in the cafeteria or in front of the media center. Students will be sent a text on remind the morning of the visit.

Academic Year Program Policies

Basic Expectations

The purpose of the UBP is to assist students in preparing for college or university enrollment immediately upon graduation from high school. UBP provides the framework to support this endeavor; students must bring a determination to build on this foundation. Every student is expected to:

- Attend all scheduled classes and activities on time,
- Be prepared with required materials,
- Be an active participant in classes,
- Be courteous and respectful,
- Follow instructions given,
- Complete all homework assignments.

Do not jeopardize your status in the program due to misconduct (a student contract is attached).

Attendance

Attendance at Saturday classes is critical to your success in the program. Students with three absences will receive a written warning. If a student misses a fifth Saturday at any time during the academic year, the student risks being dismissed from the program. Arriving after class or after an activity has begun three times counts as one absence.

If your child cannot attend a Saturday session or will be early or late, please fill out the Absentee Form at www.usfubp.weebly.com or in person. If participating in a school or community event, students must obtain a signature by the organizer and attach a schedule or other documentation to justify the absence. In addition to filling out the form, if an absence is known in advance, please notify staff to see if you can attend afterschool tutoring the week before to make it up. Absences must be discussed with the Program Director (or designee) and handled on a case-by-case basis. Unexcused absences will result in students not receiving their Saturday stipend and may lead to disciplinary action.

Sign-in Procedures

On the day of tutorial sessions, students are to report to Cooper and sign-in for attendance. Students should report immediately to their assigned classroom. Students will need to be here by 8:45 a.m

Pick-Up

Parents are expected to pick-up their child promptly at 1:00 p.m. Parents are strongly urged not to allow students to leave campus early unless absolutely necessary. Additionally, parents are urged not to permit students to be picked-up up by friends, neighbors, or others.

Meals

Lunch will be provided on Saturday Tutorial Sessions Days after 5th period.

Textbooks and Materials

Students must have the proper writing tools, homework, and study materials during all Saturday tutorial sessions for all four classes that they will be tutored in. If your school rents textbooks, you must check out your textbooks for the weekend. Do not check into Saturday sessions without your class materials. If you

do not have the proper materials you can be asked to leave the session and it will be counted as an absence with no stipend.

Academic Progress

Students need to keep the UBP academic advisors updated on their academic progress. Students must provide report cards, test scores, and notices of any academic difficulties and/or concerns. UBP also needs to be updated when you have made academic strides and have shown improvement in your studies. **Report cards must be turned in by the 2nd Saturday following distribution.** Students who do not turn in a report card by the deadline forfeit their stipend payments for each Upward Bound activity (Saturday session & Tuesday/Thursday sessions) until a report card is received. Once we receive the report card, students can receive stipends for future participation only. An entire stipend payment maybe forfeited at the discretion of the Director. Students who do not turn in their most recent report card are put on academic probation until it is turned in and must meet with their advisor to assess progress and develop a plan if needed.

Academic success is measured by which the UBP assesses its impact on our students. We expect our students to earn no less than a 2.5 GPA each semester. Students earning between a 2.30 and 2.49 GPA have unsatisfactory standing. Earning below a 2.3 GPA for the most recent grading period places a student on academic probation, meaning the student will not earn a stipend and will lose privileges, i.e., attending trips. Students with unsatisfactory or academic probation are required to meet with an academic advisor to develop a plan to increase their GPA the following semester. A student remaining on academic probation for three consecutive semesters may be dismissed from the program. Consequences for low semester GPA are shown below.

Grading Period and Consequences for Not Meeting GPA Requirement

Semester District GPA	Status	Consequence
Greater than or equal to 2.5	Satisfactory	Eligible for stipend and activities if other qualifications are met.
Between 2.3 and 2.49	Unsatisfactory	No spring break trip, possibly other activities
Less than 2.3 or did not turn in report card	Probationary	No trip fall or spring semester. Dismissal after three semesters.

Academic Monitoring, Probation, and Improvement Plan

The student’s Academic Advisor will intervene after the 1st and 3rd nine weeks to discuss failing grades on a student’s report card. The student’s Academic Advisor will set a meeting with the student and parent to discuss the failing grades and provide resources to help the student succeed in the classroom and bring up their grades.

If a student earns below a 2.3 semester district GPA after the 2nd or 4th nine weeks, the Academic Advisor will set-up a meeting with the student and parent in order to develop or continue an improvement plan that will be monitored by the Graduate Assistant.

