Letter From Our Upward Bound Director, Elza Major

September 12, 2009

Dear Upward Bound Student:

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

By simply watching TV, surfing the internet, or reading magazines and newspapers you can see clearly many of the challenges along the path to success that lie ahead. In these times, we are reminded of the phrase, “Success through Knowledge and Commitment!” The Upward Bound staff is committed to providing you with every opportunity to learn to think critically and more globally. The staff and I also wish to help you find conscientious ways to apply the knowledge you acquire as you continue your education beyond high school. All you need to bring is a positive attitude, motivation, and a desire to learn.

The Upward Bound Program staff approaches the year with a rich tradition of academic success. Fall 2009 marks the 42nd year of Upward Bound at the University of Nevada, Reno. This long history emphasizes academic excellence, social and cultural awareness and environmental responsibility. This year, in addition to our focus on student academic success, we will continue to emphasize parent/family involvement in their children’s education, provide access to advanced technology as a learning tool, incorporate financial literacy as an essential life skill, and provide individualized resources in our tutoring program. Our ultimate goal is to assist you in reaching your potential as a promising young citizen of the world.

We look forward to working with you this year.

Best Regards,

Elza M. Major, Ph.D.
Director, Upward Bound
University of Nevada, Reno
UPWARD BOUND STAFF

Elza Major, Director
Vacant, Assistant Director
Jennifer Bieth, Counselor & Program Coordinator, Truckee Meadows Grant
Deirdre R. Hill, Counselor & Program Coordinator, Washoe Grant
Upward Bound Staff, Counselor & Program Coordinator, Northwest Grant
Crystal Metzenheim, Administrative Assistant IV
Ellen Murphy, Administrative Assistant II
Kim Darnell, Student Advising Assistant, Washoe Grant
Byron Tam, Student Worker II
Dominique Ziech, Tutor Coordinator

Upward Bound Mission Statement:
To generate in high school students, the knowledge, skills, and motivation necessary for success in a program of education beyond high school.

The contents of this handbook were developed under a grant from the Department of Education. However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.
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ACADEMIC YEAR 2009-2010

September 2009
9/12  AY0910 ORIENTATION (mandatory for all parents & students)
9/21  Tutoring Program begins at Upward Bound Office for Washoe County School District students

October 2009
10/1  Registration deadline for SAT test in November (FOR SENIORS!!)
10/10 College Prep Saturday Session
10/14  PSAT/NMSQT Testing in WCSD for 10th and 11th grades
10/30  Registration deadline for SAT in December
10/30  Nevada Day Holiday – UB Office Closed

November 2009
11/6  Registration deadline for ACT test in December (FOR SENIORS!!)
11/7  All UB Seniors should be taking the SAT!!!
11/8  College Fair at UNR Joe Crowley Student Union (Mandatory for all UB Students)
11/11  Veterans Day Holiday – UB Office Closed
11/14 College Prep Saturday Session
11/17  HS Proficiency Math (11th & 12th grade only if needed)
11/18  HS Proficiency Writing (All 11th grade & 12th grade only if needed)
11/19  HS Proficiency Science (11th & 12th grade only if needed)
11/20  HS Proficiency Reading (11th & 12th grade only if needed)
11/25  **1st Quarter Report Cards due to UB Office**
11/26  Thanksgiving Holiday – UB Office Closed
11/27  Family Day Holiday – UB Office Closed

December 2009
12/12 College Prep Saturday Session (exception for Seniors testing)
12/12  All UB Seniors should be taking the ACT!!!
12/21  Winter Break (12/21/09-1/1/10)
12/25  Christmas Day – UB Office Closed

January 2010
1/1  New Year's Day Holiday – UB Office Closed
1/1  FAFSA Application opens (FOR SENIORS!!) Priority filing period is 1/1/10-3/1/10, but don’t wait until the last minute! File early!
1/16 College Prep Saturday Session
1/18  Martin Luther King Day – UB Office Closed
February 2010
2/1 UNR Scholarship priority application deadline (FOR SENIORS!!)
2/13 **College Prep Saturday Session**
2/15 President’s Day Holiday – UB Office Closed
2/26 **1st Semester Reports Cards due to UB Office**

March 2010
3/5 Registration deadline for ACT in April (FOR JUNIORS!!)
3/9 HS Proficiency Math (All 10th grade, 11th & 12th grades if needed)
3/10 HS Proficiency Science (All 10th grade, 11th & 12th grades if needed)
   HS Proficiency Writing (11th & 12th grades if needed)
3/11 HS Proficiency Reading (All 10th grade, 11th & 12th if needed)
   HS Proficiency Writing Make-Up
3/13 **College Prep Saturday Session**
3/25 Registration deadline for SAT in May (FOR JUNIORS!!)
3/29 Douglas County School District Spring Break (3/29-4/2)

April 2010
4/5 Carson & Lyon County School District Spring Breaks (4/5-4/9)
4/10 **College Prep Saturday Session (Exception for Juniors testing)**
4/10 All UB Juniors should be taking the ACT!!
4/12 Washoe County School District Spring Break (4/12-4/16)
4/28 TRIO Graduation Celebration Ceremony
4/30 **3rd Quarter Report Cards due to UB Office**

May 2010
5/1 All UB Juniors should be taking the SAT!!
5/3 AP Testing (5/3-5/14)
5/3 HS Proficiency Math (12th grade only if needed)
5/4 HS Proficiency Reading (12th grade only if needed)
5/5 HS Proficiency Writing (12th grade only if needed)
   HS Proficiency Science (12th grade only if needed)
5/8 **College Prep Saturday Session/UB PAC Family Day Barbecue**
5/24 Memorial Day – UB Office Closed

June 2010
6/3 Last Day of School (Carson)
6/4 Last Day of School (Lyon County and Douglas County)
6/5 **Summer Academy Orientation**
6/9 Last Day of School (Washoe County)
6/20 Upward Bound Summer Academy Begins
6/30 **2nd Semester Report Cards due to UB Office**
GENERAL PROGRAM INFORMATION

UPWARD BOUND OFFICE
The main office is in Edmund J. Cain Hall (EJCH) room 203. The computer lab is in EJCH 268.

