University of Nevada, Reno
Upward Bound

2016-2017 Academic Year Handbook
Staff Contact Information

**Director**
Ellen Houston  
(775) 784-4978  
ehouston@unr.edu

**ACT/SAT Coordinator**
James Conlan  
(775) 784-4978  
jconlan@unr.edu

**Assistant Director**
Maria Sandra Jimenez  
(775) 784-4978  
msj@unr.edu

**Literacy Specialist Graduate Assistant**
Jason Ludden  
(775) 784-4978  
jludden@unr.edu

**Washoe Counselor/Coordinator**
Monica Conlan  
(775) 682-6169 – office  
(775) 409-6905 – office cell  
mconlan@unr.edu

**Parent Engagement Facilitator**
Jon Haley  
(775) 784-4978

**Truckee Counselor/Coordinator**
Jen Lau Sims  
(775) 682-6171 – office  
(775) 470-2181 – office cell  
jlau@unr.edu

**Social Work Intern**
Brittany Barnes  
(775) 784-4978

**Northwest Counselor/Coordinator**
Chris Dudash  
(775) 682-6168 – office  
(775) 813-1594 – office cell  
cdudash@unr.edu

**Tutoring Coordinator, Cain Hall**
Marjorie Matschke  
(775) 682-6166  
mmatschke@unr.edu

**Administrative Assistant**
Ellen Murphy  
(775) 784-4978  
emsilver@unr.edu

**Washoe Graduate Assistant**
Mary Quiroga  
(775) 784-4978  
mquiroga@unr.edu

Upward Bound Programs Main Office Number – (775) 784-4978  
Upward Bound Tutoring Office – (775) 682-6166
Welcome

September 10, 2016

Dear Upward Bound Student:

It is with great pleasure that we welcome you to the 2016-2017 Academic Year for the Upward Bound Programs at the University of Nevada, Reno. Participation in this premier college preparatory program is an honor and a privilege. This is a federally funded program for motivated, hard-working students who are intent on building a bright future through educational achievement. Upward Bound students are role models, leaders, and scholars. You have been selected for Upward Bound because we know you have the academic potential and necessary work ethic to earn a college degree.

The world is changing rapidly, and with it so is the workforce. 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 jobs in the United States will require a college education. A college education prepares you intellectually, professionally, and socially for the jobs of the future. Our goal in Upward Bound is to help you graduate high school and successfully move on to college to study an educational field that will lead you towards a fulfilling and rewarding career.

The Upward Bound Programs have a rich tradition of academic success in Northern Nevada. All three Upward Bound grants have been funded through 2017, and the fall of 2016 marks the 49th year of Upward Bound at the University of Nevada, Reno. This long history continues to emphasize academic achievement, personal growth, leadership skills, as well as social and cultural awareness. Our programs also focus on parent/family involvement, ACT/SAT preparation, using advanced technology as a learning tool, and providing individualized resources in our tutoring program. We will provide all the necessary resources to help you succeed in attaining your educational dreams.

We look forward to working with you this year!

Sincerely,

Upward Bound Staff
University of Nevada, Reno

University of Nevada, Reno Upward Bound Programs
Mission Statement
The Upward Bound Programs of the University of Nevada, Reno provide first-generation, income-qualified students with free college preparatory services and support to develop the skills and knowledge essential for successful admission, persistence, and completion of postsecondary education.
The History of Upward Bound

Upward Bound, the country’s first federal program to prepare low-income students for college, has been helping high school students go from poverty to the middle class through higher education since the program’s inception over 50 years ago. Among the millions of alumni who got their start through the program are two-time Oscar nominee Viola Davis; best-selling author Wil Haygood; ABC Primetime host John Quinones; GE Asset Management President and CEO Dmitri Stockton, Democratic National Committee Vice-Chairwoman Donna Brazile, and a varied list of astronauts, judges, scientists, politicians, actors, musicians, scholars, inventors, and entrepreneurs.

Since Upward Bound began emerged from the Economic Opportunity Act of 1964 as a key element of President Lyndon B. Johnson’s War on Poverty, the program has motivated and tutored low income students from families where neither parent holds a degree. “Upward Bound works in nearly a thousand American communities, helping students lift themselves, their families and our economy up through college education,” said Maureen Hoyler, President, Council for Opportunity in Education.

Upward Bound provides college preparation to students between the ages of 13 and 19, as well as older veterans, who live at or below 150% of the federal poverty level where their chances of earning a bachelor’s degree are nearly nine times less than those of their peers in the top family-income bracket. Despite enormous challenges unique to a low-income environment, Upward Bound participants are three times more likely to complete a college degree in six years than those who did not participate in college access services, according to the Pell Institute, a non-profit educational research organization.

Students who graduate from Upward Bound and go on to obtain a college degree earn more money than they would with only a high school diploma and contribute nearly five times the cost of the program in taxes, the research shows.

“As someone who benefited greatly from Upward Bound, I can say it was a truly transformational experience on my journey to higher education, and has had a similar impact on countless individuals,” said GE Asset Management CEO Stockton, who enrolled in the program as a high-school student in Virginia.

Upward Bound began as an experimental program in the Office of Economic Opportunity in 1964, enrolling 2,061 participants at 17 programs the following year. Today more than 80,000 students participate in 964 programs nationwide.