The purpose of the Academic Improvement Plan is to provide additional resources for students in academic jeopardy. The plan will be in effect until the student increases their semester GPA to 2.3 or above. Students on plans are required to attend 4 additional tutoring sessions throughout the semester in addition to Saturday tutorials. These sessions should last at least 30 minutes. Students will be given a tracking sheet where they will be able to record the sessions with their tutor and they will have to get a signature from the tutor or parent upon completion of the session. Students will be given a resource sheet of free tutoring resources. Students can arrange for additional tutoring from the Upward Bound Program by contacting the Graduate Assistant. The Graduate Assistant will communicate with parents and students to ensure plan compliance.

After being placed on an improvement plan the Graduate Assistant will communicate with students and parents to implement the plan and then review the following nine weeks report card to notify the Academic advisor of each students' progress. Upward Bound will send out weekly reminders regarding tutoring requirements and provide an avenue for students, staff, and parents to work closely to ensure progress.

After the end of the semester, Academic Advisors will collect report cards and make the final contact with the student to determine if they receive a 2.3 GPA or above and be removed from the plan or if they will remain on the Academic Improvement plan.

If the student has been on an improvement plan for an entire year, during the following nine weeks the Program Director will generate a letter to notify the student and parent "this is their final warning to bring up their semester GPA to a 2.3 or they will be removed from the program."

After three consecutive semesters on an improvement plan with a semester GPA below 2.3, the student will be dismissed.

Improvement Plan Summary for Each Academic Grading Period

Report Card Period	Upward Bound Action
1 st and 3 rd nine weeks	UB staff discuss D/F grades with student/parent and recommend resources for improving grades.
2 nd and 4 th nine weeks	Students with Semester District GPA below 2.3 develop or adjust an Academic Improvement Plan.
Nine weeks after initial plan	Graduate Assistant tracks compliance and academic progress.
End of semester in which plan is developed or adjusted	Graduate Assistant monitors plan and semester GPA to determine if student will be removed from plan.
Nine weeks after a student has been on improvement plan for two semesters	The Program Director will send a warning explaining student must raise their semester GPA to 2.3 or be dismissed from the program.
Third Consecutive Semester of GPA below 2.3	Student will be dismissed from the program for failing to meet the GPA requirement.

Participation & Performance Stipend System 2023-2024

Stipends are a privilege and not a right. They are not required by regulations and are limited to students with an acceptable GPA and behavior who submit needed documentation promptly. Stipends are subject to availability and approval by the Program Director. The point system had been established to assist UBP in making fair, objective, and measurable means to determine student stipends. A student will be awarded points for his/her involvement, efforts, and performance in UBP, high school, and in Program sponsored or supported activities. Students are encouraged to participate in all Program Sponsored Activities, (i.e., community service, UBP graduation ceremonies, college tours and field trips, cultural activities, etc.)

Criteria	Points/Amount	Number of times	Total Possible
UB attendance (Saturday session)	\$15.00	18	\$270.00
UB attendance (Tuesday)	\$5.00	20	\$100.00

Deductions	
Disruptive or rude behavior (full deduction/risk of dismissal)	(\$2.50-15.00)
Skipping class (full deduction/risk of dismissal)	(\$15.00)

Not following directions (full deduction/risk of dismissal)	(\$2.50)
Earning less than 2.3 semester GPA (full deduction/risk of dismissal)	(\$15.00)
Dress code violation (per infraction)	(\$2.50)
Not turning in report card (full deduction)	(\$15.00)
Sleeping in class (full deduction)	(\$15.00)
Dishonesty/cheating/plagiarism (full deduction)	(\$15.00)
Use of electronics for non-academic purposes (per infraction)	(\$2.50)
Tardy (per infraction)	(\$2.50)
Not bringing materials/unprepared (per infraction)	(\$2.50)
Failure to complete work (per infraction)	(\$2.50)

***Amounts are subject to change as Upward Bound activities and events are scheduled.**

To earn the full stipend for a Saturday or weeknight, you must follow all of these rules:

- Behave appropriately
- Arrive on time
- Bring required materials (books, paper, etc.)
- Complete assignments



Students who follow all the above rules in every class will receive the full amount that session. Students who behave poorly or violate the dress code will be deducted the entire possible amount earned that day. Tardiness, lack of materials, or not completing assignments will result in a deduction for each infraction.

Stipend W-9 Form

Upon entering the program and anytime you change addresses, the student must complete a W-9 Form. The W-9 must be filled out timely, completely, clearly, and accurately in order for stipends to be processed

- **Timely:** You must request a W-9 form as soon as you know your new address (you can request from staff or access at www.usfubp.weebly.com/forms)
- **Complete:** All highlighted fields must be completed including email and phone
- **Clear:** Handwriting must be neat, clearly manually printed in addition to your signature
- **Accurate:** Correct spelling, zip code, city, numbers must correspond

For the **OPTIONAL** direct deposit you need an ACH Direct Deposit form and a Letter from a Bank with your name, routing number and account number. You must sign your name as the Authorizing Approver on the Direct Deposit form. The Direct Deposit form also must be timely, complete, clear, and accurate or stipends will be delayed.