We are extremely busy with the day-to-day business necessary for the Program and the University. When socializing, please keep the noise level low. Please take care of your belongings. The office staff will not be responsible for books, clothing or personal items left unattended in the office.

SIGN-IN & SIGN-OUT
Please sign in & out in the appropriate book for tutoring or for use of the computer lab. Please be precise with your sign-in & out times. We need to know where you will be for the duration of time you are here.

EMERGENCY PROCEDURE
If a student becomes ill, while in an Upward Bound campus activity, the parent(s) will be contacted to pick up the student. In the event of an accident or injury, the student will be taken to the Student Health Center, located on campus, or one of the hospitals close to campus. The Medical History Form and Consent to Treatment Form will be taken to the hospital with the student to avoid delays in treatment. The parent(s) will be notified as soon as possible of their son or daughter's condition.

Emergency service does not include follow-up treatment or prescription medication. If the student requires follow-up treatment, the student will be referred to their family physician. If the student requires emergency treatment, an authorization form must be signed by the Program Director.
COLLEGE PREP SATURDAY SESSIONS (CPSS):
RULES & REGULATIONS

A. THINGS A STUDENT MUST BRING TO SATURDAY SESSION:
   • PROGRESS REPORT – Students cannot receive points for CPSS without a monthly progress report
   • Notes, handouts, or pre/post assignments from Saturday Sessions
   • School Report Card when issued
   • UB-issued Student Planners
   • Pen, pencil and highlighter
   • UB t-shirt (you must be wearing it!)

B. THINGS A STUDENT MAY NOT BRING:
   • Friends, family or guest(s)
   • Non-academic books, games etc.
   • Walkman, MP3, radio are not recommended (*Note, if a student brings an MP3 player to Saturday Session, it must not be used or out during instructional time or activity time or it will be confiscated)

C. GENERAL RULES FOR SATURDAY SESSION:
   1. A student must have a monthly progress report in order to receive points in College Prep Saturday Sessions. Loss of points will drastically affect your Academic Year Stipends.
   2. Monthly progress reports (or the equivalent: EdLine, PowerSchool) are required at every CPSS. The first time a student does not turn in a monthly progress report will be placed on Warning Status. The second time a monthly progress report is not turned in, the student will be placed on Probationary Status. The third time a monthly progress report is not turned in, the student will be required to meet with the Director and/or Counselor and may result in dismissal from the program.
   3. Progress reports are the responsibility of the student to bring with them to the Saturday Session. In the event that the student is unable to print their progress report, obtain one completed by their instructors by hand, or email their UB Counselors with their electronic progress reports, they may be able to print their reports from EdLine or PowerSchool in the UB Computer Lab. HOWEVER, printing MUST be done before 8:50AM on the day of the Saturday Session and is at the risk of the student (ex: our lab may not be printing, your login may not work, etc.). It is to your best benefit, in order to ensure receipt of all points for your stipend, that you bring your progress report with you and not leave it up to chance in the lab!
   4. The student must be on time for Saturday Sessions. If the student cannot be present for the whole session, the student will not receive points for attendance.
   5. The student must wear his/her Upward Bound T-shirt to all of the Saturday Sessions.
6. If you miss a Saturday Session, you must provide the office with a written excuse prior to absence unless declared a bona fide emergency. For the first unexcused Saturday Session, students will receive a warning. For the second unexcused absence, students will be on probation. For the third unexcused Saturday Session, the student will meet with the Project director and may result in dismissal from the program.

7. **THE STUDENT MUST SHOW RESPECT AND PAY ATTENTION TO ALL GUEST SPEAKERS.** If at any point during workshops a student is sent to the Upward Bound Office because they have been disruptive or disrespectful during the workshop, the student will lose all points for the day.

8. The student must always behave respectfully toward all staff and fellow participants.

9. The student must bring a pen or pencil and their UB-issued Student Planner. A loss of points will occur if you do not come prepared.

10. Students must comply with the UB Dress Code policies, which includes NO HATS to be worn in classrooms, lecture halls, or other learning environments.

11. **NO FOOD, GUM OR DRINK IS ALLOWED IN THE CLASSROOM(S), LECTURE HALL OR OTHER LEARNING ENVIRONMENTS.**
CPSS GENERAL SCHEDULE 2008-2009:

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

You will be placed in workshops based on your academic grade level and will receive your schedule for the day in your grant breakout session in the morning. Grant Breakout is a time for you and your counselor to go over announcements and important information, receive stipends for the month, ask questions, receive schedules, hand in progress reports, and have an overall check-in time with your counselor. Signs will be posted with locations of grant breakout sessions and workshops when you arrive in the morning at the UB Office.

Workshops will always include a hands-on, experiential component. Specific Saturday sessions will involve taking the EXPLORE/PLAN assessments, ACT/SAT preparation, and learning about potential careers. In addition to the November Saturday session, all students must attend the annual college fair. (See the academic calendar for dates of the fair.)

