WELCOME

September 7, 2013

Dear Upward Bound Student:

It is with pleasure that we welcome you as a participant in the University of Nevada, Reno Upward Bound Academic Year Program. Being selected to participate is both an honor and a responsibility. Your parent(s), counselors and teachers feel you have earned the honor and can live up to the responsibilities inherent in Upward Bound participation. We hope that your expectations for academic achievement and personal growth will even exceed those that the program has for you. The social, environmental and economic issues we face today are so great that your generation must be prepared to step forward to meet these challenges when your time to lead arrives. In fact, many believe that time is now!

The world is changing rapidly, and with it so is the workforce—jobs, careers, fields of study. A college education has become a necessity for those who want to succeed professionally and financially. It is estimated that by 2020 over two-thirds of the jobs will require a college education, and some of those jobs haven’t been created yet. The message is simple: A college education prepares you intellectually, professionally, and socially for the jobs of the future. Our job in Upward Bound is to help you find conscientious ways to apply the knowledge you acquire as you continue your path from school to career through a college education. All you need to bring is a positive attitude, motivation, and a desire to learn. The Upward Bound motto is: Motivation for Education. We provide the tools and you provide the motivation.

The Upward Bound Program staff approaches the year with a rich tradition of academic success. All three Upward Bound Programs have been funded through 2017, and fall 2013 marks the 47th year of Upward Bound at the University of Nevada, Reno. This long history emphasizes academic excellence, social and cultural awareness, and environmental responsibility. This year, in addition to our focus on student academic success, we will continue to emphasize parent/family involvement, provide access to advanced technology as a learning tool, incorporate financial literacy as an essential life skill, and provide individualized resources in our tutoring program. Our ultimate goal is to assist you in reaching your potential as a promising young citizen of the world.

We look forward to working with you this year.

Sincerely,

Upward Bound Staff

University of Nevada, Reno
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The University of Nevada, Reno is annually funded $884,865 for Upward Bound Programs.
The contents of this handbook were developed under a grant from the U.S. Department of Education.
However, these contents do not necessarily represent the policy of the Department of Education,
and you should not assume endorsement by the federal government.

The Upward Bound Programs are an equal opportunity provider and employer,
and do not discriminate on the basis of race, color, national origin, sex, age, or disability.
The History of TRiO Programs

The federal TRiO Programs are educational opportunity programs designed to motivate and support students from disadvantaged backgrounds. TRIO programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other supports necessary for educational access and retention. TRIO includes seven distinct programs targeted to serve and assist students to progress through the academic pipeline from middle school to college degrees. Over 850,000 low-income, first-generation students and students with are served by more than 2,800 programs nationally.

The history of TRiO is progressive. It began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration’s War on Poverty. In 1965, Talent Search, the second program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960’s, the term "TRiO" was coined to describe these federal programs.

Over the years, the TRiO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added the fourth program to the TRiO group by authorizing the Educational Opportunity Centers. The 1976 Education Amendments authorized the Training Program for Federal TRiO Programs initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added the sixth program, the Ronald E. McNair Post baccalaureate Achievement Program. Additionally, in 1990, the Department created the Upward Bound Math/Science program to address the need for specific instruction in the fields of math and science. The legislative requirements for all seven TRIO programs can be found in the Higher Education Act of 1965, Title IV, Part A, and Subpart 2.
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Academic Year Calendar 2013-2014

September 2013
8/26 Tutoring Walk-in Lab available Monday–Thursday from 4 p.m. - 6 p.m. at Cain Hall
9/2 Labor Day Holiday—Upward Bound Offices Closed
9/6 Registration Deadline for October 5 SAT test
9/7 Academic Year 13-14 Orientation (MANDATORY for all parents and students)
9/9 Northwest Tutoring Program begins at Silver Stage and Fernley High Schools
9/16 Cain Hall Tutoring Program OFFICIALLY begins Monday–Thursday from 4 p.m. - 7 p.m.
9/27 Registration Deadline for October 26 ACT test

October 2013
10/3 Registration Deadline for November 2 SAT test
10/4 Nevada Bound – SENIORS ONLY
10/5 SAT TEST Date
10/5 College Prep Saturday Session- Community Service (3:00 p.m. dismissal)
10/14 Washoe College Tour - Bay Area/Northern California (10/14/13 – 10/17/13)
10/16 PSAT/NMSQT Testing for 10th and 11th Grades (WCSD)
10/18 Truckee/Northwest College Tour - Southern Nevada (10/18/13 – 10/20/13)
10/25 Nevada Day—Upward Bound Office Closed
10/26 ACT Test Date

November 2013
11/2 SAT Test - MANDATORY FOR ALL UB Seniors!!!
11/2 College Prep Saturday Session - Regular Session (12:00 p.m. dismissal)
11/3 College Fair - University of Nevada, Reno (MANDATORY)
11/4-8 HS Proficiency (11th and 12th Grade if needed)
11/8 Registration Deadline for December 14 ACT test
11/8 Registration Deadline for December 7 SAT test
11/11 Veteran’s Day Holiday—Upward Bound Office Closed
11/28 Thanksgiving Holiday—Upward Bound Office Closed
11/29 Family Day Holiday—Upward Bound Office Closed

December 2013
12/7 SAT Test
12/7 College Prep Saturday Session - Movie Day (3:00 p.m. dismissal)
12/14 ACT Test—MANDATORY FOR ALL UB SENIORS!!!
12/20 Washoe County Winter Break (12/20/13 - 01/10/14)
12/23 Lyon/Douglas County Winter Break (12/23/13 -1/3/14)
12/25 Christmas Day Holiday—Upward Bound Office closed
12/27 Registration Deadline for January 25 SAT test

January 2014
1/1 FAFSA Applications available at www.FAFSA.ed.gov (MANDATORY for senior students)
Priority deadline is 3/1/14 —BUT DO NOT WAIT, get it done early!!!
1/1 New Year’s Day Holiday—Upward Bound Office Closed
1/10 Registration Deadline for February 8 ACT test
1/20 Martin Luther King Jr. Holiday Observed—Upward Bound Office Closed
1/25 College Prep Saturday Session - Extended Session (1:00 p.m. dismissal)
February 2014

2/7 ACT Test Date
2/8 Registration Deadline for March 8 SAT test
2/14 Report Cards Due
2/17 President's Day Holiday Observed—Upward Bound Offices Closed
2/22 College Prep Saturday Session - Career Day (1:00 p.m. dismissal)

March 2014

3/2 WESTOP Conference 3/2/14 - 3/5/14 - Counselors Out of the Office
3/4 HS Proficiency Math—All 10th (11th and 12th Grade if needed)
3/5 HS Proficiency Reading—(All 11th grade and 12th if needed)
3/6 HS Proficiency Writing—All 10th (11th and 12th Grade if needed)
3/7 HS Proficiency Science—All 10th (11th and 12th Grade if needed)
3/7 Registration Deadline for April 12 ACT test (JUNIORS MUST REGISTER FOR THIS TEST)
3/8 SAT Test Date
3/22 College Prep Saturday Session - ACCUPLACER Session (3:00pm dismissal)
3/31 Washoe County School District—SPRING BREAK (3/31/14 - 4/11/14)

April 2014

4/1 Lyon and Douglas County School Districts—SPRING BREAK (4/21/14 - 4/25/14)
4/4 Registration Deadline for May 3 SAT test (JUNIORS MUST REGISTER FOR THIS TEST)
4/12 ACT TEST DATE- MANDATORY TEST FOR ALL JUNIORS!!!
4/26 College Prep Saturday Session - Multicultural Fair (3:00 p.m. dismissal)
4/28 HS Proficiency Re-test (Dates TBD: 4/28/14 - 4/30/14)

May 2014

5/1 TRiO Programs Graduation Celebration – University of Nevada, Reno
5/3 SAT TEST DATE- MANDATORY TEST FOR ALL JUNIORS!
5/5 Advanced Placement (AP) Testing (5/5/14 - 5/9/14)
5/9 Registration Deadline for June 7 SAT test
5/9 Registration Deadline for June 14 ACT test (JUNIORS)
5/10 College Prep Saturday Session - Year End & Family Picnic (3:00 p.m. dismissal)
5/12 Advanced Placement (AP) Testing (5/12/14 - 5/16/14)
5/26 Memorial Day Holiday Observed—Upward Bound Office Closed
5/30 Last Day of School- Lyon and Douglas Counties

June 2014

6/1 SAT TEST DATE
6/7 Summer Academy Orientation
6/7 ACT TEST DATE
6/13 Last Day of School - Washoe County
6/17 Senior Retreat (6/17/14 - 6/18/14)
6/22 Upward Bound Summer Academy Begins (6/22/14 - 7/25/14)
6/23 Report Cards due to Upward Bound Office**

July 2014

7/4 Independence Day Holiday—Upward Bound Office Closed
7/25 Upward Bound Summer Academy Ends
General Program Information

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Upward Bound/0062
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Fax (775) 784-6254
Email: upwardbound@unr.edu
www.unr.edu/upward-bound
RULES AND REGULATIONS

As an aspiring scholar, you are expected to behave as a responsible and cooperative young adult at all times. You will be involved in learning experiences on a university campus with people from different backgrounds, yet similar objectives - education. You must respect the rights of others, just as we are expecting them to respect yours. Your actions (making noise, teasing, playing around, etc.) must remain within reasonable bounds at any time. The following rules have been established to help you have a safe, productive and enjoyable Academic Year.

Behavior and Conduct

These rules must be followed at all times. Upward Bound is an integral part of your high school. **Breaking any of these rules at your high school is also considered to be breaking the rules of Upward Bound.** These rules and policies will be strictly enforced.

1. Alcohol, illegal drugs, prescription drugs not medically prescribed to you, tobacco products, paraphernalia, cigarettes and any other controlled substance are strictly prohibited. Any student found in possession of, or under the influence of these items will be immediately dismissed from the program.