It is your responsibility to turn in all of the required documents the first time, so you need to follow up with Ms. Blaustein if you would like direct deposit instead and received a check. Multiple departments are involved with stipend dispersal so there is no guarantee of specific timeline for stipend distribution.

Criteria for Senior Counseling

Seniors are expected to complete additional requirements to prepare for college enrollment. These criteria are essential and seniors must complete the tasks in order to be eligible for spring break and other benefits.

1. Apply for 3 colleges by end of October.
2. Apply for 5 scholarships by January 1.
3. Complete and turn in assignments on time.
4. Turn in Report Cards by deadlines.

Field Trips

Field trips, when given clearance by the institution, are off-campus learning experiences that enrich the existing curriculum. Field trips are supervised by UBP staff, teachers as necessary. Informed consent forms, medical forms, and copies of current medical insurance cards **MUST BE SIGNED AND ON FILE** prior to departure from campus. Students will receive permission slips for each trip. Please make sure to have contact information up to date in the event we need to contact you. Students without signed informed consent will not be allowed to attend. Behavior and level of participation in the program may determine whether you may attend a field trip. UBP field trips are for program participants only. Non-enrolled students who are friends or relatives are not permitted to accompany or meet the group at any time during the trip. Students will receive permission slips for each trip. Please make sure to have contact information up to date in the event we need to contact you. UB will reserve multiple buses to reduce the amount of people per bus. Two students per hotel room. Masks & Sanitizer will be provided to students

Field Trip Eligibility

Qualifications to attend **ANY Field Trips** include the following:

- Earn at least a 2.5 district GPA for the most recent grading period
- Attend a minimum of 70% of the Saturday tutorial sessions and required activities
- Turn in all documents required by the UBP staff such as report cards, test scores, forms, etc.
- Behave appropriately with no major conduct violations.

Spring Break Field Trip Criteria

Attending the UBP spring break trip is a privilege. To earn the opportunity to attend the trip, students must meet all of the criteria listed below:

- Students will be assessed from September 9, 2023 through January 27th, 2024
- Earn at least a 2.5 semester district GPA Freshmen, 2.75 Sophomore, 3.0 Junior for the Fall 2023 term
- Attend a minimum of 5 of the 8 Saturday tutorial sessions through January 27, 2024
- Turn in all documents required by the UBP staff such as report cards, test scores, forms, etc.,
- Behave appropriately with no major conduct violations.

It is at the discretion of the Program Director to decide whether freshmen and any new students who are admitted after November 1 will be eligible to attend the spring trip.

Summer Participation Requirement and Benefits

Students must attend the summer program to maintain good standing with Upward Bound. There are essential benefits of the summer program that aid student in high school and college success that are not offered by any other program. If there is no way for a child to attend the summer due to academic reasons, the Program Director must approve the leave of absence two weeks in advance. Summer participants are eligible for a Fall College Tour Trip and other benefits that non-participants do not qualify for. A student can be dismissed for non-participation in the summer without a valid reason.

Field Trip Participation and Cancellation Policy

Each trip taken by the Upward Bound Program requires upfront expenses that are based on projected participation. If you turn in a permission slip for a trip, indicating that you will be attending, and for unseen

circumstances are unable to attend, you must provide valid justification. If reasonable justification is not provided 24 hours before the trip, **you will not receive a stipend for that period.**

Program Evaluation

Students will complete an evaluation/survey at the end of each semester (fall, spring, and summer). Students and parents will complete a survey at the end of the Academic Year to assist us with improving our offering of services.

Upward Bound Electronic and Phone Communication Policies

Microsoft Teams and Canvas LMS require users to use their own USF netid and password. The information shared during Upward Bound programming is for academic purposes only and cannot be shared with nonparticipants. Students who do not follow these policies will be suspended or dismissed from the program.

Classroom Etiquette

- Students must attend ALL their classes.
- Students must have writing tools, homework, and study materials.
- Do not come to sessions without your class materials.
- No books or study materials will be sent home and the day will be counted as an absence with no stipend.
- Headphones, ear buds and cell phone should be placed in bookbag prior to entering the classroom.
- Cell Phones are only to be used when instructed by the the teacher.
- Be Respectful at ALL Times.
- Use the restroom before or after class.
- No eating or drinking in the classroom.
- If you have an issue in a classroom, please inform UBP staff.