Below is a typical Saturday Session schedule*:

8:45AM – Arrive at Upward Bound Office to be on “UB Time”
9:00AM – Grant Breakout Session with your counselor
9:50AM – Break
10:00AM – Workshops
12:00PM – Lunch
12:50PM – Activity
2:50PM – Checkout with UB Staff to go home

*Please note that throughout the year, there may be some Saturday sessions in which seniors will not attend a morning workshop with the rest of the UB students. Instead, they will be in another senior workshop with UB counselors or other UB/college staff as necessary.

***CPSS Schedules are subject to change***
CPSS ABSENCE POLICY

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

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

EXCUSED ABSENCE

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

1. Absence due to:
   a. Participation in a bona fide school related 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 in advance provide a copy of the events calendar or schedule, and, upon the conclusion of the season, provide a note signed by the coach verifying the dates of participation, which must coincide with the dates absent from Upward Bound.
   c. Illness: The student must notify the Upward Bound office by 9:00 am or as soon as possible, and provide a note signed by a parent or physician.

2. If the absence is excused, the student must make-up work completed in the missed CPSS for partial points by completing the work within two weeks (participation points cannot be earned). However, in order for the student to earn those partial points for an excused absence, the student MUST turn in their monthly progress report to the UB Office no later than 9:00AM on the day of the Saturday Session. This may be done via fax, mail, personal delivery, or email. It is the student’s responsibility to contact their Counselor to get the missing work.

3. A maximum of Three Excused Absences per Academic Year is permitted.

UNEXCUSED ABSENCE

1. If a student does not meet the above requirements for an Excused Absence, the absence will become Unexcused.

2. Although No Make Up points are awarded for late documents, materials or assignments, the student must turn in all documents and materials, and complete all assignments within two weeks of the missed CPSS date in order to remain in good standing with the Program.

3. Two consecutive Unexcused Absences will result in Probationary Action.

4. Three unexcused absences will result in a meeting with the Director, and possible Dismissal from Upward Bound.
ACADEMIC ADVISING

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

Depending on the best judgment of the counselor, advising may occur on an individual or group basis in person, via phone calls or via email/internet contact. At the high schools, counselors may call students out of their class on an as needed basis for advising or advising may occur during lunch, free periods, or after school. Your counselor will be able to provide you with their advising schedule for your particular school.

If you miss advising on your assigned day, you can make it up by contacting your Counselor and scheduling an appointment for after school at the Upward Bound Office, but it has to occur before the next advising date on the calendar. It is your responsibility to make up advising! If you do not attend an all advising sessions, you will lose points and jeopardize earning your stipend money for the month.

Below is a list of schools serviced by each Counselor:

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<th>WASHOE GRANT</th>
<th>TRUCKEE GRANT</th>
<th>NORTHWEST GRANT</th>
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<tr>
<td><strong>Counselor:</strong></td>
<td><strong>Counselor:</strong></td>
<td><strong>Counselor:</strong></td>
</tr>
<tr>
<td>Ms. Hill</td>
<td>Ms. Bieth</td>
<td>UB Staff</td>
</tr>
<tr>
<td><a href="mailto:drhill@unr.edu">drhill@unr.edu</a></td>
<td><a href="mailto:jbieth@unr.edu">jbieth@unr.edu</a></td>
<td></td>
</tr>
<tr>
<td>Hug HS</td>
<td>Spanish Springs HS</td>
<td>Fernley HS</td>
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<tr>
<td>Wooster HS</td>
<td>Galena HS</td>
<td>Douglas HS</td>
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<tr>
<td>North Valleys HS</td>
<td>Sparks HS (class of 2012 and beyond)</td>
<td>Silver Stage HS</td>
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<tr>
<td>Sparks HS (only continuing students)</td>
<td>McQueen HS (only continuing students)</td>
<td>Carson Valley Middle School (9th graders only)</td>
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<td>Reed HS (only continuing students)</td>
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<td>Carson City HS (only continuing students)</td>
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<td>Dayton HS (only continuing students)</td>
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UB BEHAVIOR: RULES AND REGULATIONS

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

I. AT ALL TIMES, the following rules must be followed. These rules will be enforced:

1. A student shall not have in his/her possession or use any drug, except medicine prescribed by a physician, cleared with the director, and recorded in the student's file. Any student judged to be under the influence of an unauthorized drug will be immediately dismissed from the Program.

2. A student shall not have in his/her possession or consume any form of tobacco, alcohol or other controlled substance. Any student judged to be using tobacco or under the influence of alcohol or other controlled substance will immediately be dismissed from the Program.

3. A student shall not borrow any item without explicit permission of the property owner, or steal private or public property. Borrowing without permission or theft will result in immediate dismissal.

4. A student shall not possess or use a dangerous weapon. Possession or use of a dangerous weapon will result in immediate dismissal from the Program.

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

6. A student shall NOT use any electrical device/equipment (pagers, cellular phones, electronic games/toys, mp3/cd player, etc.) in classrooms, or other campus learning areas at any time, unless explicit permission has been provided by the staff in charge. If you are found with any of these items, the item will be confiscated and you will be disciplined. Repeated violations may result in dismissal from the Program.