“Upward Bound helps level the playing field for students whose talents would be overlooked, perhaps mine included,” said J. Keith Motley, chancellor of the University of Massachusetts-Boston. Dr. Motley was a student in the University of Pittsburgh’s Upward Bound program. He received his bachelor’s and master’s degrees from Northeastern University and a doctor of philosophy degree from Boston College.

Upward Bound’s importance continues to mount with the rising value of a college degree. Where less than 30 percent of U.S. jobs in 1973 required more than a high school diploma, it’s projected that by 2020, 65 percent of jobs will require higher education, according to a study by the Georgetown University’s Center on Education and the Workforce.
# Table of Contents

**Welcome** ................................................................................................................................................................. 1  
Academic Year Calendar 2016-2017 ...................................................................................................................... 6  
**General Program Information** ..................................................................................................................................... 8  
**Rules and Regulations** ........................................................................................................................................... 9  
  Behavior and Conduct .............................................................................................................................................. 9  
**Electronic Equipment Guidelines** .......................................................................................................................... 10  
  Hygiene ............................................................................................................................................................... 14  
  Dress Code ........................................................................................................................................................ 14  
**Emergency and Personal Safety** ............................................................................................................................ 16  
  Student Medical Care .......................................................................................................................................... 16  
  Personal Safety .................................................................................................................................................. 16  
  Fire Alarm Procedures ...................................................................................................................................... 17  
  Earthquake Procedures ................................................................................................................................... 17  
  Mandated Reporting ........................................................................................................................................ 18  
**College Prep Saturday Sessions (CPSS):** ................................................................................................................. 19  
  Rules & Regulations ........................................................................................................................................ 19  
  CPSS General Schedule 2016-2017: ................................................................................................................... 19  
  CPSS Absence Policy ....................................................................................................................................... 20  
  Excused Absence .......................................................................................................................................... 20  
  Unexcused Absence ...................................................................................................................................... 20  
**Academic Advising** ............................................................................................................................................. 21  
**Disciplinary Policy** ............................................................................................................................................. 22  
  Grounds for Immediate Dismissal: .................................................................................................................... 22  
  Disclaimers .................................................................................................................................................... 22  
  Disciplinary Procedures ................................................................................................................................ 22  
**Student Academic Responsibility Act** ....................................................................................................................... 24  
  Leave of Absence Requirements .......................................................................................................................... 25  
**First Year Academic Monitoring** ............................................................................................................................ 25  
**Community Service** .......................................................................................................................................... 25  
**Tutoring Program** ............................................................................................................................................. 26  
  Upward Bound Tutoring ................................................................................................................................... 26  
  Sign-in and Sign-out ...................................................................................................................................... 26  
  Schedule* .................................................................................................................................................... 26
Mandatory Tutoring .................................................................................................................................................. 26
Cain Hall Tutoring Rules and Regulations ............................................................................................................... 27
Parking Permits & Metered Parking for Tutoring ................................................................................................................ 28
Guidelines for Good Standing ........................................................................................................................................... 29
Upward Bound Point System ............................................................................................................................................... 30
Point System Rubric – Fall 2016........................................................................................................................................ 31
Point System Rubric – Spring 2017.................................................................................................................................. 32
College Tours ............................................................................................................................................................................ 33
Activities and Field Trip Eligibility ........................................................................................................................................ 33
Summer Academy (SA) Participation and Eligibility ........................................................................................................... 34
Upward Bound Math Science Summer Program Eligibility ............................................................................................ 34
Putting Yourself on the College Track................................................................................................................................. 35
Academic Four Year Plan ...................................................................................................................................................... 35
Upward Bound Assessment Information ............................................................................................................................. 36
2016-2017 SAT/ACT Dates and Locations ....................................................................................................................... 37
Financial Aid Information ...................................................................................................................................................... 38
Campus-Based Programs .................................................................................................................................................... 39
Scholarships For College .................................................................................................................................................... 39
Free Scholarship Websites ................................................................................................................................................... 39
Governor Guinn Millennium Scholarship ........................................................................................................................... 40
Participant/Parent Contract AND Statement of Commitment ......................................................................................... 41
Internet and Technology Use Agreement ........................................................................................................................... 43
Transportation for Rural Schools: ........................................................................................................................................ 45
Northwest Grant Participants ONLY .................................................................................................................................. 45
Campus Parking Map ............................................................................................................................................................ 46
Academic Year Calendar 2016-2017

**September 2016**
- 9/1 Registration Deadline for October 1 SAT test
- 9/5 Labor Day Holiday – Upward Bound Office Closed
- 9/10 *Academic Year Orientation*
- 9/12 *Northwest After-School Tutoring Program begins at Silver Stage and Fernley High Schools*
- 9/13 *Cain Hall Tutoring Program begins Tuesday-Thursday from 4pm-7pm*
- 9/16 Registration Deadline for October 22 ACT test (MANDATORY for seniors)

**October 2016**
- 10/1 FAFSA Application available at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov) (MANDATORY for seniors)
- 10/1 SAT Test
- 10/3 Fall College Tour (Monday 10/3 – Thursday 10/6)
- 10/3 WCSD Fall Break (Monday 10/3 – Friday 10/7)
- 10/7 Registration Deadline for November 5 SAT test (MANDATORY for seniors)
- 10/15 *College Prep Saturday Session*
- 10/19 PSAT/NMSQT Testing for 10th and 11th Grades (WCSD)
- 10/22 ACT Test – MANDATORY FOR ALL UB SENIORS
- 10/28 Nevada Day Holiday Observed – Upward Bound Office Closed