2. A student shall not borrow any item without explicit permission of the property owner or steal private or public property. Theft will result in immediate dismissal from the program.

3. Use of hateful words, bullying or intimidation, including hate crimes or gang affiliation will result in immediate dismissal from the program.

4. Possession of any type of weapon or fireworks is not permitted and will result in immediate dismissal from the program.

5. A student shall not harass or engage in any other behavior deemed by the staff to be inappropriate (fighting, gambling, physical or verbal abuse, etc.). Harassment or other inappropriate behavior will be grounds for possible dismissal from the program.

6. Romantic relationships between Upward Bound participants are strongly discouraged. Public displays of affection and sexual activity of any type will not be permitted. Sexual activity, conflict or other incidents that are the result of romantic relationships may result in dismissal from the program.

7. Romantic relationships between Upward Bound participants and Upward Bound employees of any age or position type are strictly prohibited.

8. Sexual harassment (verbal or physical) or assault of any person is grounds for immediate dismissal.

9. Students and parent(s)/guardian(s) are responsible for the repair, replacement and/or compensation for any damaged property. Vandalism or intentional destruction of property is prohibited and will result in dismissal from the program.

10. Upward Bound owns a significant amount of electronic and recreational equipment available for student use. Students are required to respect and care for the equipment. Students are asked to report any loss or damage to Upward Bound property immediately.
11. Students must be considerate and keep the noise level down at all times while on campus, including all campus buildings. NO LOUD MUSIC OR VOICES AT ANY TIME. Please be mindful that other students, faculty, and staff are willing to share the campus as long as you are respectful of their rights.

12. Tampering with fire safety or security equipment (extinguishers, 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 natures will result in immediate dismissal.

13. Students are expected to comply with all reasonable requests made by any staff member and/or University official.

14. For students able to drive their own vehicle to Upward Bound events or activities, Upward Bound will not provide a parking pass. Upward Bound assumes no responsibility for damage, losses, accidents or tickets incurred by the student. If the student acquires a parking ticket, the student must pay the ticket immediately.

15. If a student leaves the site of any Upward Bound activity without prior permission from the appropriate program staff, this act is grounds for immediate dismissal. Any student leaving an Upward Bound activity on or off-campus to attend an approved appointment or activity must provide a signed permission slip from the parent or guardian, and must sign out at the Upward Bound office or site of the activity.

Internet and Technology Guidelines

The computer lab is accessible to all Upward Bound students; however, there are a few things to know in order to successfully use the lab.

- Students sign in to Upward Bound computers using a username and password. Students will be given their usernames and passwords by Upward Bound staff upon request for usage, or as needed for an activity.
- Each student will be given one flash drive to keep during their Upward Bound career. This flash drive should be used to save academic and/or Upward Bound assignments.

The following rules are always in effect when using the Upward Bound computer lab:

1. Students must sign in and sign out with the staff in charge to use the computers.
2. NO FOOD OR DRINK ALLOWED!
3. Students are expected to use the equipment, hardware and software in an appropriate and responsible manner.
4. Ask staff for help if you encounter computer problems. Do not try to fix it yourself.
5. Do not alter or change any of the configuration files or programs in the computers! This does not include personalized settings (such as backgrounds or colors) that are available on machines you must log in on.
6. Do not put your own software program on any Upward Bound computer! This includes programs downloaded from the Internet. If you require a program, ask the UB Staff.
8. When printing, be patient, refrain from clicking the print command icon more than once. There may be more than one print job occurring at a time, so please be patient for your documents to print. If you accidentally print more pages than you need, please place the excess pages in a recycle bin.
9. PRINT ONLY academic work, college research and Upward Bound sponsored project documents (i.e.,
   yearbook, student council, etc.)
10. Any student completing academic work or an Upward Bound sponsored activity on the computer has
   priority over any student checking email or surfing the Internet.
11. ALL CHAT ROOMS, INSTANT MESSAGING, and participation in listserv activities are strictly prohibited! You
   will be asked to log off of your computer if you are caught participating in any of the above activities and
   may have your access to the computer lab revoked.
12. When you are finished with the computer, be certain that you have logged out.
14. Music and sound are not allowed to be played through the computer speakers. You may use headphones
   to listen to music, or videos, but the volume must be low enough that it cannot be heard by anyone else.
   Upward Bound does not provide headphones.
13. Any individual violating one of the above Computer lab rules and/or the Internet Technology Agreement
   will be placed on lab probation for the first infraction. The second infraction will result in suspension of
   the student account and loss of Upward Bound computer privileges. A meeting with the program director
   is required before Upward Bound computer lab access may be reinstated.
Hygiene and Dress Code

The following code is in effect for all Upward Bound staff and students. The code and guidelines have been developed to provide for the safety, comfort and appropriate appearance of staff and students, as well as to maintain the desired image of the Upward Bound Programs.

**Hygiene**

Upward Bound students, instructors, and staff must shower, brush teeth and change clothes daily, or more frequently, as needed to meet health and appearance standards.

Upward Bound students and staff are expected to adhere to the dress code by dressing appropriately, in good taste and consistent with program activities at all times. If a student is dressed inappropriately, he or she will be sent to the Upward Bound office and will be subject to the discipline policy.

**Dress Code**

**CONDITION AND WEAR OF CLOTHING**
- Wear nothing that distracts or poses a safety hazard
- No clothing with holes, rips, or tears that reveal the body
- No excessively tight-fitting or revealing clothing

**SAFETY**
- No clothing that can pose a potential health or safety problem
- No gloves unless approved for work, and no single gloves at any time
- No jewelry or chains that can cause injury
- No hanging chains
- Both men and women must wear proper foundation support clothing specific to the gender

**TOPS/SKIRTS/DRESSES**
- A top must cover upper and middle torso at all times
- A skirt must cover the lower torso with no skin showing between the top and the skirt
- The length of all skirts, dresses, and shorts must be past your fingertips when your arms are resting at your sides
- No clothing prone to expose undergarments
- No halter, tank or tube tops; no transparent, web-net, half or muscle shirts
- No low cut necklines, exposed cleavage, or spaghetti straps
- No pajamas, lounge wear, or bath robes off the residential floor
- Inappropriate top or bottoms will not be covered with sheer shirts, or sweatshirts and jackets
- Pants and shorts must cover the lower torso with no skin showing between the top and the pants/shorts
• No exposed undergarments
• No baggie or sagging pants or shorts
• No single rolled up pant leg
• No exposed buttocks
• Belt buckle monograms must be appropriate
• No hanging or extended belt length
• No unfastened overall buttons or hanging straps
• No mini-shorts; no spandex shorts; check with Physical Education instructor for appropriate fitness wear

HEAD COVERINGS
• No head coverings or sunglasses to be worn in a building at any time (exceptions will be made only for religious or medical reasons)
• No bandanas (of any color), do-rags (of any color), hairnets, surgical/shower caps or hair picks at any time, on or off-campus

FOOTWEAR
• Proper footwear must be worn at all times
• No house slippers

LANGUAGE AND ILLUSTRATIONS ON CLOTHING
• No obscene, vulgar, profane, or derogatory language or illustration is allowed on clothing
• No sexual overtones, or verbiage or illustrations promoting drugs, alcohol, tobacco, gang membership, or violence

NO GANG ATTIRE
• Any and all items that have been identified as being gang related by local law enforcement agencies, whether listed or not, are prohibited
• No extended or dangling belts
• No chains
• No unfastened overalls
• No baggie or sagging pants/shorts
• No single rolled up pant leg
• No hairnet, bandanas or do-rag (of any color)
• No blue and/or red shoelaces on footwear at any time; as necessary, other colors may be deemed inappropriate to protect student safety on campus
• No altered insignias or graffiti
• No jewelry, belts, buckles or other clothing article symbolizing any gang
• No graffiti in or on personal belongings symbolizing any gang or promoting gang values
Emergency and Personal Safety

Important Emergency Numbers
University Police: (775) 334-2667
Reno Police Department: (775) 334-2175
Washoe County Child Protective Services: (775) 785-8600
Lyon County Child Protective Services: (775) 577-5009
Emergency: 9-1-1

Student Medical Care

It is the responsibility of the parent/guardian to provide primary health and injury care for the student via health insurance. It is the responsibility of the parent/guardian to cover the expense for prescriptions and provide follow-up treatment via the family physician or other source.

If a student suffers a mild illness or injury while at an Upward Bound event or activity, the student’s parent(s)/guardian(s) will be notified immediately to arrange for pick-up. In severe cases of illness or injury, the student will be taken to the nearest hospital, and parent(s)/guardian(s) will be contacted immediately. The Medical History Form and Consent to Treatment Form will be taken to the hospital with the student to avoid any delay in treatment. Parents will be kept up-to-date of their son or daughters condition in as timely a manner as possible. Emergency care does not include follow-up treatment.

If a student contracts a contagious infection, he or she will be sent home until cleared by a physician.

Students should carry their medical cards and/or insurance cards at all times.

Personal Safety

The University of Nevada, Reno has taken every precaution to ensure your safety here on campus. Along with the University’s extensive safety procedures, Upward Bound has taken every step possible to provide a safe and healthy environment. Our policies and procedures are set in place to ensure the safety of our students. As every precaution is made, the ultimate responsibility for your safety relies with you.

To help protect yourself please follow these requirements:

- Make personal safety your number one priority. Awareness, avoidance and risk reduction is the best way to avoid being a victim.
- Every student must sign in/out every time he or she is checking in/out of tutoring, College Preparatory Saturday Sessions, or other any other Upward Bound activities.
- Be alert and aware of your surroundings. Avoid walking in unpopulated areas and be aware of who is on the street and in the area. Make it difficult for anyone to take you by surprise.
- Report any suspicious persons or activities to any University employee, an Upward Bound staff member immediately.
- In case of an emergency, contact University Police by dialing 334-COPS (2677) or 9-911 from any phone on campus.
Fire Alarm Procedures

Before an emergency happens, take the time to familiarize yourself with the fire exits in your building. If an alarm sounds and remains on, you are to assume there is an emergency and evacuate the building immediately. Failure to evacuate a building during an alarm will result in disciplinary action and possible criminal charges.