We have created online communities to keep students informed about the program. These sites include the Upward Bound websites (www.usf.edu/undergrad/ub & usfubp.weebly.com), Facebook (facebook.com/USFUBP1), and Instagram (usf_ubp.) The sites help students interact and collaborate. In order to achieve the full potential of the sites, we require that all students adhere to the policies below and use their social media/Teams/Canvas accounts responsibly.

Advantages

- UB social media features pictures, videos, discussion, polls, quizzes, messaging, and events.
- The sites will allow students to help plan activities and participate more fully in the program.
- The sites can be used to poll student interest or measure student comprehension of a topic.

Safety Precautions

- The sites will be monitored by UBP staff. However, not all activity can be monitored at all times.
 - Emphasis is on academics and program activities. Unrelated or inappropriate items will be removed.
 - Any and all UBP students or parents may be publicly featured in pictures or other content.
-

Rules



- Students must post under their real name when accessing or posting material.
- Students should report any of the above behavior to UB staff immediately to prevent future problems.
- Students must post appropriate information related to UBP activities that promote academics.
- Students must watch what they post. Once posted, others will be able to view and save the information for later use.
- Students should access electronic and phone communication only if given permission by UBP Staff.

Cell Phone and Texting Policy

We will call or text information to your child's cell phone in certain circumstances, including emergency notifications, academic progress updates, to ask or answer questions, and other reasons related to programming activities. Your child can also call or text their counselor during certain time periods.

- During the academic year, students can contact counselors by cell phone after school and before 7 p.m. on weekdays only.
- Students should not talk or text on their phone during class, including school, Saturday tutorials, or summer instruction, unless given permission to do so by their instructor.

We have **Remind text message system** as a means of contacting students, teachers, and parents in the USF Upward Bound Program. Follow the directions below to register your phones on Remind.

Text the message below that applies to your standing to the phone number **81010**:

Fresh @2027ubp: Soph:@2026ubp;. JR @2025ubp;. SR @2024ub Parents:@parentsub

You will receive an automated confirmation text from Mr. Cabrera verifying your subscription. You can also download the Remind App from Play or Apple Store.

1. Review Student/Parent Academic year handbook with your parent.
2. Review www.usfubp.weebly.com website for additional information.

Rules for Proper Conduct

Disrespect, Discrimination, and Harassment

Upward Bound students are expected to show respect for their students, teachers, staff members, and university personnel. Disrespectful conduct of any kind will not be tolerated under any circumstances and is reason for dismissal. Discrimination and harassment are not permitted and any allegation of discrimination or harassment will be taken seriously. Profanity will not be tolerated.

Cell Phones, iPods, and Other Electronic Devices

Cell phones are not to be used during class time, tutoring, or anywhere instruction is taking place. The program is not responsible for the loss or theft of a cell phone. **Teachers are allowed to confiscate cell phones if the student uses at any time during classroom instruction.**

Dress Code

Dress codes are maintained to promote a positive representation of the UB Program to the community, and to foster a positive learning environment. The following dress code must be followed:

- UB polo shirt, T-shirt, or hoodie must be worn every Saturday with Jeans.

- Pants must be secured on the waist and no undergarments exposed (belt required).
- Hair must be neatly groomed at all times.
- Hats, bonnets, durags, or bandanas cannot be worn.
- Skirts/shorts: no shorter than mid-thigh and in good repair.
- No holes in jeans, pants, shorts, or other attire.
- Students may be asked to refrain from certain attire at any time by the program director.

Students will be sent home if not in compliance with dress code. The student will have the opportunity to go home and change into the appropriate attire and they can return that same day to the program. If a student is sent home and refuses to change, the student will be marked as unexcused from the Saturday session

Plagiarism

Plagiarism is the act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author. There will be severe consequences for any student found plagiarizing.

Disciplinary Actions

When possible, UBP staff handle routine discipline issues with the expectation that students will be encouraged not to repeat their mistakes, to turn the situation into a learning experience, and to build self-esteem in our students. At the time of infraction, all parties will provide written accounts and UB staff will take appropriate action.

Probation

If a student does not comply with attendance or behavioral policies, that student may be placed on probation and will not receive a stipend. The Program Director will determine the student's eligibility to participate in field trips and/or activities. If the problem persists or is severe, the UBP staff will take further action such as suspension or dismissal.

Suspension

A student may be suspended from the program based on the circumstances of the offense and can be reevaluated for reinstatement. Students who are suspended from the UBP will not receive their stipend or be eligible for trips or other privileges.