**November 2016**
- 11/3 Registration Deadline for December 3 SAT Test
- 11/4 Registration Deadline for December 10 ACT Test
- 11/5 SAT Test – MANDATORY FOR ALL UB SENIORS
- 11/6 College Fair – University of Nevada, Reno – MANDATORY FOR ALL UB STUDENTS
- 11/8 Election Day – WCSD No School
- 11/11 Veterans’ Day Holiday – Upward Bound Office Closed
- 11/19 *College Prep Saturday Session*
- 11/24 Thanksgiving Holiday – Upward Bound Office Closed
- 11/25 Family Day Holiday – Upward Bound Office Closed

**December 2016**
- 12/3 SAT Test
- 12/10 *College Prep Saturday Session*
- 12/10 ACT Test
- 12/16 Washoe County School District Winter Break (12/19 – 1/6)
- 12/21 Registration Deadline for January 21 SAT Test
- 12/25 Christmas Day Holiday – Upward Bound Office Closed
- 12/26 Lyon County School District Winter Break (12/26 – 1/6)

**January 2017**
- 1/2 New Year’s Day Holiday Observed – Upward Bound Office Closed
- 1/13 Registration Deadline for February 11 ACT test
- 1/16 Martin Luther King Jr. Holiday – Upward Bound Office Closed
1/21  College Prep Saturday Session  
1/21  SAT Test

February 2017
2/10  Registration Deadline for March 11 SAT test  
2/11  ACT Test  
2/11  College Prep Saturday Session  
2/20  President’s Day Holiday – Upward Bound Office Closed  
2/26  WESTOP Conference 2/26 – 3/1 – Counselors Out of the Office

March 2017
3/3  Registration Deadline for April 8 ACT Test  
3/11  SAT Test  
3/11  College Prep Saturday Session  
3/21  Washoe County School District Spring Break (3/20 – 3/31)  
March  Statewide ACT Test- MANDATORY FOR ALL NEVADA JUNIORS – DATE TBD

April 2017
4/3  Lyon County School District Spring Break (4/3 – 4/7)  
4/7  Registration Deadline for May 6 SAT Test (MANDATORY for juniors)  
4/8  ACT Test  
4/15  College Prep Saturday Session

May 2017
5/1  Advanced Placement (AP) Testing Begins (5/1 – 5/5 & 5/8 – 5/12)  
5/3  TRiO Graduation (MANDATORY for seniors)  
5/3  Registration Deadline for June 10 ACT Test  
5/6  SAT Test Date – MANDATORY FOR ALL UB JUNIORS  
5/9  Registration Deadline for June 3 SAT Test  
5/13  College Prep Saturday Session  
5/26  Last Day of School – Lyon County School District  
5/29  Memorial Day Holiday – Upward Bound Office Closed

June 2017
6/3  SAT Test  
6/8  Last Day of School – Washoe County School District  
6/10  ACT Test  
6/15  Senior Retreat (6/15 – 6/16)  
6/18  Upward Bound Summer Academy Begins (6/18 – 7/21)

July 2017
7/4  Independence Day Holiday – Upward Bound Office Closed  
7/21  Upward Bound Summer Academy Ends
General Program Information

Office Mailing Address and Contact Information:

University of Nevada, Reno
Upward Bound/0062
Edmund J. Cain Hall, Room 203
Reno, Nevada 89557

Phone: (775) 784-4978
Fax: (775) 784-6254
Email: upwardbound@unr.edu
www.unr.edu/upward-bound
Rules and Regulations

Throughout the year Upward Bound students will participate in learning experiences with diverse groups of people both on and off the university campus. Students are expected to show respect for others and for university property at all times. The following rules have been established to help all students 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. The use of alcohol, illegal drugs, prescription drugs not medically prescribed to you, tobacco products, paraphernalia, cigarettes, and any other controlled substances are strictly prohibited. Any student found in possession of or under the influence of these items will be immediately dismissed from the program, and in the case of drugs or alcohol, campus police will be notified.

2. A student shall not borrow any item without explicit permission of the property owner. A student also shall not steal private or public property. Theft will result in immediate dismissal and campus police will be notified.

3. Possession of any type of weapon or firework is not permitted and will result in immediate dismissal from the program, and in the case of a weapon, campus police will be notified.

4. 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 behaviors will be grounds for possible dismissal from the program, and could result in criminal charges.

5. Romantic relationships among participants are strongly discouraged in Upward Bound. Public displays of affection and sexual activity of any type will not be permitted. Sexual activity or conflicts/incidents that are the result of romantic relationships will result in dismissal from the program.

6. Students and their 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 immediate dismissal from the program.

7. 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 immediately report any loss or damages to Upward Bound property to Upward Bound staff.

8. Students must be considerate and keep the noise level down at all times while on campus, including the residence halls and 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 with you as long as you are respectful of their rights.

9. 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 will result in immediate dismissal.**

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

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

12. 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 damages, losses, accidents, or tickets incurred by the student.** If the student acquires a parking ticket, the student must pay the ticket immediately.

13. If a student leaves the site of any Upward Bound activity without prior permission from the appropriate program staff, this acts as 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 activity.