REMEMBER:

- Feel the door for temperature. If it is hot, do not open it.
- Close the windows.
- If you cannot leave the room, stay calm.
  - Call 911 to notify authorities of your location.
  - Stuff a cloth or clothing in cracks under doors.
  - Hang a cloth or clothing out the window or shout for help to attract attention.
- If you leave the room:
  - Stay low to the ground if smoke is present.
  - Move quickly; do not run.
  - Take a cloth to avoid smoke inhalation.
  - Wear a coat and shoes.
- Do not use elevators. Use fire exits and stairs.
- Go to your specified evacuation location; do not leave the area/campus without reporting your status to staff.
- The meeting place for Upward Bound in the event of an evacuation is the Silver-9 parking lot on the north side of Cain Hall. The alternate location is by the south truck tunnel of Lawlor (corner of Virginia and 15th).
- Do not re-enter building until permitted to do so by emergency response personnel.

FIRE DRILLS

To ensure staff and students are prepared to react properly in an actual fire, fire drills may be conducted periodically. You must respond to any alarm as an actual emergency. In the event of an alarm you are required to evacuate the building immediately. Failure to do so will result in disciplinary action.

FIRE SAFETY

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in restitution, disciplinary action, and/or criminal prosecution. Items may not be attached to or hung from any smoke detector or any part of the sprinkler system.

Earthquake Procedures

The University of Nevada, Reno is located in a region of strong geological activity. Students should familiarize themselves with these general procedures to follow in the event of an earthquake.

DURING AN EARTHQUAKE

- If you are inside a building during an earthquake, stay inside.
- Drop, cover and hold. Try and stay either under a table, desk, or against an inside wall or corner.
• If you cannot get under anything or get low against a wall, stand in a doorway, brace yourself against the frame but watch out for a swinging door that could hurt you.
• Stay clear of bookcases, shelves and other furniture which may slide or topple.
• Stay away from all glass areas such as windows and mirrors.

AFTER THE SHAKING STOPS
• Check yourself and others for injuries; seek first aid, if needed.
• DO NOT operate electrical switches or appliances or use matches, candles, or open flames because there may be gas leaks.
• Be prepared for aftershocks.
• Do not use phones. Keep the circuits open for emergency use.
• Follow the instructions given by Upward Bound staff.

IF EVACUATION IS ORDERED
• Exit via stairways, if applicable. Do not use elevators.
• Wear shoes and beware of falling debris, broken glass, or electrical wires as you exit.
• Go to an open area away from buildings, overhangs, trees, power lines, and roadways.
• The meeting place for Upward Bound in the event of an evacuation is the Silver-9 parking lot on the north side of Cain Hall. The alternate location is by the south truck tunnel of Lawlor (corner of Virginia and 15th).
• Stay outside and wait for instructions from emergency personnel.
• Do not leave the area/campus without reporting your status to staff.

Mandated Reporting
• All Upward Bound staff and University personnel are mandated reporters by law. In the case of suspected or reported child abuse or neglect, staff will make a report to Child Protective Services and/or the proper authorities.
• If a student is judged to be a danger his or her own person, or to others, Upward Bound staff members are required to make a report to the proper authorities.
COLLEGE PREP SATURDAY SESSIONS (CPSS):

RULES & REGULATIONS

A. THINGS A STUDENT MUST BRING TO SATURDAY SESSION:
   • Wear you Upward Bound t-shirt - MANDATORY
   • PROGRESS REPORT – Students will lose points for CPSS without a monthly progress report
   • Pen, pencil and highlighter

B. THINGS A STUDENT MAY NOT BRING:
   • Friends, family or guest(s)
   • Non-academic books, games etc.

C. GENERAL RULES FOR SATURDAY SESSION:
   1. A student must have a monthly progress report in order to receive full points in College Prep Saturday Sessions.
   2. Monthly progress reports (or the equivalent: Infinite Campus, PowerSchool) are required at every CPSS. The first time a student does not turn in a monthly progress report he or she will be placed on Warning Status. Continued failure to turn in monthly progress reports will result in a meeting with the counselor and/or program director, being placed on Probationary Status, and/or possible dismissal from the program.
   3. Progress reports are the responsibility of the student to bring with them to every CPSS. In the event that a student is unable to print their progress report, cannot obtain one completed by their instructors, or is not able to email the Upward Bound counselor an electronic progress report, the student may be able to print his or her progress report from Infinite Campus or PowerSchool in the Upward Bound Computer Lab. HOWEVER, printing MUST be done before 8:50 a.m. on the day of the CPSS and is at the risk of the student (ex: our lab may not be printing, your login may not work, etc.). It is to your benefit to bring your progress report with you, in order to ensure receipt of all possible points.
   4. The student must be on time for CPSS. If the student cannot be present for the whole session, the student will not receive points for attendance.
   5. The student must wear his/her Upward Bound T-shirt to CPSS.
   6. If you miss a CPSS, you must provide the Upward Bound office with a written excuse prior to the absence, unless there is an emergency situation. Failure to attend CPSS may result in being placed on probation and/or dismissal from the program.
   7. THE STUDENT MUST SHOW RESPECT AND PAY ATTENTION TO ALL CPSS PRESENTERS AND GUEST SPEAKERS. If at any point during workshops a student is sent to the Upward Bound Office because he or she has been disruptive or disrespectful during the workshop, the student will lose all points for the day.
   8. The student must always behave respectfully toward all Upward Bound staff and fellow participants.
   9. Students must comply with the Upward Bound Dress Code policies, which includes NO HATS to be worn in classrooms, lecture halls, or other learning environments.
   10. Personal electronic devices (cell phones, MP3 players, etc.) may not be used during instructional time unless given explicit permission.
CPSS General Schedule 2013-14:

The intent of CPSS is to supplement your academic experience in high school and prepare you for college life. The CPSS workshops and scheduled events are ones that you typically would not have the opportunity to experience in your high school setting. Our goal is to offer you a challenge and provide opportunities to excel academically, to expand your horizons, and to develop your love of learning!

You will be placed in workshops based on your academic grade level and will receive your schedule for the day in your grant breakout session in the morning. Grant Breakout is a time for your counselor to go over announcements and important information, answer questions, disseminate schedules, and collect progress reports. Signs will be posted at the Upward Bound Office with the locations of grant breakout sessions and workshops when you arrive the morning of each CPSS.

Workshops will always include a hands-on, experiential component. Grade level programming include assessments, ACT/SAT preparation, and learning about potential careers. In November, all students must also attend the annual college fair on the Sunday after CPSS. (See the academic calendar for the college fair date.)

Below are typical CPSS schedules*:

**Regular Saturday Session:**
- 8:45 a.m. – Arrive at Upward Bound Office
- 9:00 a.m. – Grant breakout session with counselor
- 9:50 a.m. – Break
- 10:00 a.m. – Workshops
- 12:00 a.m. – Checkout with your grant counselor

**Extended Saturday Session:**
- 8:45 a.m. – Arrive at Upward Bound Office
- 9:00 a.m. – Grant breakout session with Counselor
- 9:50 a.m. – Break
- 10:00 a.m. – Workshops
- 12:00 a.m. – Lunch
- 1:00 a.m. – Community service or program activity
- 2:50 a.m. – Checkout with your grant counselor

***CPSS schedules are subject to change***

CPSS Absence Policy

If an absence is EXCUSED, as documented in the Upward Bound office via signed note, email, or phone call at least 24 hours prior to the CPSS missed, students can make up the materials and assignments for partial points.

If a student has an UNEXCUSED absence, the student is still expected to make up the materials and assignments, BUT will not receive any points. All make-up materials and assignments are due within two weeks after the College Prep Saturday Session.
Excused Absence

The student must meet all of the following applicable requirements for the absence to be excused.

1. Absence due to:
   a. Participation in school sanctioned activity. The student must call, email, or fax notification to the Upward Bound office at least 24 hours prior to the pending absence.
   b. Participation in athletics. The student must provide an advance copy of the game schedule; and, upon the conclusion of the season, provide a note signed by the coach verifying the dates of participation, which must coincide with the dates absent from Upward Bound.
   c. Illness. The student must notify the Upward Bound office by 9:00 a.m. of his or her absence due to illness, and provide a note signed by a parent or physician within one week after missing CPSS.

2. In order for the student to earn partial points for an excused absence, the student MUST turn in his or her monthly progress report to the grant counselor or the Upward Bound Office no later than 9:00 a.m. on the day of CPSS. This may be done via fax, mail, personal delivery, or email. It is the student’s responsibility to contact his or her counselor to get the missing work.

3. A maximum of three excused absences are permitted per Academic Year.

Unexcused Absence

1. If a student does not meet the above requirements for an excused absence, the absence will be considered unexcused.
2. Although no make-up points are awarded for late work, the student must turn in all assignments within two weeks of the missed CPSS date in order to remain in good standing with Upward Bound.
3. Two consecutive unexcused absences will result in probationary action.
4. Three unexcused absences will result in a meeting with the Director and the student’s parent(s)/guardian(s), and possible dismissal from Upward Bound.
Academic Advising

Students will receive academic advising twice per month. Counselors will visit high schools and meet with their students to discuss a variety of topics relating to academic and personal success, as well as college and career exploration. This is a chance for the counselors and students to develop and strengthen the relationship with one another, as well as for the students to ask questions and check-in with their counselors. During advising, students may be given assignments to complete for the following advising session.

Advising may occur on an individual or group basis. It is typically conducted in person, but may also be via phone, email, or other electronic contact. Counselors may call students out of high school classes for advising on an as needed basis. In addition, advising may occur during lunch, free periods, or after school. Your counselor will provide you with the advising schedule for your particular school.