7. Boyfriend and girlfriend relationships among participants are strongly discouraged in Upward Bound. Participants are encouraged to develop a healthy respect, understanding, and appreciation for opposite gender members. Students involved in incidents or conflicts as a result of boyfriend or girlfriend relationships will be subject to immediate dismissal from the Program.
II. WHILE ON CAMPUS, the following rules will be enforced:

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

2. If a student leaves the site of any Program activity without prior permission from the appropriate Program staff, this act is grounds for immediate dismissal. A student leaving a UB activity on or off the campus to attend an approved appointment or activity must provide a signed permission form from the parent or guardian, and must sign out at the Upward Bound Office or site of the activity.

3. A student responsible for willful property damage will be immediately dismissed from the Program.

4. Students are expected to comply with all reasonable requests made by staff members and University officials.

5. 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 be opened unless directed to do so in an emergency. Infractions of the above will result in immediate dismissal.

III. LEAVE OF ABSENCE REQUIREMENTS

An eligible student may request a Leave of Absence (LOA) for only 1 semester during an academic year and only twice during the four years of Upward Bound participation for worthy school-related activities. 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 Academic Counselor at least 2 weeks prior to the proposed Leave of Absence and provide the reason(s) for the requested LOA.
2. Meet with the Academic Counselor twice per month for advising in person or by other means for the duration of the LOA.
3. Meet with the Academic Counselor following the conclusion of the LOA and immediately re-enter Upward Bound to reclaim her/his position for the following semester.
4. Turn in all monthly progress reports and quarterly/Semester report cards to Upward Bound before, during and at the conclusion of the Leave of Absence.
5. Meet all Upward Bound Academic and Behavioral Goals during the LOA, or LOA will be cancelled.
IV. DRESS CODE, HEALTH AND HYGIENE GUIDELINES

Who is affected: The following code and guidelines are in effect for all Upward Bound staff, students, parents, and special guests.

Purpose: The code and guidelines have been developed to provide for the safety, comfort and appropriate appearance of staff and students and to maintain the desired image of the Upward Bound Program.

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 not single gloves at anytime
- 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 the gender.

Tops/Skirts/Dresses:
- A top must cover upper and middle torso at all times
- A skirt must cover the lower torso with no skin showing between the top and the skirt
- 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 exposed shoulders
- 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, jackets

Pants/Shorts:
- Pants and shorts must cover lower torso with not skin showing between top and pants/shorts
- No exposed undergarments
- No baggie or sagging pants or shorts
- No single rolled up pant leg
- No exposed buttocks
- Belt buckle monograms must be appropriate
- No hanging or extended belt length
- No unfastened overall buttons or hanging straps
- No cut-offs
- Shorts must be hemmed and no more than 4 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 anytime (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 anytime, on or off campus

**Footwear:**
- Proper footwear must be worn at all times
- No house slippers off the residential floor

**Clothing Language/Illustrations:**
- 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
- Nothing that may be deemed a safety issue

**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 hairnets, bandanas or do-rags (of any color)
  - No blue and/or red shoelaces on footwear at anytime; 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

Staff and students are expected to dress appropriately, in good taste and consistent with program activities at hand at all times.
V. USE OF EQUIPMENT OWNED BY THE PROGRAM

UB owns a significant amount of equipment that is clearly “state of the art”. Much of this equipment is available to you (i.e., electronic equipment such as computers, printers, video cameras, and photography cameras, as well as various recreational equipment such as basketballs, volleyballs, camping and rock climbing equipment). Please use the equipment and the many resources available to you, but please treat them with respect and care so that other students after you may also have them available to use.

VI. INTERNET AND TECHNOLOGY GUIDELINES

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

- Students sign in to UB computers using a username and password. Students will be given their usernames and passwords by UB staff upon request for usage or as needed for an activity.
- Each student will be given one Flash Drive to keep during their 4 year Upward Bound Career to be used to save computer assignments.

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

1. Students must sign in and sign out with the staff in charge to use the computers.
2. **NO FOOD OR DRINK ALLOWED!**
3. Students are expected to use the equipment, hardware and software in an appropriate and responsible manner.
4. *Ask staff for help if you encounter computer problems. DO NOT TRY TO FIX IT YOURSELF!*
5. *Do not alter or change any of the configuration files or programs in the computers!* This does not include personalized settings (such as backgrounds or colors) that are available on machines you must log in on.
6. *Do not put your own software program on any Upward Bound computer!* This includes programs downloaded from the Internet. If you require a program, ask the UB Staff.
7. When using the CD Rom, *please use the open/close button to install a CD*. Do not push on the CD tray to close it.
8. When printing, be patient, *refrain from clicking the print command icon* more than once. There may be more than one print job occurring at a time, so please be patient for your documents to print. Also, you need to be conservative with your printing – many students need to print things out and therefore, we discourage excessively large documents being printed without permission from UB Staff. If you accidentally print more pages than you need, put excess pages in the recycle bin.
9. *PRINT ONLY academic work,* college research and Upward Bound sponsored project documents (i.e., yearbook, Student Council, etc.)
10. Any student completing academic work or a UB sponsored activity on the computer has priority over any student checking email or surfing the Internet.
11. ALL CHAT ROOMS, INSTANT MESSAGING, ONLINE BLOGS and participation in Listserv activities are strictly prohibited! You will be asked to log off of your computer if you are caught participating in any of the above activities and may have your access to the computer lab revoked.

12. When you are finished with the computers, be certain that you have logged out of the computer. Failing to do so may result in your account being locked.

13. Any individual violating one of the above Computer Lab Rules and/or the Internet Agreement will be placed on lab probation the first infraction. The second infraction will result in suspension of student account and loss of Upward Bound computer use. A meeting with the one of the UB Staff is required before Upward Bound Computer Lab access is reinstated.