Dismissal

A student will be dismissed from the UBP when that student is deemed not suitable for the program due to lack of participation, effort, commitment, incorrigible offenses or a violation of the UBP rules. Students who are dismissed can appeal the decision or reapply during the next program cycle.

Disciplinary Charts

The Disciplinary Charts list penalties for not following program rules and policies. Actions that endanger the safety of students and jeopardize the operations of the Upward Bound Summer Program will result in dismissal from the program. While this lists the majority of major rule violations, incidences that occur and are not on this list will be evaluated by the Upward Bound Staff and appropriate resolution to the situation will be taken.

Actions Resulting in Dismissal	Reason
Disrespectful conduct in class including misuse of electronics (cell phones, iPods, laptops)	Interrupting classroom learning
Not following directions	Lack of respect/not following rules
Drug/alcohol/cigarettes	Illegal/health risk
Excessive absences/lateness (5 or more absences)	Interrupting classroom learning
Harassment of others	Safety
Indecent behavior (public display of affection, sexual activity)	Endangerment to attaining future goals
Disrupting Teams or other learning environments, Creating unsupervised live sessions or sharing links with non-participants, profanity, sharing disturbing or provocative visuals, audibles, etc.	Safety/program image/interrupting learning
Leaving online campus	Safety
Earning less than 2.3 GPA for three or more semesters	Endangerment to attaining future goals

Appeal Procedure

Students will have an opportunity to file an appeal in writing within one week (7 days) after the decision. All extenuating circumstances must be given in writing with the signatures of both the student and parent or guardian.

The Upward Bound Parent Association

The Parent Association meets the first tutorial of each month and is dedicated to meeting the academic, cultural, social, and financial needs of students enrolled in the program. UBPA comprises parents representing students from the eight high schools served. UBPA members meet to advocate for the success of Upward Bound. Parents collaborate through their network of resources to ensure a positive environment and high expectations. The UBPA nurtures success for the next generation of Upward Bounders through proactive engagement. We encourage all parents and guardians to participate.

Emergency Procedures

Procedure in the event of class cancellation or postponement

In the event of poor connection before the class day begins, we as the UB staff will Coordinator to inform the Upward Bound Program teachers regarding poor or unavailable computer connection. At that point, instructors will be contacted in case classes will be delayed or postponed. If students are in class and bad connection happens due to internet service or bad weather arises that make the class setting unable to communicate between teachers and students, we ask that students remain close by their computer until the weather or poor connection clears and the instructor gives the student the go ahead to log back in.

Severe Weather

Indoor Activities: Things to Avoid: Inside building, stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity. Buy surge protectors for key equipment. When inside, wait 30 minutes after the last strike, before logging on again

Other emergencies: In any emergency, UB will work with emergency personnel to resolve any issues while protecting student safety. All important information will be transmitted to students and parents.

Upward Bound Program Student and Parent Contracts

Student Contract

Congratulations on your acceptance to the Upward Bound Program at the University of South Florida! As an Upward Bound Scholar, you are making an investment in your future. Consequently, you will be responsible for adhering to the following rules and regulations. In order to participate in the Upward Bound Program, I agree to the following statements **(Please initial all points)**.

- _____ I understand that Upward Bound is a college preparatory program and that by participating, I am agreeing to apply for, attend and graduate from college (2 or 4 year), or other post-secondary education.
- _____ I understand that Upward Bound is an academic program that assists me in my academic pursuits while in high school and will track my success during my college career.
- _____ I understand that while in high school, I will work with the UB advisor to develop, implement and update my individual Career & Academic Plan to meet my post-secondary education goals.
- _____ I agree to take a challenging college preparatory program which includes:
- Four years of English
 - Four years of Math (Algebra I, Geometry, Algebra II, Pre-calculus/Calculus)
 - Four years of Science (Biology, Chemistry, Physics)
 - Two years of Foreign Language
- _____ I agree to maintain a minimum of a 2.5 GPA (C Average) in all of my classes and demonstrate steady academic improvement in all of my coursework. I will provide the Upward Bound Program with copies of my report card for each grading period. Failure to provide them can result in suspension from the program until the documents are received.
- _____ If I earn a semester GPA below 2.3, I will complete an Improvement Plan and complete extra tutoring. If I earn below a 2.3 semester GPA for three consecutive semesters, I will be dismissed.
- _____ I will attend tutoring sessions. I will be prepared (planner, textbooks, materials, assignments) for all tutoring sessions.
- _____ I understand that I am to participate in scheduled workshops, field trips and cultural activities as advised. ** (Prior approval of absence from any activity must be granted by the Upward Bound staff in order to make up activities) **
- _____ I agree to keep the Upward Bound staff informed of any extra-curricular activities that I am involved in and will work with the UB staff to ensure that I remain in good academic standing and maintain all requirements of the program.
- _____ I understand that I am required to attend an academic advising sessions during the academic year, and a student/parent conference once a year.
- _____ I understand that I am required to attend the six week Upward Bound Summer Component.
- _____ I agree to behave in a mature and responsible manner with my parents, teachers, tutors, administrators, UB staff and my peers by following all community, school and Upward Bound rules, as well as show respect for myself.
- _____ I agree to follow all safety protocols as outlined by USF UB during program activities
- _____ I understand that if I do not perform according to the program's requirements, or if I break the contract, I may not receive my stipend, and I may be dismissed from the program.