If you miss advising on your assigned day, you can make it up by contacting your counselor and scheduling an appointment for after school at the Upward Bound office. This must occur prior to the next advising date on the calendar in order for it to count. It is your responsibility to make up advising! If you do not attend all advising sessions, you will lose points.

Below is a list of the target schools serviced by each counselor:

<table>
<thead>
<tr>
<th>WASHOE GRANT</th>
<th>TRUCKEE GRANT</th>
<th>NORTHWEST GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor:</td>
<td>Counselor:</td>
<td>Counselor:</td>
</tr>
<tr>
<td>VACANT</td>
<td>Ms. Lau</td>
<td>Mrs. Conlan</td>
</tr>
<tr>
<td><a href="mailto:jlau@unr.edu">jlau@unr.edu</a></td>
<td></td>
<td><a href="mailto:mconlan@unr.edu">mconlan@unr.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hug HS</th>
<th>Spanish Springs HS</th>
<th>Fernley HS</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Valleys HS</td>
<td>Sparks HS</td>
<td>Silver Stage HS</td>
</tr>
<tr>
<td>Wooster HS (continuing students only)</td>
<td>Douglas HS (continuing students only)</td>
<td></td>
</tr>
</tbody>
</table>
Disciplinary Policy

All students are expected to treat each other and staff with respect at all times. Upward Bound adheres to a strict zero tolerance policy for any type of violence, threatening behavior, or harassment of any kind. Any student engaging in any type of violence or harassment, whether in high school or in Upward Bound, will immediately be dismissed from the Upward Bound Programs.

Grounds for Immediate Dismissal:

- Causing or threatening physical injury to any other person.
- Sexual harassment or assault of any other person.
- Possession of any type of weapon, fireworks, illegal drugs, prescription drugs not medically prescribed to you, or alcohol.
- Stealing, extortion, vandalism and/or causing intentional property damage.
- Disrupting program activities, verbal abuse, or defying the authority of any staff member.

Disclaimers

- All rules and regulations are subject to change.
- Upward Bound staff members, University police or other University personnel may search any student for that staff member to suspect the student is in danger or in possession of unauthorized items.
- All Upward Bound staff and University personnel are mandated reporters by law. In the case of suspected or reported child abuse or neglect, staff will make a report to Child Protective Services and/or the proper authorities.
- If a student is judged to be a danger his or her own person, or to others, an Upward Bound staff member will make a report to the proper authorities.
- Opinions expressed by invited guests, presenters, performers, lecturers and entertainers do not necessarily reflect the policies of the University of Nevada, Reno.

Disciplinary Procedures

- Teachers and workshop leaders are responsible for the control of their classrooms. A student must abide by the rules of that class leader.
- The counselor/coordinator is responsible for handling minor student infractions.
- The program director and/or assistant director will deal with students exhibiting extreme disciplinary behavior or attitudes, such as: being disrespectful, possession or use of narcotics and/or alcohol,
disturbances in classroom, disruption of any on or off-campus activity, or any infraction potentially leading to dismissal from the program.

- Students may be placed on program probation for a specific period of time, with loss of activities and privileges such as: college tours, field trips and other Upward Bound related activities. (*Program probation is different from academic probation.)
- Students may be suspended from the program for a specific period of time (summer academy, the next academic semester, etc.), with loss of all Upward Bound activities and privileges, as specified by the program director.
- Students may be suspended from further participation in the program pending a conference between the student, his or parent(s)/guardian(s) and the program director.
- Any disciplinary action requiring a student to be sent home will be discussed with the parent(s)/guardian(S) as soon as possible.
- Students may be dismissed from Upward Bound without possibility of re-admittance.

*ALL RULES AND REGULATIONS ARE SUBJECT TO CHANGE*
STUDENT ACADEMIC RESPONSIBILITY POLICY

When an Upward Bound student is admitted into Upward Bound, he or she agrees to actively participate in a partnership with parent(s)/guardian(s), instructors/teachers, all high school administrators, and the Upward Bound staff. Each Upward Bound student must complete all required documentation and paperwork, as well as agree to the following:

A. A student failing to meet all academic requirements must meet with his or her Upward Bound counselor to discuss options for getting back on tracking academically. These academic requirements include: maintaining a 3.00 GPA or higher, and keeping individual grades in Core classes at a “B-” or higher.

B. Upward Bound students will discuss, review, and complete their Upward Bound Educational Plan (UB-EP) with their Upward Bound counselor at the beginning of the Academic Year.

C. Any student earning below a 3.00 GPA, or a “C” or lower in any Core class at any point during the academic year, will be placed on an Upward Bound Student Probationary Contract. A probationary status makes the student ineligible to participate in college tours, Summer Academy, or any other field trips/cultural activities. Students on probationary contract may be required to complete Weekly Contracts with their counselor. If the student does not improve academically, and fails to achieve the goals outlined in their probationary contract, the student may be dismissed from the Upward Bound program.

D. The following rules and guidelines will apply to any Upward Bound student placed on academic probation:
   i. An Upward Bound student has the opportunity to improve their academics.
   ii. An Upward Bound student must follow all probationary requirements to be in good standing.
   iii. Parent/guardian(s) will receive written documentation about student contracts, and any other information regarding a student’s probationary status.
   iv. Removing an Upward Bound student from probationary status involves the student completing his or her academic goals and improving academically for the remainder of the academic year.
   v. Once an Upward Bound student completes his or her contract, and submits all documents related to the probationary status, any type of policy infraction may immediately return the student to probationary status.

Leave of Absence Requirements

An eligible student may request a Leave of Absence (LOA) for only one semester during an academic year, and only twice during Upward Bound participation. To be eligible for a Leave of Absence, a student must carry an academic GPA of 3.0 or higher, and must commit to:

1. Meet with the Upward Bound counselor at least two weeks prior to the proposed Leave of Absence and provide the reason(s) for the requested LOA.
2. Meet with the Upward Bound counselor twice per month for advising in person, or by other means, for the duration of the LOA.
3. Meet with the Upward Bound counselor following the conclusion of the LOA, and immediately re-enter Upward Bound to reclaim his or her position for the following semester.
4. Turn in all monthly progress reports, as well as quarterly and semester report cards, to the Upward Bound office before, during and at the conclusion of the LOA.
5. Meet all Upward Bound academic and behavioral goals during the LOA.
6. Be aware that the LOA may be cancelled at any time for failure to abide by the rules outlined above.

First Year Academic Monitoring

Upward Bound requires ALL first year students to attend two hours of tutoring per week.

1. First year students who earn a 3.00 CORE GPA at the semester may have their tutoring hours altered.
2. Any first year student that does not earn a CORE GPA of 3.00 will remain on academic monitoring.
3. First year students must be punctual, and prepared to meet all tutoring requirements.
4. First year students must take the initiative to inform the Upward Bound office of any changes to personal information. All conditions of this first year student monitoring must be met. Students can be released from the program at any point at which a requirement is not met, as dictated by the 60 day probationary calendar and/or the discretion of the appropriate Upward Bound staff member.

Community Service

The Upward Bound programs at the University of Nevada, Reno are committed to giving back to the communities in which our students live. Students are required to participate in a minimum of four hours of community service each semester, totaling eight hours of service annually, per student. Upward Bound coordinates at least one activity each semester to assist students in completing the required hours. Community Service is factored into the Upward Bound Point System, and is reflected in the student progress reports send home each semester.

Peer Tutoring: Students from the Northwest Grant may have the option of fulfilling their community service hours through peer tutoring. With counselor permission, select junior and senior students may be given the opportunity to tutor their Upward Bound peers. This provides students the opportunity to develop leadership skills. Peer tutors must be in Upward Bound Group A or B, maintain a 3.0 GPA or higher, and receive approval from the Northwest Counselor Coordinator.
Tutoring Program

Upward Bound Tutoring

Upward Bound tutoring occurs at the University of Nevada, Reno campus and at designated Upward Bound target high schools. It is conducted by certified high school teachers, or by highly qualified university student tutors. Upward Bound tutoring is a valuable tool directed at serving and supporting the academic needs of each individual student. Upward Bound students are encouraged to contact their counselor to schedule tutoring.

Sign-in and Sign-out

Students must sign-in and sign-out in the appropriate student log for tutoring, or for use of the computer lab. Please be precise with your sign-in and sign-out times. We need to know where you will be for the duration of time you are here.

Schedule

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Nevada, Reno</td>
<td>Monday - Thursday</td>
<td>4:00 – 7:00 p.m.</td>
</tr>
<tr>
<td>Silver Stage High School</td>
<td>Mondays</td>
<td>2:40 – 4:40 p.m.</td>
</tr>
<tr>
<td>Fernley High School</td>
<td>Tuesdays</td>
<td>Alternating times each week:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:15 – 4:15 p.m. OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3:00 – 5:00 p.m.</td>
</tr>
</tbody>
</table>

*Locations and times are subject to change.

Mandatory Tutoring

- Consists of two hours of tutoring per week
- Is mandatory for ALL Upward Bound students*
  UNLESS:
  1. The student has above a 3.0 core GPA on his or her most recent semester report card
  2. Shows no grade of a C or lower in any core class on a monthly progress/semester report

*Mandatory tutoring is at the discretion of your Upward Bound counselor.

Students must obtain approval from their Upward Bound counselor to discontinue mandatory tutoring.
(Note: This does not apply to students with probationary status, for whom tutoring is mandatory regardless of GPA and monthly grades.)

Students with a GPA lower than 3.0 on their most recent semester report card will only be released from mandatory tutoring upon achieving a GPA above a 3.0 the following semester. This policy is in place to ensure that monthly grades are consistently maintained until the end of the academic semester.
Cain Hall Tutoring Rules and Regulations

One of the most important components of the Upward Bound Programs is tutoring. This service is critical in preparation for college as it helps our students achieve better grades, instills the value of academic rigor, encourages increased critical thinking, and assists our students in mastering competencies needed to move on to higher level coursework. In the ideal tutoring program, students use tutoring to assist with difficult concepts, gain a deeper understanding of the lessons and course material, improve study habits and note taking skills, obtain assistance with only the most difficult assignments, and have assignments checked for understanding and correct execution.