14. Music and sound is not allowed to be played through the computer speakers. You may use headphones to listen to music, video, or other sound, but the volume must be low enough that it cannot be heard by anyone else. Upward Bound does not provide headphones for use.
DISCIPLINARY PROCEDURES

1. Teachers and workshop leaders are responsible for the control of their class(es). A student must abide by the rules of that class leader.

2. The Counselor/Coordinator is responsible for handling minor student infractions.

3. The Project Director and/or Assistant Director will deal with students exhibiting extreme disciplinary behavior or attitudes, such as: being disrespectful, possession of narcotics, disturbances in the classrooms, cafeteria, disruption of any on or off campus activity, or any infraction potentially leading to dismissal from the Program.

4. 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 UB related activities. (*Program probation is different from Academic Probation. Academic Probation does not apply in this case.)

5. Students may be placed on Suspension from the Program for a specific period of time (summer session, next academic semester, etc.), with loss of all UB activities and privileges, as specified by the Director.

6. Students may be placed on Suspension from further participation in the Program pending a conference between the student, her/his parent(s) or guardian and the Program Director.

7. Any disciplinary action requiring a student to be sent home will be discussed with the parent(s) as soon as possible (see 2, 3, and 4).

8. Students may be terminated from the Program without possibility of being readmitted.

*Please note: if you are placed on program probation or suspension from Upward Bound, OR if you are terminated from Upward Bound, you will not receive your stipend effective from the date of the incident in question.

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

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

A. If a UB student fails to meet all academic requirements, the UB student must meet with his or her UB Counselor and discuss options to “academically get back on track.” These academic requirements include: maintaining a 3.00GPA or higher and keeping individual grades in Core Classes at a “B-” or higher.

B. UB students will discuss, review, and complete their Overall Grade Goal sheet (OGG) with their UB Counselor in the beginning of the Academic Year.

C. If the student earns below a 3.00 GPA or a “C” or lower in any Core Class at any point in the year, they will be placed on an Individual Grade Goal (IGG) Contract with their UB Counselor. This gives the student a chance to create a list of goals to achieve by a set date in order to improve their grade/GPA. If the student fails to achieve the goals outlined on their IGG, the student will be placed on a Student Grade Contract, which will set goals and deadlines once again. If the student fails to achieve the goals outlined on their Student Grade Contract, they will be placed on a UB Student Probationary Contract, at which point the student becomes ineligible to receive stipends. Students on probationary contracts may require UB Student Weekly Contracts to be created with their Counselor. If the student does not improve and fails to achieve the goals outlined in their probationary contract, the student may be dropped from the UB Program.

D. If the UB student is placed on academic probation, the following rules and guidelines will apply:
   i. A UB student has the opportunity to improve their academics.
   ii. A UB student must follow all probationary requirements to be in good standing.
   iii. UB students will not be eligible for their stipends while on probation
   iv. Parent/Guardian(s) will receive written documentation about their son/daughter(s) contracts and any other information regarding their child’s probationary status.
   v. Removing a UB student from probationary status involves the UB Student completing their academic goals and improving him/herself academically for the remainder of the academic year.
   vi. Once a UB student completes their contract and other documents related to the probationary status, any type of policy infraction may immediately return a UB student to probationary status.
FIRST YEAR ACADEMIC MONITORING

The Upward Bound (UB) program requires **ALL UB First Year Students** to attend one hour of tutoring per week. Attending one hour of tutoring per week is a part of the UB First Year Student Monitoring that the UB Staff believes will keep all First Year Students on the academic path of success.

1. UB First Year Students who earn a **3.00 CORE GPA (grade point average)** on their **first semester report card** will be released from Monitoring.
2. Any UB First Year Students that **do not earn a CORE GPA of 3.00** for the **first semester will remain on Monitoring** and increase their tutoring time from one hour per week to two hours per week throughout the spring semester; a **CORE GPA of 3.00 or higher means those classes necessary for high school graduation**: English, Math, Science, History, and Foreign Language. Elective classes are not core classes, yet they still count towards a UB Student’s overall GPA.
3. UB First Year Students must be on time, and prepared to meet all tutoring requirements for Monitoring during their weekly tutoring.
4. UB First Year Students must take the initiative to inform the office of any changes or new information in regards to him/her. All Conditions of this First Year Student Monitoring Contract **must be met**. Students **can be released from the program at any point** at which a requirement is not met as dictated by the calendar and/or the appropriate individual UB staff member.

GOOD STANDING IN THE UPWARD BOUND PROGRAM:

In order for a UB student to remain in good standing with the UB Program, they must meet the following criteria:

1. Perform 4 hours per year of Upward Bound community service **EACH SEMESTER**. Upward Bound will provide several opportunities throughout the Academic Year for you to earn your 8 hours total.
2. Maintain a 3.00 GPA or better at all times in your Core GPA (Math, Science, English, History, and Foreign Language).
3. If a student is below a 3.00 GPA or if a student has a “C” or lower in any Core class at **ANY** time throughout the semester, the student must attend tutoring at the Upward Bound Office or with their assigned tutors at their high school (for Northwest Grant). For students with less than a 3.00 GPA, they must tutor at least 2 hours per week until their GPA has risen to a 3.00 or higher. For students with a “C” or lower, they must tutor at least 1 hour per week per “C” grade or lower until they have shown a “B” or better in the course or at the discretion of the UB Counselor.
4. Students will be required to take the annual UB assessment (EXPLORE for 9th grade, PLAN for 10th grade, and SAT/ACT for 11-12 grades).
MANDATORY TUTORING POLICIES

The Upward Bound Program is pleased to provide tutoring to help you achieve academic success. Part of achieving success comes from self discipline. Therefore, it is mandatory that you provide us with a firm commitment to the tutoring service. In return for following the rules of tutoring, outlined below, Upward Bound agrees to provide a safe and effective study environment with knowledgeable tutors.