14. Students are not to make arrangements to consort with outside parties not participating in Upward Bound, including family and friends, during Upward Bound activities without explicit written approval from a student’s UB Counselor or the Program Director.

**Electronic Equipment Guidelines**

Cell phones, laptops, and tablets will be permitted under the following circumstances. The Board of Regents of the Nevada System of Higher Education and its employees are not responsible for the loss, theft, or damage of students’ personal electronics.

**Cell Phones and Electronic Devices**

- Cell phone and electronic device use will be permitted at Upward Bound programming only at the discretion of Upward Bound staff.
- Cell phones and electronic devices may not be used during tutoring, workshops, or other academic activities unless approved by Upward Bound staff.
- If a cell phone or electronic device is visible anytime that use is not permitted, the cell phone or electronic device will immediately be surrendered by the student.
- Refusal to surrender your phone or electronic device when asked is defiance. Defiance can result in loss of points or other disciplinary action. Said action will be made at the discretion of Upward Bound.
Social Media

- Students will be allowed to access social media applications through their electronic devices only at the discretion of Upward Bound staff.
- Access to social media applications will **NOT** be allowed during tutoring or academic workshops.
- Students are not allowed to use any of their electronic devices to take, post, or disseminate photos of other students or Upward Bound staff without the permission of those persons being photographed.
- Upward Bound Programs promote and encourage students to utilize social media applications to post about their positive experiences during Summer Academy by tagging Upward bound at #upwardboundnv.
- To maintain the integrity of Upward Bound Programs, students are expected to be respectful on their social media application when they are associating themselves with Upward Bound.

Hate Speech in Social Media

- While accessing social media applications, students shall not engage in hate speech.
  - Hate speech is defined as any type of speech that attacks a person or a group of people on the basis of national origin, race, religion, gender, or sexual orientation.
- Students who use hate speech in social media posts may be placed on a probation contract or dismissed from Upward Bound programs.

Internet and Technology Use Agreement

As a computer user, I agree to follow the Upward Bound Internet and Technology Use Agreement (hereinafter the “IT Agreement”) in all of my work with computers while attending Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno Upward Bound (hereinafter “Upward Bound”) programs and activities. 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 the Upward Bound Programs.
   c. When I am in the 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.
   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 is 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 the 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 harass or discriminate against 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 the 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 list serves are prohibited.
   c. I will not engage in illegal activities in my use of any Upward Bound computer.
   d. I will not reveal my personal address or phone numbers or those of other students or colleagues online.
   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 are 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. I understand and acknowledge that Upward Bound makes no warranties of any kind, whether expressed or implied, for the service that it is providing and that Upward Bound will not be responsible for any damages I suffer. These include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by Upward Bound or my errors or omissions. Use of any information obtained via the Internet is at my 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 owns the account and allows me the privilege of using it. Upward Bound and its employees reserve the right to access the account if an incident occurs that affects service or threatens the protection of the rights of property of Upward Bound.
   c. Upward Bound reserves the right to log Internet use and 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 the Upward Bound and 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 the IT Agreement.

VI. I understand, acknowledge, and agree that violations of the IT Agreement will result in:
   a. Loss of the computer access for one month for the 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 Programs with a third violation.
   d. Or, the appropriate action depending on the infraction.

Computer and Laptop Rules
1. Beverages are permissible as long as they are in spill-proof containers.
2. Students are expected to use the equipment, hardware and software in an appropriate and responsible manner.
3. Ask staff for help if you encounter computer problems, DO NOT TRY TO FIX YOURSELF.
4. Do not alter or change any of the configuration files or programs in the computers.
5. Do not put your own software or any program downloaded from the internet on any Upward Bound computer.
6. When printing, be patient and refrain from clicking the print command icon more than once.
7. PRINT ONLY academic work or Upward Bound-sponsored project documents (i.e. essays, yearbook projects, group projects).
8. All chat sites, instant messaging, Facebook, Twitter or participation in Listserv activities are strictly prohibited on Upward Bound computers. **Computers are to be used for academic work only. You may also use the computer to email your parent(s)/guardian(s).**

9. When you are finished with the computers, be sure to close all applications and log out.

10. **If laptop is not returned or damaged, the student is responsible for the loss or damages and will lose the privilege of laptop use.**

**Behavior in the Computer Labs and UB Laptops/iPads**

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, as the UB Staff.
7. 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 accidently print more pages than you need, please place the excess pages in a recycle bin.
8. PRINT ONLY academic work, college research and Upward Bound sponsored project documents (i.e., yearbook, student council, etc.)
9. 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.
10. **ALL CHAT ROOMS, INSTANT MESSAGING, and participation in listserv activities are strictly prohibited! You will be asked to log off your computer if you are caught participating in any of the above activities and may have your access to the computer lab revoked.**
11. When you are finished with the computer, be certain that you have logged out.
12. 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 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
- No spiked or studded clothing or accessories
- Both men and women must wear proper foundation support clothing specific to 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
- A skirt or dress will be no more than 3 inches above mid-knee; no mini-skirts or mini-dresses
- 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 plant leg
- No exposed buttocks or underwear
• Belt buckle monograms must be appropriate
• No hanging or extended belt length
• No unfastened overall buttons or hanging straps
• No cut-offs
• Shorts must be hemmed and no more than 3 inches above mid knee
• 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 building at any time (exceptions will be made only for bona fide 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 off the residential floor