Upward Bound holds its students responsible for acknowledging their grades and scheduling tutoring when necessary. Once scheduled, a student’s tutoring session can only be canceled or re-scheduled upon notifying Tutoring Coordinator Randy Khong at least 24 hours in advance via email or phone call. Excused absences in tutoring are to be made-up within the same calendar month in which the absence occurred. Students with unexcused absences, or those who have consistently missed more than four weeks of tutoring, are subject to being placed on a probationary contract.

Tutoring Session Times

- Tutoring sessions take place in 50 minute increments, with a 10 minute break between sessions.
- Students need to check in 10 minutes prior to the start of their assigned session.
- Students will need to remain in their sessions for the entire 50 minutes.
- Students are not to be in the facility hallways during scheduling tutoring time. They should only be in the hallways during the 10 minutes between sessions.

Earning Credit for Tutoring Attendance

- Students will only receive credit for tutoring if they are doing one or more of the following:
  - Reviewing notes/ course materials with tutors.
  - Questions and answers on difficult concepts and/or assignments.
  - Review of completed homework and/or critique of completed writing assignments.
  - Focusing on study habits and test preparation.
  - Re-teaching lessons to tutors and peers.
- Students WILL NOT receive tutoring credit for completing homework assignments and/or reading.

What Students Must Bring to Tutoring

- Class notes or notes from a teacher meeting.
- Class materials and books from courses assigned for tutoring.
- Corrected assignments and completed tests for review and corrections.
- Study guide or course syllabus.
- Questions about assignments and concepts.
- Completed homework, and/or completed writing assignments for critique.
- Special projects in courses assigned for tutoring.
Homework Room

- Upward Bound will provide a homework room for students needing a quiet place to complete homework or projects, a computer, or to work in small groups.
- The Tutor Coordinator will provide periodic monitoring of the homework room.
- Students should utilize the Homework Room only when they are NOT scheduled to be in a tutoring session.
- Students who arrive at tutoring unprepared will be sent to the Homework Room, or asked to go home, and will not receive credit for attending tutoring that evening.

Parking Permits & Metered Parking for Tutoring

Upward Bound students and parents are responsible arranging and coordinating parking on the University campus. University parking is offered via metered or permit parking. Each semester, a limited number of parking permits are available for Upward Bound students and parents to use during tutoring hours. These parking permits are for temporary use only, and must be checked-out and returned to the Tutor Coordinator the same day as your tutoring session. Upward Bound is not liable for any parking tickets issued.
Northwest Tutoring Rules and Regulations

One of the most important components of the Upward Bound Programs is tutoring. This service is critical in preparation for college as it helps our students achieve better grades, instills the value of academic rigor, encourages increased critical thinking, and assists our students in mastering competencies needed to move on to higher level coursework. In the ideal tutoring program, students use tutoring to assist with difficult concepts, gain a deeper understanding of the lessons and course material, improve study habits and note taking skills, obtain assistance with only the most difficult assignments, and have assignments checked for understanding and correct execution.

Tutoring Session Times

- Tutoring sessions will take place after school at Fernley and Silver Stage High Schools.
- Students must arrive to tutoring on time and prepared to work.
- In addition from getting assistance from the assigned tutor, students may use tutoring time to get assistance from their individual teachers. Students meeting with a teacher must first sign in at the tutoring room and then have the teacher sign the student in and out of his/her classroom.

Earning Credit for Tutoring Attendance

- Students will only receive credit for tutoring if they are doing one or more of the following:
  - Completing homework assignments, projects and/or writing assignments. Students with a C or below in a class are expected to work on that course material before anything else.
  - Reviewing notes or course materials.
  - Reviewing and/or making corrections to completed tests, quizzes and assignments.
  - Questions and answers on difficult concepts and/or assignments.
  - Focusing on study habits and test preparation; for example, making flash cards, organizing/re-writing notes, creating study guides, etc.
  - Re-teaching lessons to tutors and peers.
  - Completing ACT and/or SAT student materials.

What Students Must Bring to Tutoring:

- Class notes
- Homework, projects and/or writing assignments
- SAT/ACT study booklets and/or materials
- Class materials and books from courses assigned for tutoring
- Corrected assignments and completed tests for review and corrections
- Study guide or course syllabus
- Questions about assignments and concepts
- Completed homework, and/or completed writing assignments for critique
- Special projects in courses assigned for tutoring
Guidelines for Good Standing

In order for an Upward Bound student to remain in good standing with the Upward Bound Program, they must meet the following criteria:

1. Perform four hours of community service EACH SEMESTER. Upward Bound will provide several opportunities throughout the Academic Year to assist students in completing their eight total hours.
2. Maintain a 3.00 GPA or better at all times in the academic core GPA (Math, Science, English, History, and Foreign Language).
3. If a student is below a 3.00 GPA, or if a student has a “C” or lower in any core class throughout the semester, the student must attend tutoring. Students with less than a 3.00 GPA must attend tutoring at least two per week until their GPA has risen to a 3.00 or higher. Students with a “C” grade or lower must attend tutoring at least one hour per week, per grade of “C” grade or lower, until they have improved all grades to a “B” or at the discretion of the Upward Bound counselor.
4. Students are required to take and submit scores from academic assessments: EXPLORE for 9th grade, PLAN for 10th grade, and SAT/ACT for 11-12 grades.

Upward Bound Point System

This Point System has been established to assist the Upward Bound program in making objective decisions concerning retention of participants in the program, and to provide a fair and measurable means of rewarding participants. Participants will be awarded points as a function of their involvement, efforts and performance in high school, Upward Bound and in other program related activities. These points will be calculated each semester and sent to each participant’s home in a progress report.

Students are placed into a group based on their earned points. These groups are used to determine which participants will be retained in the program from year-to-year; who is considered for the on-campus living experiences; who is considered for limited participation field trips, who is invited to attend college tours, and all other forms of recognition.

There are three groups: Group A, Group B, and Group C. Group A students are exemplary Upward Bound students with an excellent record of participation, as well as good grades. Group B students are also doing well, with solid participation and grades. Group C students have lost points due to lack of participation and may have lower grades. Any student BELOW Group C will be on program probation and will not be eligible for activities, college tours, or Summer Academy.

If you have questions concerning the Upward Bound Point System, please contact the counselor for your grant, or the program director.

NOTE: Only students that fall into Group A or Group B will receive invitations to apply for college tours, enrichment activities, and Summer Academy.
<table>
<thead>
<tr>
<th>Upward Bound Event</th>
<th>Point Value</th>
<th>Frequency</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Orientation</td>
<td>20 points</td>
<td>Once</td>
<td>20 points possible</td>
</tr>
<tr>
<td>UB College Prep Saturday Sessions (CPSS)</td>
<td>30 points each</td>
<td>Three times: October, November, December</td>
<td>90 points possible</td>
</tr>
<tr>
<td></td>
<td>15 points each if missed and made up with counselor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Fair</td>
<td>20 points</td>
<td>Once (November 3rd)</td>
<td>20 points</td>
</tr>
<tr>
<td>Academic Advising Sessions</td>
<td>15 points each</td>
<td>Six times: October (2x), November (2x), December (2x)</td>
<td>90 points possible</td>
</tr>
<tr>
<td>Tutoring Attendance (if mandatory)</td>
<td>10 points each</td>
<td>14 weeks: Sept 16th - Dec 19th</td>
<td>140 points possible</td>
</tr>
<tr>
<td>Community Service</td>
<td>80 points</td>
<td>Four Hours of community service</td>
<td>80 points possible</td>
</tr>
<tr>
<td>Grade Point Average (GPA) – CORE GPA</td>
<td>3.25 – above = 200 points 3.00 – 3.24 = 150 points 2.60 – 2.99 = 100 points 2.00-2.50 = 50pts 1.99 – below = 0pts</td>
<td>Based on first semester core GPA.</td>
<td>200 points possible</td>
</tr>
</tbody>
</table>

Total Points Possible for Fall Semester = 640 Points

**Group A = 576-640 points (90-100%)**
**Group B = 512-575 points (80-89%)**
**Group C = 448-511 points (70-79%)**

447 points and below (0-69%) = Probation; no activities, privileges or college tours

**Tutoring is mandatory for all students unless you have a 3.00 core GPA or above with no D’s or F’s. If you have above a 3.00 core GPA, you will receive full points possible in the tutoring section. If are mandated to attend mandatory tutoring at any point during the semester, your sessions will be based on percentage of attendance and later converted into points.**
## Point System Rubric – Spring 2014

<table>
<thead>
<tr>
<th>Upward Bound Event</th>
<th>Point Value</th>
<th>Frequency</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB College Prep Saturday Sessions (CPSS)</td>
<td>30 points each</td>
<td>Five times: January, February, March, April, May</td>
<td>150 points possible</td>
</tr>
<tr>
<td></td>
<td>15 points each (if missed and made up with counselor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Advising Sessions</td>
<td>15 points each</td>
<td>Ten times: January (2x), February (2x), March (2x), April (2x), May (2x)</td>
<td>150 points possible</td>
</tr>
<tr>
<td>Tutoring Attendance (if mandatory)</td>
<td>10 points each</td>
<td>19 Weeks: NW: Jan 6th - May 29th, TR/WA: Jan 13th - June 12th</td>
<td>190 points possible</td>
</tr>
<tr>
<td>Community Service</td>
<td>80 points</td>
<td>Four Hours of community service</td>
<td>80 points possible</td>
</tr>
<tr>
<td>Grade Point Average (GPA) – CORE GPA</td>
<td>3.25 – above = 200 points</td>
<td>Based on first semester core GPA.</td>
<td>200 points possible</td>
</tr>
<tr>
<td></td>
<td>3.00 – 3.24 = 150 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.60 – 2.99 = 100 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00-2.50 = 50pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.99 – below = 0pts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible for Spring Semester = 770 Points

**Group A = 693-700 points (90-100%)**
**Group B = 616-692 points (80-89%)**
**Group C = 539-615 points (70-79%)**

538 points and below (0-69%) = Probation; no activities, privileges or college tours

**Tutoring is mandatory for all students unless you have a 3.00 core GPA or above with no D’s or F’s. If you have above a 3.00 core GPA, you will receive full points possible in the tutoring section. If are mandated to attend mandatory tutoring at any point during the semester, your sessions will be based on percentage of attendance and later converted into points.**
College Tours

College tours are educational/cultural field trips that are earned by students who have made significant progress toward reaching college preparatory goals. We hope that all students will have the opportunity to attend at least one college tour during their Upward Bound experience. However, the criteria listed below must be met in order to be eligible for a college tour. Please be aware that financial and logistical constraints limit the number of students able to attend each college tour. Therefore, students who meet eligibility requirements for college tour attendance may have to choose only one college tour to attend each Academic Year.