Class with a “C” or lower: For each core class grade of a “C” or lower on the monthly progress report, a student is required to attend a one hour per week tutoring session. The student must complete and sign a contract with the tutor for each subject in which s/he is receiving tutoring.

Core GPA below a “B” average: If the accumulative GPA a student receives for core classes falls below 3.0 (a “B” average) on the first semester report card, the student is placed on Academic Probation. The student will be required to attend two hours per week of tutoring in order to improve their comprehension in academic classes and / or work on study skills to be more efficient and effective in the classroom.

First Year Student Academic Monitoring: ALL First Year Students will be required to attend one hour of tutoring per week. Students will be released from monitoring if their first semester accumulative GPA in core classes is a 3.0 (a “B” average) or higher. If the accumulative GPA in core classes is below a 3.0, the student will be placed on Academic Probation.

Students will attend mandatory tutoring until UB receives notification of an improved grade on the progress report. Any missed tutoring sessions requires a written excuse from a parent, doctor, coach, or other appropriate staff person. This excuse must be turned in within one week following the absence. Please turn notes in to the Tutor Coordinator or Counselor. Call 24 hours in advance if you have prior knowledge that you will miss a session (775) 784-4978.
TUTORING RULES AND REGULATIONS

Below is a detailed system explaining what happens if you do not follow the rules set up for tutoring. Remember, your participation in tutoring is looked at by all aspects of the program. Stipends are contingent upon your participation, attendance, and attitude in tutoring. Failure to follow these rules can result in suspension of tutoring privileges, loss of stipend monies, and loss of privileges such as college tours.

<table>
<thead>
<tr>
<th>PENALTY</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
<th>THIRD OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy</td>
<td>Warning from Tutor Coordinator</td>
<td>Meet with Counselor Put on Warning Contract</td>
<td>Meet with Counselor Put on Probationary Contract <strong>Loss of stipend</strong></td>
</tr>
<tr>
<td>Attending Unprepared</td>
<td>Warning from Tutor Coordinator</td>
<td>Meet with Counselor Put on Warning Contract</td>
<td>Meet with Counselor Put on Probationary Contract <strong>Loss of stipend</strong></td>
</tr>
<tr>
<td>Misbehavior</td>
<td>Warning from Tutor Coordinator Meet with Counselor Put on Warning Contract</td>
<td>Meet with Counselor Put on Probationary Contract <strong>Loss of Stipend</strong></td>
<td>Meet with Director, Counselor and Parents <strong>Possible termination from program</strong></td>
</tr>
<tr>
<td>Unexcused Absence</td>
<td>Warning from Tutor Coordinator</td>
<td>Meet with Counselor Put on Warning Contract</td>
<td>Meet with Counselor Put on Probationary Contract <strong>Loss of stipend</strong> <strong>Possible loss of tutoring privileges/semester</strong></td>
</tr>
</tbody>
</table>
POIINT SYSTEM

The 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 Upward Bound, school and in Program sponsored or supported activities. These points will be calculated each semester.

This Point System will determine who will be retained in the Program from Academic Year to Summer Component, and from Summer Component to Academic Year Component; considered for the on-campus living experiences; considered for limited participation field trips, college tours, stipends, and other forms of recognition. If you have questions concerning the Participation Point System, please contact your Counselor/Coordinator or the Director. In addition, the point system is directly linked to the Academic Year Stipends.

This year, students will be placed into a group based on their earned points. There are three groups: Group A, Group B, and Group C. Group A students are exemplary Upward Bound students and have most likely had an excellent participation record as well as good grades. Group B students are still doing well, and will most likely have had solid participation and grades. Group C students will most likely be lacking points due to their lack of participation in Upward Bound programming and they may have lower grades. Any student BELOW Group C will be on program probation and will not be eligible for activities, college tours, Summer Academy or Academic Year stipends.

NOTE: Only students that fall into Group A or Group B will receive invitations to apply for and/or be eligible for college tours, enrichment activities, and Summer Academy.

ACADEMIC YEAR STIPENDS

Students will have the opportunity to receive a stipend totaling up to $80 per semester as an incentive for academic achievement and participation in the Upward Bound Program. Stipends will be paid upon the completion of each semester in high school once the UB Program has received the student’s semester report card. If the report card is NOT TURNED IN by the deadline in this handbook, the student will not receive any points in the GPA category in the UB Point System.