LANGUAGE AND ILLUSTRATIONS ON CLOTHING
• No obscene, vulgar, profane, or derogatory language or illustration is allowed on clothing
• No sexual overtones, or verbiage or illustration promoting drugs, 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 any other Upward Bound activities. If a student is five minutes late to any activity, the program director will be contacted immediately.**
- 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 or an Upward Bound staff member immediately.
- In case of an emergency, contact University Police by dialing 334-COPS (2677) or 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.
  - Hand 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 to 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 to his or her own person, or to others, Upward Bound staff members are required to make a report to the proper authorities.
• Any student in possession of alcohol or other illegal substances, including narcotics, will be reported to University Police, in accordance with campus policies.
College Prep Saturday Sessions (CPSS):

Rules & Regulations

A. THINGS A STUDENT MUST BRING TO SATURDAY SESSION:
   • Wear your Upward Bound T-shirt – MANDATORY
   • Pen or pencil
   • Senior – Senior binder
B. THINGS A STUDENT MAY NOT BRING:
   • Friends, family, or guest(s)
   • Non-academic books, games etc.
C. GENERAL RULES FOR SATURDAY SESSION:
   1. The student must be on time for CPSS. If the student cannot be present for the whole session, the student may lose points for attendance.
   2. The student must wear his/her Upward Bound T-shirt to CPSS.
   3. 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. Students with excused absences are required to complete a make-up assignment.
   4. 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.
   5. The student must always behave respectfully toward all Upward Bound staff and fellow participants.
   6. Students must comply with the Upward Bound Dress Code policies.
   7. Personal electronic devices (cell phones, MP3 players, etc.) may not be used during instructional time unless given explicit permission.

CPSS General Schedule 2016-2017:

The intent of CPSS is to provide students with experiences and activities that will improve academic success and increase college readiness. Students will begin the day with a grant breakout session. Students will also participate in grade-level workshops, team-building activities and cultural learning experiences. In November, all students must also attend the annual college fair. (See the academic calendar for the college fair date.)

Typical Saturday Session Schedule***:

8:30 a.m. – 10:00 a.m.  Grant breakout session with counselor
10:00 a.m. – 11:30 a.m.  Morning workshops
11:30 a.m. – 12:30 p.m.  Lunch and announcements
12:30 p.m. – 2:00 p.m.  Afternoon workshops
2:00 p.m. – 2:30 p.m.  Wrap-up

***CPSS schedules are subject to change***
Grade Level Workshops:

- 9th Grade: Academic success and college exploration
- 10th Grade: Career exploration
- 11th Grade: ACT and SAT college entrance exam preparation
- 12th Grade: College readiness, including admissions, financial aid scholarships

**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 will be excused for the following circumstances:
   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 a signed note from their athletic coach excusing the student from CPSS.
   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. **A maximum of three excused absences are permitted per Academic Year.**

**Unexcused Absence**

1. If a student does not meet the above requirement 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 may result in probationary action.
4. Three unexcused absences may 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. 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 a student misses a scheduled advising session, the student is responsible for contacting the counselor to schedule a make-up session. This must occur prior to the next advising date on the calendar. Failure to attend advising sessions will result in a loss of points.

Below is a list of 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><strong>Counselor:</strong> Mrs. Conlan</td>
<td><strong>Counselor:</strong> Mrs. Sims</td>
<td><strong>Counselor:</strong> Mr. Dudash</td>
</tr>
<tr>
<td><a href="mailto:mconlan@unr.edu">mconlan@unr.edu</a></td>
<td><a href="mailto:jlu@unr.edu">jlu@unr.edu</a></td>
<td><a href="mailto:cdudash@unr.edu">cdudash@unr.edu</a></td>
</tr>
<tr>
<td>Hug HS</td>
<td>Spanish Springs HS</td>
<td>Fernley HS</td>
</tr>
<tr>
<td>North Valleys HS</td>
<td>Sparks HS</td>
<td>Silver Stage HS</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 will immediately be dismissed from the Upward Bound Programs, and could be subject to criminal charges.**

**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 or fireworks. Possession of or under the influence of illegal drugs, prescription drugs not medically prescribed to you, alcohol or paraphernalia.
- Stealing, extortion, vandalism and/or causing intentional damage to the school, the residence hall or the personal property of another person.
- Academic dishonesty, disrupting summer program activities, verbal abuse, or defying the authority of any staff member.
- Engaging in hate crimes, gang activity or sexual assault.

**Disclaimers**

- **All rules and regulations are subject to change.**
- Upward Bound staff members, University police or other University personnel may search any student if there is any reason 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 to 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 the 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 her 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 Act

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. Students will enroll in a rigorous course schedule that meets college entrance requirements. This includes, but is not limited to the following: 4 years of Math, 4 years of English, 3 years of Lab Science, 3 years of Social Science, and 2 years of Foreign Language.

B. Students will maintain a 3.00 core GPA each semester.

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

D. 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.

E. 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 Mandatory Tutoring for the remainder of the semester.

F. Any student earning below a 3.0 core GPA for the semester may be placed on a Student Probationary Contract at counselor discretion. 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 outline in their probationary contract, the student may be dismissed from the Upward Bound program.