1. Students must be in Group A or Group B in order to receive an invitation to apply for a college tour.
2. The student will be required to submit a cash deposit of $25. The cash deposit will be refunded to the student at the end of the college tour, as long as no damage costs or other fees were incurred by the student. Students not chosen to attend the college tour will receive their cash deposit back immediately.
3. Any cancellation of college tour attendance by the student will result in loss of the cash deposit, and the student will not be eligible to apply for the next college tour.
4. ALL forms and cash deposits must be turned into the Upward Bound office by the requested deadline. Failure to submit required forms and deposits on time will result in the student not being able to participate in the college tour.
5. The student and a parent/guardian MUST attend the pre-trip information session held at least one week prior to the college tour. If the student and parent/guardian do not attend the pre-trip information session the student will not be allowed to participate in the college tour, and the cash deposit will be forfeited. The student will not be eligible to apply to the next college tour.

Activities and Field Trip Eligibility

1. Students must be in Group A or Group B in order to receive an invitation to apply for and be selected to attend certain Upward Bound activities and/or field trips.

Summer Academy (SA) Eligibility

In order for a student to attend the annual Summer Academy at the University of Nevada, Reno, the student must meet the following criteria:

1. Priority will be given to students in Group A or Group B.
2. Students must sign-up by the scheduled deadline.
3. All documents, including report cards, need to be turned into the Upward Bound office by the requested deadline.
4. Students and a parent/guardian must attend the mandatory Summer Academy Orientation.
Upward Bound Math Science
Summer Program Eligibility

In order for a student to apply to an Upward Bound Math Science (UBMS) summer program at another university, the student must meet the following criteria:

1. The student must have attended at least one Upward Bound Summer Academy at the University of Nevada, Reno.
2. The student must have an academic core GPA of 3.25 and a citizenship GPA of 3.5.
3. The student must be in Upward Bound Group A or Group B, and must be interested in a math or science field of study.
4. The student must provide the Upward Bound office at the University of Nevada, Reno a copy of his or her UBMS application for review prior to submission.
5. All required documents, including report cards, must be submitted to the Upward Bound main office at the University of Nevada, Reno.
6. The students and his or her parent(s)/guardian(s) must attend any mandatory UBMS Orientation programs.
7. The student must provide the Upward Bound office at the University of Nevada, Reno a copy of his or her UBMS summer report card, if accepted to the program.
Putting Yourself on the College Track

Academic Four Year Plan

The classes below indicate the minimum entrance requirements to most colleges and/or universities. These classes are what is considered “at grade level” and does allow students to make-up classes in the summer to achieve grade level. It is highly recommended college bound students take the classes listed below.

<table>
<thead>
<tr>
<th>Freshman Year</th>
<th>Sophomore Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math:</strong> Algebra 1-2</td>
<td><strong>Math:</strong> Geometry</td>
</tr>
<tr>
<td><strong>Science:</strong> Biology</td>
<td><strong>Science:</strong> Chemistry</td>
</tr>
<tr>
<td><strong>English:</strong> 1</td>
<td><strong>English:</strong> 2</td>
</tr>
<tr>
<td><strong>History:</strong></td>
<td><strong>History:</strong> World</td>
</tr>
<tr>
<td><strong>Language:</strong> Foreign Language 1</td>
<td><strong>Language:</strong> Foreign Language 2</td>
</tr>
<tr>
<td><strong>Elective:</strong> PE Requirement</td>
<td><strong>Elective:</strong> PE Requirement</td>
</tr>
<tr>
<td><strong>Elective:</strong> Computer Requirement</td>
<td><strong>Elective:</strong> Humanity Requirement</td>
</tr>
<tr>
<td><strong>Extra-curricular:</strong> Explore clubs, Sports and other activities</td>
<td><strong>Extra-curricular:</strong> Explore clubs, Sports and other activities</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior Year</th>
<th>Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Math:</strong> Algebra 3-4</td>
<td><strong>Math:</strong> Trig/Pre-Calculus</td>
</tr>
<tr>
<td><strong>Science:</strong> Physics</td>
<td><strong>Science:</strong> Biology or Chemistry 2</td>
</tr>
<tr>
<td><strong>English:</strong> 3</td>
<td><strong>English:</strong> 4</td>
</tr>
<tr>
<td><strong>History:</strong> U.S.</td>
<td><strong>History:</strong> American Government</td>
</tr>
<tr>
<td><strong>Language:</strong> Foreign Language 3</td>
<td><strong>Language:</strong> Foreign Language 4</td>
</tr>
<tr>
<td><strong>Elective:</strong> Career Interest Elective</td>
<td><strong>Elective:</strong> Career Interest Elective</td>
</tr>
<tr>
<td><strong>Elective:</strong> Choice</td>
<td><strong>Elective:</strong> Choice</td>
</tr>
<tr>
<td><strong>Extra-curricular:</strong> Be in at least One club or activity</td>
<td><strong>Extra-curricular:</strong> Be in at least one club or activity</td>
</tr>
</tbody>
</table>

Other Suggestions:
- To challenge yourself, take Honors or Advanced Placement classes if possible
- Participate in community service
- Take the Practice SAT (PSAT)
- Study for the SAT and the ACT tests – it will make a difference
- Register to take both the SAT and ACT tests in the spring of 11th grade and fall of 12th grade
- Take the writing portion of both the SAT and ACT tests
- Take the SAT Subject tests, if required by the college to which you are applying
- Don’t be afraid to ask your teacher for help or to get tutoring
- Try your best to maintain at least a 3.0 GPA
Upward Bound Assessment Information

EXPLORE

The EXPLORE ® program helps 9th graders in building a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

EXPLORE can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As "pre-ACT" tests, EXPLORE is a powerful predictors of success on the ACT.

At the same time, many schools recognize the importance of EXPLORE and PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement. Students are required to make copies of and review EXPLORE, PLAN, and PSAT scores with their Upward Bound Counselor.

Typically, EXPLORE is administered in the fall of the freshman year, while PLAN is administered in the fall of the sophomore year. Your skills in these subjects will make a big difference—in school and, eventually, in your career. Once you know what each test covers, your PLAN test results can show you where you're strong or weak.

The EXPLORE ® Test includes four multiple-choice tests: English, Math, Reading, and Science.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>40 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>30 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>30 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>28 items</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>
SAT vs. ACT

Which test should I take?

Here are the factors to consider when you are deciding whether to take the SAT or ACT:

1. Investigate the admissions requirements for the schools in which you are interested. Keep in mind that not all schools treat the tests interchangeably. For example, some schools will only consider the SAT in the application process, but will look at the ACT as supplemental material.
2. Consider your test-taking strengths and weaknesses. Since the SAT and ACT vary in content and format, individual preference goes a long way when determining which test is right for you. If you have a strong academic background, you may prefer the ACT because you have a proven track record with the materials tested. On the other hand, if you have a natural aptitude for solving problems, you may prefer the SAT.
3. Decide if taking both tests is a good option for you. If you find that the majority of the schools on your college list will consider both scores, try taking both tests and submitting your highest score.

What is the difference between the ACT and the SAT?

The SAT is traditionally thought of as a test that measures your critical thinking skills; testing your ability to analyze and solve problems in math, reading, and writing. The ACT, on the other hand, is considered a more "curriculum-based" test, since it tests your academic preparedness for college in the areas of English, math, reading, and science.

How can I find out if a school will accept an ACT score instead of an SAT score?

This information is on the institution's website and available through the Admissions Office.

I'm not familiar with the ACT. What are colleges looking for from an ACT score?

Since the ACT is considered a curriculum-based test, scoring indicates a student's academic standing to a college. For instance, if you are applying to a program specializing in the sciences, the school may want to review your ACT score for a better understanding of your science skills. (Remember, science is not tested on the SAT).

Although the ACT writing test is officially optional, many schools require it from their applicants. For example, nine of the Big Ten schools require the Writing Test, and the other two recommend that applicants take it.

Which test is longer? I’m worried about having to concentrate for such a long period of time!

The SAT is longer by about 45 minutes, but we strongly recommend choosing the test that is most comfortable for you instead of focusing on the duration of the exam. Your best performance will be on the test on which you feel most confident, irrespective its length.

Is the math on the ACT more challenging?

While the math on the SAT tests topics up to and including ninth grade basic Geometry and Algebra II, the math on the ACT tests topics up to and including trigonometry.

What about vocabulary?

If vocabulary is your forte, you may want to consider the SAT. The SAT stresses vocabulary more than the ACT due to the inclusion of the Sentence Completion question type.
I'm not comfortable with guessing. Is there a penalty for a wrong answer on both exams?

There is no penalty for a wrong answer on the ACT, but there is a penalty for a wrong answer on the SAT.