Rules and Regulations: Absences

We expect all students to attend every class, program activities and/or events during the academic year and summer program. We understand that sometimes situations arise that require that you to be absent. If you are absent for any reasons, please complete an absentee form on our Weebly site www.usfubp.weebly.com

***Your attendance is critical to receive the necessary assistance ***

Respect

- Disrespectful conduct of any kind to teachers, students, administrative staff, or any university personnel will not be tolerated under any circumstances and is reason for dismissal.

Dress Code

- UB polo shirt, T-shirt, or hoodie must be worn every Saturday with jeans
- Pants must be secured on the waist and no undergarments exposed (belt required).
- Hair must be neatly groomed at all times.
- Hats, bonnets, durags or bandanas cannot be worn inside any building.
- Skirts/shorts: no shorter than mid-thigh and in good repair.
- No holes in jeans, pants, shorts, or other attire.
- Students may be asked to refrain from certain attire at any time by the program director.

Materials

Students must have the proper writing tools, homework, and study materials at all Saturday and after school tutorial sessions. If you do not bring the proper materials, you will be sent home and it will be counted as an absence.

Safety

Students must follow all safety protocols. Any violation of the rules stated above can result in dismissal from the program at any time.

I, _____ (print name) understand that I am agreeing to participate fully in all academic and social components of the University of South Florida Upward Bound Program.

I further agree to comply with all rules and regulations established by the Director and staff of the Upward Bound Program.

Student Signature

Date: _____

Upward Bound Program Parent Contract

Student Name: _____ Parent/Guardian Name: _____
(PLEASE PRINT)

Parental/Guardian Permission: _____ has my permission to be a participant in the University of South Florida Upward Bound Program. It is understood that I agree to his/her participation in all activities, whether academic, civil or recreational, both on and off the USF campus. In case of an emergency during and official Upward Bound activity, I authorize my son/daughter to be treated by qualified medical personnel.

Parent Signature: _____ Date: _____

Parental/Guardian Support Agreement:

As a parent/guardian of an Upward Bound Scholar, I commit to the following:

- _____ I understand that Upward Bound is a college preparatory program and that by applying to Upward Bound my student is agreeing to participate throughout their high school years, both during the academic year and six weeks in the summer.
- _____ I understand that after high school graduation, my student will enroll in some form of post- secondary education.
- _____ I will allow my child to participate in-person on Saturdays for tutoring classes. We will inform you of any virtual dates.
- _____ I understand that the Upward Bound Program is an academic program that assists and tracks students' progress in academic pursuits while in high school and throughout college.
- _____ I will follow program requirements to be an active advocate for my child by adhering to plans, listening, communicating and cooperating with UB staff, school staff, and my child.
- _____ I will make every effort to attend parent events including picnics, award banquets, orientation, financial aid workshop, and parent association meetings.
- _____ I agree to encourage my child to do the best he or she can in school to reach the dream of postsecondary education, including attendance at advisement meetings during lunch and after school meetings/tutoring required by the program.
- _____ I agree to cooperate with the Upward Bound staff so that my child can participate in any special events organized throughout the school year.
- _____ I will work closely with the Upward Bound staff to provide any necessary paperwork (tax forms, grades, applications, etc) in a timely matter especially during the college application and financial aid application process.
- _____ I understand that I am responsible for informing UB staff of any changes regarding mailing address, email, and cell/home phone numbers.
- _____ I understand that if my child does not meet the goals and expectations of the program or fully use the services provided, he or she may be dismissed from the program.

PARENT COMMITMENT

I have read and fully understand all of the above statements and I confirm my commitment to them. Any violation of the rules stated above can result in dismissal from the program at anytime.