G. 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) in writing for the requested LOA.
2. Meet the Upward Bound counselor monthly 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 semester report cards to the Upward Bound office before, during, and at the conclusion of 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 required hours. Community service is factored into the Upward Bound Point System, and is reflected in the student progress reports sent 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 the certified high school teachers, or by highly qualified 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 the 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>Tuesday - 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>Thursdays</td>
<td>2:15 – 4:15 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 the following Upward Bound students*
  1. All new students to the program
  2. All students with below a 3.0 CORE GPA on his or her most recent semester report card
  3. All students with a grade of a C or lower in any core class at any time during the semester

*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 Program 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 cancelled or re-scheduled upon notifying Tutoring Coordinator Samantha Sposato 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 scheduled 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 for 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 accuracy.

**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.

**Earn 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 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, Social Science, 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, until they have improved all grades to a “B” or at the discretion of the Upward Bound counselor.
4. Students are required to participate in at least 70% of Upward Bound programming, including academic advising, college prep Saturday sessions and tutoring.
5. Students are required to take and submit score for 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 for 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.

NOTE: Students that fall into Group A or Group B will receive priority for college tours, enrichment activities, and Summer Academy.
# Point System Rubric – Fall 2016

<table>
<thead>
<tr>
<th>Upward Bound Event</th>
<th>Point Value</th>
<th>Frequency</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year Orientation</strong></td>
<td>20 points</td>
<td>Once (September 10)</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>UB College Prep Saturday Sessions (CPSS)</strong></td>
<td>30 points</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><strong>College Fair</strong></td>
<td>20 points</td>
<td>Once (November 6)</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>Academic Advising Sessions</strong></td>
<td>15 points each</td>
<td>Eight times: September (2x) October (2x), November (2x), December (2x)</td>
<td>120 points possible</td>
</tr>
<tr>
<td><strong>Tutoring Attendance</strong></td>
<td>10 points each</td>
<td>14 weeks: Sept 13th - Dec 16th</td>
<td>140 points possible</td>
</tr>
<tr>
<td><strong>Community Service</strong></td>
<td>80 points</td>
<td>Four Hours of community service</td>
<td>80 points</td>
</tr>
<tr>
<td><strong>Grade Point Average (GPA) – CORE GPA</strong></td>
<td>3.00 – above = 200 points 2.50-2.99 = 150 points 2.00 – 2.49 = 100 points 1.99- below = 50pts 50 extra points awarded for 3.5 GPA or above</td>
<td>Based on first semester core GPA.</td>
<td>200 points possible</td>
</tr>
</tbody>
</table>

Total Points Possible for Fall Semester = 670 Points

**Group A = 603-670 Points (90-100%)**  
**Group B = 536-602 Points (80-89%)**  
**Group C = 469-535 Points (70-79%)**  
469 points and below (0-69%) = Probation; no activities, no privileges or college tours

**Tutoring is mandatory for all students unless you are a returning student with 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 you 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 2017

<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</td>
<td>30 points each</td>
<td>Five times:</td>
<td>150 points possible</td>
</tr>
<tr>
<td>(CPSS)</td>
<td></td>
<td>January, February, March, April, May</td>
<td></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:</td>
<td>150 points possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January (2x), February (2x), March (2x), April (2x), May (2x)</td>
<td></td>
</tr>
<tr>
<td>Tutoring Attendance (if mandatory)</td>
<td>10 points each</td>
<td>19 Weeks:</td>
<td>190 points possible</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jan 10th – June 8th</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td>80 points</td>
<td>Four Hours of community service</td>
<td>80 points</td>
</tr>
<tr>
<td>Grade Point Average (GPA) – CORE GPA</td>
<td>3.00 – above = 200 points</td>
<td>Based on first semester core GPA.</td>
<td>200 points possible</td>
</tr>
<tr>
<td></td>
<td>2.50-2.99= 150 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00 – 2.49 = 100 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.99- below = 50pts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 extra points awarded for 3.5 GPA or above</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible for Spring Semester = 770 Points

**Group A = 693-770 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 are a returning student with 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 you 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 education/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.
2. Students who cancel attendance on a field trip or activity less than 48 hours before departure will not be eligible for the next trip or activity.
Summer Academy (SA) Participation and Eligibility

All students are required to participate in an Upward Bound summer program each summer. Summer options include the residential Summer Academy at the University of Nevada, Reno; regional residential Upward Bound Math and Science summer programs; and an online program. All new Upward Bound students are required to attend a residential summer program following their first year in the program.