Where can I take SAT or ACT practice tests and learn which test is best for me?

Register online to take the ACT and SAT at the high schools listed below. Free study materials are available online at www.actstudent.org and www.collegeboard.org.

### 2013-2014 SAT/ACT TESTING DATES & LOCATIONS

<table>
<thead>
<tr>
<th>ACT TEST DATE</th>
<th>ACT LOCATIONS</th>
<th>SAT TEST DATE</th>
<th>SAT LOCATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/21</td>
<td>Carson, Churchill County (Fallon), Douglas, Hug, Galena, Reed, Yerington High Schools</td>
<td>10/5</td>
<td>Carson, Churchill County (Fallon) Reed, Galena, Hug High Schools</td>
</tr>
<tr>
<td>10/26</td>
<td>Carson, Fernley, Douglas, Hug, Galena, Reed, Yerington</td>
<td>11/2</td>
<td>Carson, Reed, Galena, Hug, Yerington</td>
</tr>
<tr>
<td>12/14</td>
<td>Carson, Fernley, Douglas, Hug, Galena, Reed, Sparks, Yerington</td>
<td>12/7</td>
<td>Carson, Churchill County (Fallon) Reed, Galena, Hug, McQueen, Reno</td>
</tr>
<tr>
<td>2/8</td>
<td>Carson, Churchill County (Fallon), Fernley, Douglas, Hug, Galena, Reed, Yerington</td>
<td>1/25</td>
<td>Carson, Churchill County (Fallon) Reed, Galena, Hug, Yerington</td>
</tr>
<tr>
<td>4/12</td>
<td>Carson, Churchill County (Fallon), Fernley, Douglas, Hug, Galena, Reed, Yerington</td>
<td>3/8</td>
<td>Carson, Reed, Galena, Hug</td>
</tr>
<tr>
<td>6/14</td>
<td>Douglas, Hug, Galena, Reed, Sparks</td>
<td>5/3</td>
<td>Carson, Reed, Galena, Hug</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/7</td>
<td>Churchill County (Fallon) Reed, Galena, Hug, McQueen</td>
</tr>
</tbody>
</table>
FINANCIAL AID INFORMATION

There are many different types of financial aid assistance available for college. The first step to receiving any financial aid is to complete the Free Application for Federal Student Aid, or FAFSA.

In order to complete a FAFSA, you will need to provide financial information about yourself and your parents from the prior tax year. The FAFSA is a need-based application. This means that the amount of money the federal government will offer you depends on the income of you and your family from the prior year. There is a formula that the federal government follows to determine your award offer. You must provide your parents’ income information, unless you are over the age of 24 years, married, have a dependent or are a veteran/orphan/ward of the court.

Complete and submit the FAFSA online at www.fafsa.ed.gov. You will need an email address and a FAFSA electronic pin number which can be obtained from www.pin.ed.gov in order to submit the FAFSA application.

The FAFSA application period begins January 1. The priority deadline is March 1st. Submitting the FAFSA early increases your chance of receiving the most financial aid possible.

There are different types of financial aid awards that may be offered to you from completing the FAFSA. These include:

Federal Pell Grants – available 1st time degree seeking undergraduate students only.

Nevada State Grant- This is offered to students who have their FAFSA in before the March 1st deadline and if the funds are available.

The Federal Direct Subsidized Stafford Loan (EST. STAF) is federally-sponsored "need-based" loan. The federal government pays the interest while you are enrolled at least half time. Interest begins to accrue when you enter repayment. The federal subsidized Stafford loan is now available to undergraduate students only. In addition, direct subsidized loans will not be eligible for an interest subsidy during the six month grace or deferment period.

The Federal Direct Unsubsidized Stafford Loan (EST. UNSUB) is a federally-sponsored loan which has no interest subsidy. The interest accrues from the date of disbursement. You may pay the interest while you are enrolled or defer the interest. Accrued interest will capitalize once when you enter repayment. Students are encouraged to make the interest payments while in school to help decrease the total costs of the loan.

Federal PLUS Loans – The parent plus loan is offered to parents who still need to fulfill their student’s financial need. If your parents do not qualify for the PLUS loan, you are eligible to borrow additional Stafford Loan funds.
**Campus-Based Programs**

**Federal Supplemental Educational Opportunity Grants** – grants available for undergraduates, with awards ranging from $100-$4,000.

**Federal Work Study** – provides jobs to undergraduate and graduate students, allowing them to earn money to pay educational expenses.

**Perkins Loans** – low-interest (5 percent) loans that must be repaid; the maximum annual loan amount is $4,000 for undergraduate students and $6,000 for graduate students.

**SCHOLARSHIPS FOR COLLEGE**

Scholarships are "gift aid" that recognize academic achievement or special talent, and do not have to be repaid.

Many private scholarships are offered each year to college students by a variety of corporate, professional, trade, government, civic, religious, social, and fraternal organizations. These scholarships range from small honorariums to thousands of dollars.

Many scholarships will require you to write an essay to accompany your application. You should utilize your family, friends, teachers, counselors and tutors to help you write a strong scholarship essay. Applying for scholarships can be time consuming, so start as early as possible.

A quick way to start a scholarship search is to utilize specialized scholarship search sites on the web. The ones listed below are among the most popular FREE scholarship search sites. **We do not advise you to pay for a financial aid or scholarship search service!**

**FREE SCHOLARSHIP WEBSITES**

- [www.fastweb.com](http://www.fastweb.com)
- [http://www.collegeboard.com](http://www.collegeboard.com)
- [http://www.collegenet.com/](http://www.collegenet.com/)
- [www.collegetoolkit.com](http://www.collegetoolkit.com)
- [www.brokescholar.com](http://www.brokescholar.com)

Also, Nevada college-bound students can check out these sites:

- [http://www.nvcis.intocareers.org](http://www.nvcis.intocareers.org)
- [http://nevadatreasurer.gov/millennium/](http://nevadatreasurer.gov/millennium/)
- [http://www.nevada.collegeanswer.com/nevada/content/index.jsp](http://www.nevada.collegeanswer.com/nevada/content/index.jsp)
**Governor Guinn Millennium Scholarship**

**Requirements:** As a Nevada high school student, you will become eligible for a Millennium Scholarship when all of the following conditions are met:

1. You must graduate with a diploma from a Nevada public or private high school in the graduating class of the year 2000 or later;

2. You must complete high school with at least a *3.25* grade point average calculated using all high school credit granting courses. The grade point average may be weighted or unweighted;

3. You must pass all areas of the Nevada High School Proficiency Examination;

4. You must have been a resident of Nevada, as defined by the Board of Regents’ policy (Title 4, Chapter 18, Section 18), for at least two of your high school years;

5. A student who graduates with the class of 2010 or later must have completed the *core curriculum* as defined in the NSHE Governor Guinn Millennium Scholarship Policies and Procedure of the Board of Regents:

   **Section 13. Core Curriculum**
   The Board recognizes the importance of a rigorous high school curriculum in adequately preparing students to succeed in college-level courses. Therefore, a student who graduates from a Nevada high school in Spring 2011 and thereafter must successfully complete the following curriculum in high school to be eligible for the Millennium Scholarship:

<table>
<thead>
<tr>
<th>High School Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Math (including Algebra II)</td>
<td>4</td>
</tr>
<tr>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science &amp; History</td>
<td>$\frac{3}{2}$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>14</strong></td>
</tr>
</tbody>
</table>

*To receive the benefits of the Millennium Scholarship Program, you must enroll in an eligible institution of higher education in Nevada.*

The dollar value of the Millennium Scholarship is determined on a per-credit basis. Millennium Scholars at a NSHE community college will receive $40 per enrolled lower division credit hour and $60 per enrolled upper division credit hour. Millennium Scholars at a NSHE state college will receive $60 per enrolled credit hour. Millennium Scholars at all other eligible institutions will receive $80 per enrolled credit hour. Millennium Scholarship funding is limited to a maximum of 12 credits per semester, counting all coursework at all institutions. The Millennium Scholarship Program will **NOT** pay for remedial courses. NSHE defines this as any math or English course with a course number less than 100.
PARTICIPANT/PARENT CONTRACT AND STATEMENT OF COMMITMENT

STUDENT:
Acceptance into the Upward Bound Program means you have committed to your future and you are on your way to academic success. As an Upward Bound participant, you are expected to uphold commitments described below. Your compliance with the Upward Bound rules and code of conduct ensures you will continue to receive many free services, be eligible for college tours and high school credit, receive invitations to our many social and cultural activities, and be considered for nomination to a Regional Math/Science Summer Program. Noncompliance may jeopardize receiving credit, services, stipends, or remaining in the program. Your initials and signature below indicate that you understand what is expected of you and that you will commit to the Upward Bound rules, regulations and code of conduct.

PARENT(S)/GUARDIANS:
Your initials and signature below indicate that you have read this document and understand the level of commitment that is required of your child in order to fully participate in Upward Bound. It is expected that you support your child in complying with the Upward Bound rules and regulations, as family support is essential for participants to succeed. In addition to making sure your child attends all mandatory Upward Bound functions, you -the parent or guardian- are required to attend orientation sessions to the Academic Year, Summer Academy, College Tours, and any other orientation to events in which your child is selected to participate that require parent/guardian attendance.

<table>
<thead>
<tr>
<th>Parent Initials</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>I realize that I am committing to the Upward Bound Program for the duration of my high school years, including summers.</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>I agree to abide by all the rules, regulations, and guidelines set by the program that are described in the handbooks.</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>I understand that breaking the rules and regulations of the program by serious infractions such as inappropriate behaviors or failure to participate in the required number of mandatory sessions may result in suspension and or dismissal from the program. Rules and regulations are described in detail in the student handbook and orientation materials.</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>I understand that the decision to suspend or dismiss me in case of serious infractions may be made immediately without the approval of my parents/guardians.</td>
<td></td>
</tr>
<tr>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>I understand that attendance to all College Preparatory Saturday Sessions is mandatory. I will attend at least 80% of all the Saturday Sessions each academic year unless I am excused by my counselor or teacher.</td>
<td></td>
</tr>
</tbody>
</table>

Upward Bound Handbook 2013-2014
the director to miss a session due to a justifiable cause (for example, school related function, SAT/ACT testing, serious illness, or family emergency).