Parent Signature: _____ Date: _____

Academic Year 23-24 Class Grid

Teachers' Names	Room	PERIOD 1 9:10 - 9:50 AM	PERIOD 2 9:55-10:35 AM	PERIOD 3 10:40 AM - 11:20 AM	PERIOD 4 11:25AM-12:05 PM
ADDISON	CPR 118	ENGLISH IV	ENGLISH AP	AICE ENGLISH	ENGLISH AP
PARADISO	CPR 120	ENGLISH III	ENGLISH II	ENGLISH II	ENGLISH III
FAISON	CPR 122	ANATOMY/LIFE SCI	ENV SCIENCE/LIFE SCI	BIOLOGY	MARINE/LIFE SCI
WHITE	CPR 123	CHEMISTRY	CHEMISTRY	CHEMISTRY	PHYSICS
REID	CPR 125	ALGEBRA II	ALGEBRA II	ALGEBRA II	ALGEBRA II
SAMPSON	CPR 126	CALCULUS/PREC	PRECALC	PRECALC	PRECALC
ROBINSON	CPR 127	MATH FOR COLL ALG	DATA AND FIN LITERACY	GEOMETRY	GEOMETRY
SHIPP-WASHINGTON	CPR 254	AP WORLD HIST	AP US HIST	US HIST	WORLD HIST
LUNA	CPR 255	SPANISH I/II	SPANISH I/II	SPANISH I/II	SPANISH I/II
ACT	CPR 460	SOPHOMORE ACT	SOPHOMORE ACT	SOPHOMORE ACT	SOPHOMORE ACT
MARTIN	CPR 481		JUNIOR TEST PREP	JUNIOR TEST PREP	JUNIOR TEST PREP
CURRY	EDU 417		SENIOR COUNSELING	SENIOR COUNSELING	SENIOR COUNSELING

Academic Year 23-24 Bus Schedule

UPWARD BOUND PROGRAM & COLLEGE REACH-OUT PROGRAM		UBP: Mr. Cabrera (813) 767-8758 CROP: Ms. Nixon (813) 974 - 9261 or 5897											
		Sept 2023-May 2024											
<p style="text-align: center;"><u>West Hillsborough County Areas</u></p> <p>Stop 1: Leto High School 7:30 am (Front of school)</p> <p>Stop 2: Corner of Armenia & Martin Luther King (Bank of Tampa) 7:50 am</p> <p>Stop 3: Ferrell Middle School 8:05 am</p> <p>Stop 4: Value Pawn Shop @ 40th Street 8:20 am</p> <p>Stop 5: Chamberlain High School (Front of School) 8:35 am</p> <p>Stop 6: University of South Florida (Behind USF Library off Alumni Drive) 8:45 am</p>	<p style="text-align: center;"><u>East Hillsborough County Bus A</u></p> <p>Stop 1: East Bay High School 7:30 am (Front Entrance-Big Bend Rd)</p> <p>Stop 2: North St. & Tangle Brook Blvd 7:40 am</p> <p>Stop 3: Clair Mel Elementary 7:55 am School bus ramp/front entrance on 78th St.</p> <p>Stop 4: Brandon High School 8:15 am (Front of School on Victoria St.)</p> <p>Stop 5: University of South Florida 8:55 am (Behind USF Library off Alumni Drive)</p>												
<p>Bus Calendar</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><u>FALL 2023</u></td> <td style="border: none;"><u>SPRING 2024</u></td> </tr> <tr> <td style="border: none;">Sept 9 & 16</td> <td style="border: none;">Jan 20 & 27</td> </tr> <tr> <td style="border: none;">Oct 7 & 21</td> <td style="border: none;">Feb 10 & 24</td> </tr> <tr> <td style="border: none;">Nov 4</td> <td style="border: none;">March 2 & 30</td> </tr> <tr> <td style="border: none;">Dec 9 & 16</td> <td style="border: none;">April 6 & 20</td> </tr> <tr> <td></td> <td style="border: none;">MAY 4 & 11</td> </tr> </table>	<u>FALL 2023</u>	<u>SPRING 2024</u>	Sept 9 & 16	Jan 20 & 27	Oct 7 & 21	Feb 10 & 24	Nov 4	March 2 & 30	Dec 9 & 16	April 6 & 20		MAY 4 & 11	<p style="text-align: center;"><u>East Hillsborough County Bus B</u></p> <p>Stop 1: Armwood High School 8:30am (Front of School)</p> <p>Stop 2: Tampa Bay Tech H. S. 8:45 am Orient Road Entrance</p> <p>Stop 3: Temple Terrace Plaza 8:50 am @ Busch & Bullard Parkway (CVS Pharmacy)</p> <p>Stop 4: University of South Florida 8:55 am (Behind USF Library off Alumni Drive)</p>
<u>FALL 2023</u>	<u>SPRING 2024</u>												
Sept 9 & 16	Jan 20 & 27												
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Nov 4	March 2 & 30												
Dec 9 & 16	April 6 & 20												
	MAY 4 & 11												