In order for a student to attend the annual residential 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.
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></td>
<td><strong>Math:</strong></td>
</tr>
<tr>
<td>Algebra 1-2</td>
<td>Geometry</td>
</tr>
<tr>
<td><strong>Science:</strong></td>
<td><strong>Science:</strong></td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td><strong>English:</strong></td>
</tr>
<tr>
<td>English 1</td>
<td>English 2</td>
</tr>
<tr>
<td><strong>History:</strong></td>
<td><strong>History:</strong></td>
</tr>
<tr>
<td>N/A</td>
<td>World Hist./Economics</td>
</tr>
<tr>
<td><strong>Language:</strong></td>
<td><strong>Language:</strong></td>
</tr>
<tr>
<td>Foreign Language 1</td>
<td>Foreign Language 2</td>
</tr>
<tr>
<td><strong>Elective:</strong></td>
<td><strong>Elective:</strong></td>
</tr>
<tr>
<td>PE Requirement</td>
<td>PE Requirement</td>
</tr>
<tr>
<td><strong>Elective:</strong></td>
<td><strong>Elective:</strong></td>
</tr>
<tr>
<td>Computer Requirement</td>
<td>Humanity Requirement</td>
</tr>
<tr>
<td><strong>Extra-curricular:</strong></td>
<td><strong>Extra-curricular:</strong></td>
</tr>
<tr>
<td>Explore clubs, Sports and other activities</td>
<td>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></td>
<td><strong>Math:</strong></td>
</tr>
<tr>
<td>Algebra 3-4</td>
<td>Trig/Pre-Calculus</td>
</tr>
<tr>
<td><strong>Science:</strong></td>
<td><strong>Science:</strong></td>
</tr>
<tr>
<td>Physics</td>
<td>AP Bio or Chem</td>
</tr>
<tr>
<td><strong>English:</strong></td>
<td><strong>English:</strong></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>History:</strong></td>
<td><strong>History:</strong></td>
</tr>
<tr>
<td>U.S. History</td>
<td>American Government</td>
</tr>
<tr>
<td><strong>Language:</strong></td>
<td><strong>Language:</strong></td>
</tr>
<tr>
<td>Foreign Language 3</td>
<td>Foreign Language 4</td>
</tr>
<tr>
<td><strong>Elective:</strong></td>
<td><strong>Elective:</strong></td>
</tr>
<tr>
<td>Career Interest Elective</td>
<td>Career Interest Elective</td>
</tr>
<tr>
<td><strong>Elective:</strong></td>
<td><strong>Elective:</strong></td>
</tr>
<tr>
<td>Choice</td>
<td>Choice</td>
</tr>
<tr>
<td><strong>Extra-curricular:</strong></td>
<td><strong>Extra-curricular:</strong></td>
</tr>
<tr>
<td>Be in at least One club or activity</td>
<td>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
- Self-advocate by asking your teacher for help or to participating in tutoring
- Work to maintain at least a 3.0 GPA
Upward Bound Assessment Information

ENGAGE

ACT Engage is a short assessment that identifies key academic behaviors and risk factors that affect student success and persistence, such as motivation, discipline, self-confidence, social interaction and study skills. Engage provides students and Upward Bound staff with information on individual students’ academic behavioral strengths and weaknesses. This information is used to identify student needs and develop programming and services that will help increase the academic success of all students. All students are required to complete the ENGAGE assessment at the beginning of each academic year.

PSAT, ACT, and SAT

All Upward Bound students are required to take college readiness exams, including the PSAT, Aspire (if available), SAT and ACT. SAT and ACT are college entrance exams that students will take during their junior and senior years. Students will be provided with fee waivers for these tests. PSAT and Aspire are practice tests for SAT and ACT and are taken during sophomore and junior years. Students must submit copies of all test scores to their counselor.

SAT vs. ACT

Upward Bound students will be required to take both the ACT and SAT twice during their high school career, once during the spring of junior year and again during the fall of senior year. ACT and SAT are college entrance exams used by colleges to determine admissions and by scholarship organizations to determine scholarship eligibility. The exams measure students’ potential for success at the college level.

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 what you have learned 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?

All four year institutions accept both the ACT and SAT. Some institutions will also require SAT Subject Tests.

What are colleges looking for from an ACT or SAT score?

Test score requirements will vary from school to school depending on the institution’s admission requirements. Test scores will be used to determine eligibility for admission, scholarship eligibility and placement into college math and English courses.

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?

Register online to take the ACT and SAT at the high schools listed below. Free study materials are available online at [www.actstudent.org](http://www.actstudent.org) and [www.collegeboard.org](http://www.collegeboard.org).

### 2016-2017 SAT/ACT DATES AND 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>9/10</td>
<td>Carson, Galena, Hug, Reed, Sparks, Yerington</td>
<td>10/1</td>
<td>Carson, Fallon, Galena, Hug, Reed High Schools</td>
</tr>
<tr>
<td>10/22</td>
<td>Carson, Fernley, Galena, Hug, Reed</td>
<td>11/5</td>
<td>Carson, Fallon, Galena, Hug, McQueen, Reed, Yerington</td>
</tr>
<tr>
<td>12/10</td>
<td>Carson, Fernley, Galena, Hug, Reed</td>
<td>12/3</td>
<td>Carson, Fallon, Galena, Hug, Reed, Reno, Yerington</td>
</tr>
<tr>
<td>2/11</td>
<td>Carson, Galena, Hug, Reed, Yerington</td>
<td>1/21</td>
<td>Carson, Galena, Hug, McQueen, Reed</td>
</tr>
<tr>
<td>4/8</td>
<td>Carson, Galena, Hug, Reed</td>
<td>3/11</td>
<td>Carson, Fallon, Galena, Hug, McQueen, Reed, Yerington</td>
</tr>
<tr>
<td>6/10</td>
<td>Galena, Reed, Sparks</td>
<td>5/6</td>
<td>Carson, Fallon, Galena, Hug, Reed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/3</td>
<td>Galena, Hug, McQueen, Reed</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
- www.collegeboard.com
- www.collegenet.com
- www.collegetoolkit.com
- www.brokescholar.com

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

- http://www.nvcis.intocareers.org
- http://nevadatreasurer.gov/millennium/
- 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 un-weighted;

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>3</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 are committed to your future and you are on your way to academic success. In order to receive Upward Bound services, your compliance with the Upward Bound rules, regulations and guidelines is required.