Students who place in Group A will receive their entire stipend amount. Students who place in Group B will receive 75% of their entire stipend amount. Students who place in Group C will receive 50% of their entire stipend amount. Students below Group C will not be eligible to receive a stipend and will be placed on probation.
## Upward Bound Point System
### Fall 2009

<table>
<thead>
<tr>
<th>Upward Bound Event</th>
<th>Point Value</th>
<th>Quantity</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Year Orientation</strong></td>
<td>20 points</td>
<td>Once</td>
<td>20 points possible</td>
</tr>
<tr>
<td><strong>UB College Prep Saturday Sessions (CPSS)</strong></td>
<td>30 points each</td>
<td>Four times: October, November, December, January</td>
<td>120 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)</td>
<td>20 points</td>
</tr>
<tr>
<td><strong>Academic Advising Sessions</strong></td>
<td>15 points each</td>
<td>Eight times: October (2x), November (2x), December (2x), January (2x)</td>
<td>120 points possible</td>
</tr>
<tr>
<td><strong>Tutoring Attendance (if mandatory)</strong></td>
<td>10 points each</td>
<td>15 times: Beginning the week of September 21, 2009; Ending at the end of the week of January 15, 2010</td>
<td>150 points possible</td>
</tr>
<tr>
<td><strong>Community Service</strong></td>
<td>70 points</td>
<td>One community service event for a minimum of four hours</td>
<td>70 points possible</td>
</tr>
<tr>
<td><strong>Grade Point Average (GPA) – CORE GPA</strong></td>
<td>3.50 – above = 100 points 3.00 – 3.49 = 75 points 2.00 – 2.99 = 50 points 1.99 – below = 25 points</td>
<td>Twice per semester: 1st quarter report card GPA 1st semester report card GPA</td>
<td>200 points possible <strong>If you have a 3.00 or higher and attend tutoring regularly, you can earn up to 15 extra points for GPA</strong></td>
</tr>
</tbody>
</table>

Total Points Possible for Fall Semester = 700 Points

**Group A = 630-700 points (100% of stipend = $80)**  
**Group B = 560-629 points (75% of stipend = $60)**  
**Group C = 490-559 points (50% of stipend = $40)**  
489 points and below = Probation; loss of stipend; no activities, privileges or college tours

**Tutoring is mandatory for all students unless you have a 3.00 core GPA or above with no D’s or F’s. If you have above a 3.00 core GPA, you will receive full points possible in the tutoring section. If you have to begin tutoring as a mandatory student after tutoring begins, your sessions will be based on percentage of attendance and later converted into points.**
# Upward Bound Event Point System
## Spring 2010

<table>
<thead>
<tr>
<th>Upward Bound Event</th>
<th>Point Value</th>
<th>Quantity</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>UB College Prep Saturday Sessions (CPSS)</td>
<td>30 points each</td>
<td>Four times: February, March, April, May</td>
<td>120 points possible</td>
</tr>
<tr>
<td></td>
<td>15 points each (if missed and made up with counselor)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Advising Sessions</td>
<td>15 points each</td>
<td>Eight times: February (2x), March (2x), April (2x), May (2x)</td>
<td>120 points possible</td>
</tr>
<tr>
<td>Tutoring Attendance (if mandatory)</td>
<td>10 points each</td>
<td>19 times: Beginning the week of January 18, 2010; Ending at the end of the week of June 4, 2010</td>
<td>190 points possible</td>
</tr>
<tr>
<td>Community Service</td>
<td>70 points</td>
<td>One community service event for a minimum of four hours</td>
<td>70 points possible</td>
</tr>
<tr>
<td>Grade Point Average (GPA) – CORE GPA</td>
<td>3.50 – above = 100 points</td>
<td>Twice per semester: 3rd quarter report card GPA, 2nd semester report card GPA</td>
<td>200 points possible</td>
</tr>
<tr>
<td></td>
<td>3.00 – 3.49 = 75 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00 – 2.99 = 50 points</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.99 – below = 25 points</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible for Fall Semester = 700 Points

**Group A** = 630-700 points (100% of stipend = $80)

**Group B** = 560-629 points (75% of stipend = $60)

**Group C** = 490-559 points (50% of stipend = $40)

489 points and below = Probation; loss of stipend; no activities, privileges or college tours

**Tutoring is mandatory for all students unless you have a 3.00 core GPA or above with no D’s or F’s. If you have above a 3.00 core GPA, you will receive full points possible in the tutoring section. If you have to begin tutoring as a mandatory student after tutoring begins, your sessions will be based on percentage of attendance and later converted into points.**
**COLLEGE TOURS**

College tours are educational/cultural field trips that are *earned* by students in the program who have made significant progress toward reaching his/her college prep goals. We encourage and hope that all students will have the opportunity to attend at least one trip during their Upward Bound experience. However, the following criterion must be met to be eligible to attend a college tour. Keep in mind that, for financial and logistical reasons, the number of students to go on college tours is always limited. Therefore, students who qualify for the College Tour **can only choose ONE college tour to attend during the Academic Year**. Students must meet the following criterion:

1. Students must be in Group A or Group B in order to receive an invitation to apply for college tour.
2. The student will be required to submit a cash deposit. The cash deposit will be refunded to the student if s/he is chosen to and participates in the College Tour. Students that are not chosen to attend the College Tour will also receive their cash deposit back ASAP.
3. Any cancellation by the student will result in loss of the cash deposit and the student will not be eligible to apply to the next College Tour!
4. **ALL forms and/or cash deposits must be turned into the UB Office by the deadline.**
5. **The Student and Parent or Guardian MUST attend the pre-trip information session (held at least one week prior to the trip)!** If the student and parent or guardian do not attend the pre-trip information session the student will not be allowed to participate in the college tour, and the deposit will be forfeited. The student will not be eligible to apply to the next College Tour.
6. All paperwork must be completed and turned in at least one week prior to the trip.

**ACTIVITIES & 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.
**UB SUMMER ACADEMY (SA) ELIGIBILITY**

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

1. The student must be in Group A or Group B.
2. Students must sign up by the deadline in order to ensure their spot in the SA.
3. Students will be required to take the annual UB assessment in order to be eligible.
4. All documents, including report cards, need to be turned into the UB Office.
5. Students and a parent or guardian must attend the Summer Academy Orientation Meeting.