Academic Year 2023-2024 Calendar

Saturday Session
 UB Special Events
 School Holidays

End School Quarter

Aug 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Jan 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Feb 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Oct 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Mar 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Saturday Dates: 9/9, 9/16/, 10/7, 10/21, 11/4, 12/9, 12/16, 1/20, 1/27, 2/10, 2/24, 3/2, 3/30, 4/6, 4/20, 5/4, 5/11 9am-1pm		
Senior/Parent Workshops:	Junior Student/Parent Workshop:	Parent Assn: 1st Sat of Each Month
Senior Trip: Tentative November 9-12	Monthly School Visits	Spring Break Trip: Tentative March 10-13
Tutorials are held each Tuesday 5-7:30pm on Teams. On weeks that we do not have a Saturday planned, Tutorials will also be held Wednesday 5-7:30pm.		
Report Cards Released: Nov 3, Jan 26, April 10, June 6	Absentee Form www.usfubp.weebly.com	
SAT: Aug 26, Oct 7, Nov 4, Dec 2, Mar 9, May 4, Jun 13, In School March	ACT: Sep 9, Oct 28, Dec 9, Feb 10, Apr 13, Jun 8, July 13	
Staff Development: SAEOPP Best Practices: Oct 30-Nov 1, SAEOPP Conference: Feb 4-7, Policy: Mar 17-21, FL TRIO Spring Conference: Mar 24-27		
USF: Fall Start: Aug 21, Fall Finals: Dec 2, Fall Grad: Dec 9, Spring Start: Jan 8, Spring Finals: Apr 27, Spring Grad: May 4		

UB Academic Resources

Resource	Web Link
School/Government Related Links	
Clever	clever.com/in/hcps
Canvas	sdhc.instructure.com
Florida Shines (was Florida Virtual Campus)	www.floridashines.org
Florida Virtual School	www.flvs.net
Hillsborough Schools	www.sdhc.k12.fl.us/
Upward Bound Related Links	
USF Upward Bound	ugs.usf.edu/upbound
Weebly	usfubp.weebly.com
Facebook	www.facebook.com/USFUBP1
Teams	www.usf.edu/teams
Instagram	instagram.com/usf_upward_bound
Canvas	my.usf.edu
Online Learning Resources	
Hillsborough Library System (tutor.com)	www.hcplc.org
USF Canvas, Tutoring, Google, and Library	my.usf.edu
Khan Academy	www.khanacademy.org
Open Educational Resources	www.hippocampus.org
The Purdue Online Writing Lab	owl.english.purdue.edu/
100 Super Useful Sites for High School Students	tinyurl.com/highschoolsites
Florida Education Fund Online Tutoring	www.fefonline.org
Children's Board Family Resource Centers	www.familysupporthc.org
Teen Programs In Hillborough	tinyurl.com/tampateens
Crisis Center of Tampa Bay Online Resources	tinyurl.com/tamparesources
Scholarships and College Entrance	
Free Application for Federal Student Aid	www.fafsa.ed.gov
Florida Financial Assistance	www.floridastudentfinancialaid.org/
Fastweb	www.fastweb.com
Student Aid	www.studentaid.ed.gov
Blackstudents.com	www.blackstudents.blacknews.com
College Board	www.collegeboard.com
ACT	www.act.org
Number 2 SAT/ACT Prep	www.number2.com
Face-to-Face Tutoring and Learning Resources	
Advancement Via Individual Determination (AVID)	academicprograms.mysdhc.org
Extended Learning Program (ELP)	www.sdhc.k12.fl.us/esy
USF Rao Gurulkulum Program (Sundays @USF)	www.acceber.net/RGP
USF Urban Scholars (Saturdays @USF)	math.usf.edu/outreach/scholars/
Hillsborough County Center of Excellence	www.hc-coe.org/
College Reach-Out Program	usf.edu/undergrad/crop
Tutor-a-Bull	coedu.usf.edu/main/tutorabull.html
Men of Tomorrow	gzleducationalfoundation.org
Kappa League	tampakappas.org/kappa-league
Sigma Beta Crescent Foundation	thecrescentfoundation.org/
100 Black Men of Tampa Bay	100bmtb.org
Brain Expansions Scholastic Training (B.E.S.T.)	www.brainexpansions.org
Big Brothers and big Sisters	www.bbbstampa.org
Computer Mentors	omputermentors.org
Boys and Girls Club	www.bgctampa.org/
YMCA	www.tampaymca.org
Community Tampa Bay (Anytown)	www.communitytampabay.org/
Complete List of Resources	
Constantly Updated List of Resources	www.usfubp.weebly.com/educational-links