PARENT(S)/GUARDIAN(S):
It is expected that you support your child in complying with the Upward Bound rules, regulations and guidelines. Please read this document and understand the expectations required of your student as an Upward Bound participant.

ALL STUDENTS:

- I agree to abide by all the rules, regulations, and guidelines set by the program as described in the Upward Bound Student Handbook, receipt of which is hereby acknowledged.
- I understand that this Participant/Parent Contract and Statement of Commitment is just a partial list of the Upward Bound rules and that I am responsible for reading, understanding and following all rules, regulations and guidelines in the Upward Bound Student Handbook.
- I understand that additional rules and regulations apply for Summer Academy and they are included in the Summer Academy Handbook.
- I will participate in an Upward Bound summer program every summer (residential program, online program or regional Math Science Upward Bound program).
- I understand that failure to follow the rules, regulations and guidelines of the program or failure to participate in required services may result in suspension and or dismissal from the program.
- I understand that in the case of serious infractions, Upward Bound staff reserves the right to suspend or dismiss students immediately without the approval of my parents/guardians.
- I understand that I am committing to the Upward Bound Program for the duration of my high school years, including summers.
- I understand that all students and their parents/guardian are required to attend Academic Year Orientation every fall. Students participating in Summer Academy or College Tours must also attend additional orientation sessions with a parent/guardian.
- 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 the director for 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 advising at my high school, the Upward Bound office, two times per month as scheduled.
• I understand that I must perform a minimum of eight (8) hours of community service per year and that the program provides opportunities in which I can choose to fulfill this requirement.

• I will provide Upward Bound with a copy of my semester report cards within two weeks of receiving them. (The program is required to track student performance.)

• I will provide copies of EXPLORE, PLAN, PSAT, ACT, SAT and HSPE results to my counselor within two weeks of receiving them.

• I understand that fines (such as library fines, parking fines, rule/law violations), and the cost of replacing lost keys and/or damaged property are the responsibility of students and their parent/guardians.

• I understand that neither the Nevada System of Higher Education nor the University of Nevada, Reno will provide medical or health insurance coverage to me during any aspect of my participation in the Upward Bound Program and that if I am not covered by a medical or health insurance plan, my parent(s) or legal guardian will be solely responsible for all medical expenses that may be incurred as a result of any emergency medical services rendered.

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

**ADDITIONAL REQUIREMENTS FOR JUNIORS:**

• I will attend the overnight Senior Retreat trip during the summer between junior and senior year.

• I will complete all components of the Senior Assignment during the summer before my senior year, including resume writing and scholarship essay writing.

• I will register for and take the ACT and SAT college entrance tests during the spring of my junior year.

• I will participate in ACT and SAT tutoring during my junior year.

**ADDITIONAL REQUIREMENTS FOR SENIORS:**

• I will apply for a minimum of two scholarships per month during my senior year.

• I will register for and take the ACT and SAT college entrance tests in the fall of my senior year.

• I will participate in ACT and SAT tutoring during my senior year.

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

• I will provide Upward Bound with documentation that I have completed the FAFSA.

• I will provide Upward Bound with documentation of college acceptances.

• I will provide Upward Bound with documentation of my first-year college class schedule.
INTERNET AND TECHNOLOGY USE AGREEMENT

ACADEMIC YEAR 2016-2017

As a computer user, I agree to follow the Upward Bound Internet and Technology Use Agreement (hereinafter the “IT Agreement”) in all of my work with computers while attending Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno Upward Bound (hereinafter “Upward Bound”) programs and activities. 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 the Upward Bound Programs; 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 is 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 harass or discriminate against 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 Listservs are prohibited.
   c. I will not engage in illegal activities in my use of any Upward Bound computer.
   d. I will not reveal my personal address or phone numbers or those of other students or colleagues online.
   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. I understand and acknowledge that Upward Bound makes no warranties of any kind, whether expressed or implied, for the service it is providing and that Upward Bound will not be responsible for any damages I suffer. These include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by Upward Bound or my errors or omissions. Use of any information obtained via the Internet is at my 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 owns the account and allows me the privilege of using it. Upward Bound and its
employees reserve the right to access the account if an incident occurs that affects service or threatens the protection of the rights or property of 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 the Upward Bound and 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 the IT Agreement.

VI. I understand, acknowledge, and agree that violations of the IT Agreement will result in:
a. Loss of the computer access for one month 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 Programs with a third violation.
d. Or other appropriate action depending upon the infraction.
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 7-8 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.

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.
- **Return**: The bus will depart the University of Nevada, Reno by 2:45 p.m. to return to Fernley and Silver Stage High Schools. The bus will arrive at Fernley HS between 3:30 p.m. and 3:45 p.m. The bus will then proceed to Silver Stage HS and drop off remaining students between 4:00 p.m. and 4:15 p.m.

An Upward Bound staff member will be chaperoning the bus to and from the University. All students must sign in with the staff member when boarding the bus to leave their high school and again when boarding the bus to leave the University.

**Students riding the bus to the University are required to ride the bus back to the high school or provide written permission from a parent/guardian stating that they will not be riding the bus on the return trip.**