_____  _____
I will meet with my Upward Bound Counselor for academic, college, and/or career counseling at my high school two times per month as scheduled.

_____  _____
I will take the LASSI Assessment tests twice each year (pre- and post-testing) as required by the program.

_____  _____
I will provide a copy of my quarterly/semester report cards within a week of receiving them. (*The program is required to track student performance.*)

____  ____
**I will inform the Upward Bound Staff of any changes in my phone number and/or mailing address as soon as they occur and even after I graduate from the program. (*The program is required to track students’ performance for six years after high school graduation.*)**

_____  _____
I understand that I need to meet the following conditions below before I receive invitations to college tours:
1. Be in Group A or Group B based on my earned points in the Upward Bound Point System
2. I may be given preference over other applicants if I am a junior or senior and have never attended a college tour before.

_____  _____
I understand that I need to meet the following conditions before I am allowed to apply to a Regional Math/Science Upward Bound program
1. Have a 3.25 GPA in my core classes
2. Have successfully completed at least one Upward Bound Summer Academy
3. Be in Group A or Group B based on my earned points in the Upward Bound Point System

_____  _____
I understand that I need to provide written consent by my parents or legal guardian to the program authorizing people other than my parent/guardian to pick me up from any of the program’s scheduled activities.

_____  _____
I understand that I must perform a minimum of eight (8) hours of community service per year. The program provides several events per year from which I can choose to fulfill this requirement.

_____  _____
I understand that fines (such as library fines, parking fines, rule/law violations), and the cost of replacing lost keys and/or damaged property will be paid by me or my parents/guardians.

_____  _____
I understand that my family’s medical insurance will be used if emergency medical services are needed during my participation in the program’s functions.

_____  _____
I will work with the Upward Bound Staff in writing a resume and essays for college and scholarship applications.

_____  _____
I will search for scholarship opportunities.
I will work with the UB staff on preparing for and taking the SAT and ACT so that I may be eligible for scholarship money for college by:
◊ Seeking Fee Waivers
◊ Registering and taking the SAT and ACT test on the dates recommended by the program
◊ Attending the SAT and ACT workshops provided by the program prior to taking the test
◊ Reporting my SAT and ACT results to the program within one week of receiving the scores.
◊ Taking the Explore and PLAN assessments in 9th and 10th grades to prepare for the SAT/ACT.

I will work with the program staff in completing the FAFSA (Free Application for Federal Aid) by February 1st of my senior year.

I will complete and turn in my application for the University of Nevada, Reno in my senior year. (This is a safeguard for students wanting to attend an out of state university who might not be accepted)

I understand that this is just a partial list of the Upward Bound rules and that a complete list will be included in my student handbook given at orientation each year.

I understand that additional rules and regulations apply for Summer Academy and they are included in the Summer Academy handbook.

We want to emphasize the importance of creating an equal partnership between students, parents, and our program staff as we work together to help you complete high school and prepare for college. We will be there to support you the whole way!

My signature below indicated that my parents/guardian and I have read and agree to the Participant/Parent Contract and Statement of Commitment. I understand that there is a copy of this contract in the student and parent handbooks.

_____________________________   ____________________________
Student Name (Please Print)    Student Signature   Date

_____________________________   ____________________________
Parent Name (Please Print)    Parent Signature   Date
Internet and Technology Agreement

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Upward Bound. I understand that use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

I. I recognize that all computer users have the same right to use the equipment; therefore:
   a. I will not play games or use the computer resources for other non-academic activities when others require the system for academic purposes;
   b. I will not waste nor take supplies, such as paper, that are provided by Upward Bound; and
   c. When I am in a computer lab, I will talk softly and work in ways that will not disturb other users.

II. I recognize that software is protected by copyright laws; therefore,
   a. I will not make unauthorized copies of software found on program computers, either by copying them onto my own flash drive or onto other computers through electronic mail or bulletin boards; and
   b. I will not give, lend, or sell copies of software to others unless I have the written permission of the copyright owner or the original software is clearly identified as shareware or in the public domain.
   c. The illegal installation of copyrighted software for use on Upward Bound computers is prohibited.

III. I recognize also that the work of all users is valuable; therefore,
   a. I will protect the privacy of others by not trying to learn their passwords or access their areas or files.
   b. I will not copy, change, read, or use files in another user’s area, without that user’s prior permission;
   c. I will not attempt to gain unauthorized access to system programs or computer equipment;
   d. I will not use computer systems to disturb, harass, or make discriminatory remarks to other computer users by sending unwanted mail or by other means;
   e. I will not download information onto the hard drives of any Upward Bound computer for permanent storage. I will download information onto my flash drive if planning to store the information for more than one week.

IV. I recognize the need for a safe and non-threatening learning environment; therefore;
   a. I understand that use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
   b. Subscriptions and participation in chat rooms and Listserves are prohibited.
   c. I will use appropriate language at all times. I will not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
   d. I will not reveal my personal address or phone numbers or those of other students or colleagues.
   e. I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the director.
   f. All communications and information accessible via the network should be assumed to be private property.

V. I assume full responsibility for my voluntary participation and decision to utilize the technology and internet; therefore:
   a. Upward Bound makes no warranties of any kind, whether expressed or implied, for the service it is providing. Upward Bound will not be responsible for any damages you suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your
own risk. Upward Bound specifically denies any responsibility for the accuracy or quality of information obtained through its equipment or services.

b. I understand that I do not own my computing account, but do have exclusive access to the account under normal circumstances. Upward Bound and University Of Nevada, Reno/UCCSN owns the account and allows me the privilege of using it. University Of Nevada, Reno/UCCSN and Upward Bound reserves the right to access the account if an incident occurs that affects service or threatens the protection of the rights or property of University Of Nevada, Reno/UCCSN and Upward Bound.

c. Upward Bound reserves the right to log Internet use and to monitor fileserver space utilization by users while respecting the privacy of user accounts. Upward Bound reserves the right to temporarily or permanently terminate the account on the network to prevent further unauthorized activity.

d. I agree to indemnify and hold harmless Upward Bound and University Of Nevada, Reno/UCCSN, its employees, and agents from any claim, demand, liability, cause of action, suit judgment or expense (including attorneys’ fees), arising out of my breach of this agreement.

VI. Violations of the rules and code of ethics described above will result in:

a. One month off of the computers for first violation.

b. No further use for the rest of the program length (academic year or summer program) for the second violation.

c. Dismissal from the Upward Bound Program with a third violation.

d. Or other appropriate action dependent in the infraction.

Upward Bound Internet and Technology Acknowledgement of Agreement:

I understand and will abide by the above Internet and Technology Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, program disciplinary action may be taken, and/or appropriate legal action.

User Name (please print): ________________________________________________

User Signature: __________________________________ Date: __________________

Parent or Guardian: (If you are under the age of 18 a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet and Technology Use Agreement. I understand that this access is designed for educational purposes. Upward Bound has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Upward Bound to restrict access to all controversial materials and I will not hold UNR/UCCSN responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's internet use is not under the supervision of Upward Bound. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian’s Name (please print): __________________________________

Signature: ___________________________ Date: ___________________________
Transportation for Rural Schools: 
NORTHWEST GRANT PARTICIPANTS ONLY

Transportation Information:
Transportation from the rural schools to the University of Nevada, Reno campus will be provided for the students to attend the College Prep Saturday Sessions ONLY. See dates on page 4-5 of this handbook. All pickups/drop-offs will take place in front of the respective schools listed below. Should you have questions or concerns, please contact your counselor directly.

Douglas HS:
- Bussing to Saturday Sessions will no longer be provided for Douglas HS students.
- In lieu of bussing, Upward Bound will assist in carpooling arrangements for Douglas HS students as needed.

Silver Stage HS/Fernley HS bus schedule:
- **Silver Stage HS Students:** You must board the bus from Silver Stage HS at 7:15 a.m. The bus will depart promptly from Silver Stage HS at 7:30 a.m.
- **Fernley HS Students:** The bus will proceed to Fernley HS to pick up students and depart for Reno by 8:00 a.m.
- Please note the varying dismissal times for the Saturday Sessions depending on that day's activities. Bus departure from UNR will vary according to dismissal time:
  - **12:00 Dismissal** (lunch not provided): The bus will depart UNR by 12:15 and arrive at Fernley HS between 1:00 and 1:15. The bus will then proceed to Silver Stage HS and drop off remaining students between 1:30 and 1:45.
  - **1:00 Dismissal** (lunch provided): The bus will depart UNR by 1:15 and arrive at Fernley HS between 2:00 and 2:15. The bus will then proceed to Silver Stage HS and drop off remaining students between 2:30 and 2:45.
  - **3:00 Dismissal** (lunch provided): The bus will depart UNR by 3:15 and arrive at Fernley HS between 4:00 and 4:15. The bus will then proceed to Silver Stage HS and drop off remaining students between 4:30 and 4:45.

Chaperone Information:
In order to continue to provide bussing services, parents/guardians are asked to chaperone the bus once per year. Parents/guardians are asked to submit their preferred chaperone dates, and a list of assigned chaperones and dates will be provided to all parents before the first Saturday Session. Prior to the chaperone date, parents will receive chaperone instructions, a list of students who may be on the bus, and a student sign-in sheet. Not everyone will ride the bus – please do not wait for students past the indicated times given above. Your time and support of Upward Bound is greatly appreciated!

For those parents chaperoning the Silver Stage HS/Fernley HS bus, we ask that you board the bus from **Silver Stage HS** at 7:15 a.m.