**SUMMER MATH/SCIENCE PROGRAM ELIGIBILITY**

In order for students to apply to a UB Math/Science Summer Program at another University, the student must meet the following criteria:

1. The student must attend at least one summer at the University of Nevada, Reno Summer Academy.
2. The student must have a core GPA of 3.25 and a citizenship GPA of 3.5.
3. The student must be in Group A or Group B.
4. Students will be required to take the annual UB assessment in order to be eligible.
5. All documents, including report cards, need to be turned into the UB Office.
6. Student must give the UB office a copy of their Math/Science application for review and a copy of their Math/Science summer report card.
7. Students must be interested in a math or science field of study in order to apply.
UPWARD BOUND PROGRAM GOALS:
Academic Year 2009-2010

The sole purpose of the Upward Bound Program is to provide capable and motivated students the necessary guidance, resources, experiences, and academic support to ensure graduation from high school and successful entrance and graduation from college. The goals presented below are intended to give the proper direction to participants as they pursue academic and personal excellence.

STANDARDS for ADMISSION and CONTINUATION in the Upward Bound Program:

<table>
<thead>
<tr>
<th>Summer Program</th>
<th>Academic GPA</th>
<th>Citizenship GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Participants</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Entering Freshmen</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Entering Sophomores</td>
<td>3.5</td>
<td>3.5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Academic GPA</th>
<th>Citizenship GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td>3.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Sophomores</td>
<td>3.4</td>
<td>3.5</td>
</tr>
<tr>
<td>Juniors</td>
<td>3.4</td>
<td>3.5</td>
</tr>
<tr>
<td>Seniors</td>
<td>3.3</td>
<td>3.5</td>
</tr>
</tbody>
</table>

*GPAs are minimum end-of-the School year or Summer Program Academic Core grade point averages.

Reason for the Academic Goals

Yes, there are reasons for each goal we set for our students. College and University's admission requirements are becoming more and more demanding and entrances to these institutions are more competitive than ever. In order for our students to become stronger applicants for their desired school, they must at minimum, achieve these academic goals. For instance, the 2009-2010 admission requirements for the University of Nevada, Reno are as follows:

- **English- 4 units.**
- **Mathematics- 3 units.** (i.e. algebra, geometry, trigonometry)
- **Social Studies- 3 units.**
- **Natural Science- 3 units.**  (Preferably biology, chemistry and physics, with at least two in a laboratory science.)
- **3.0 GPA in the Academic Core Classes.**  The Academic Core Courses include: English, Math, Social Sciences and Natural Sciences. (A weighted GPA takes into account the extra difficulty of honors, AP or IB classes.)

* If students do not meet these requirements they will not qualify for regular admissions to The University!
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>Math: Algebra 1-2</td>
<td>Math: Geometry</td>
</tr>
<tr>
<td>Science: Biology</td>
<td>Science: Chemistry</td>
</tr>
<tr>
<td>English: 1</td>
<td>English: 2</td>
</tr>
<tr>
<td>History:</td>
<td>History: World</td>
</tr>
<tr>
<td>Language: Foreign Language 1</td>
<td>Language: Foreign Language 2</td>
</tr>
<tr>
<td>Elective: PE Requirement</td>
<td>Elective: PE Requirement</td>
</tr>
<tr>
<td>Elective: Computer Requirement</td>
<td>Elective: Humanity Requirement</td>
</tr>
<tr>
<td>Extra-curricular: Explore clubs, Sports and other activities</td>
<td>Extra-curricular: 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>Math: Algebra 3-4</td>
<td>Math: Trig/Pre-Calculus</td>
</tr>
<tr>
<td>Science: Physics</td>
<td>Science: Biology or Chemistry 2</td>
</tr>
<tr>
<td>English: 3</td>
<td>English: 4</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>History: American Government</td>
</tr>
<tr>
<td>Language: Foreign Language 3</td>
<td>Language: Foreign Language 4</td>
</tr>
<tr>
<td>Elective: Career Interest Elective</td>
<td>Elective: Career Interest Elective</td>
</tr>
<tr>
<td>Elective: Choice</td>
<td>Elective: Choice</td>
</tr>
<tr>
<td>Extra-curricular: Be in at least One club or activity</td>
<td>Extra-curricular: Be in at least one club or activity</td>
</tr>
</tbody>
</table>

Other Suggestions:
- To challenge yourself, take honor or AP classes if possible
- Participate in community service – it is important and it looks good on your college application
- In 10th grade, take the Practice SAT (PSAT)
- STUDY FOR THE SAT AND THE ACT TESTS— it will make a difference
- Don’t be afraid to ask your teacher for help or to get tutoring
- Try your best to maintain at least a 3.0 GPA for scholarships and applications
UB ASSESSMENT INFORMATION:

EXPLORE and PLAN

The EXPLORE ® program helps 9th graders, while the PLAN® program helps 10th graders in building a solid foundation for future academic and career success and provides information needed to address school districts' high-priority issues. It is a comprehensive guidance resource that helps students measure their current academic development, explore career/training options, and make plans for the remaining years of high school and post-graduation years.

EXPLORE and PLAN can help all students—those who are college-bound as well as those who are likely to enter the workforce directly after high school. As "pre-ACT" tests, EXPLORE and PLAN are powerful predictors of success on the ACT. At the same time, many schools recognize the importance of EXPLORE and PLAN testing for all students, as it focuses attention on both career preparation and improving academic achievement.

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

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number of Questions</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Reading</td>
<td>30 items</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>28 items</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Number of Questions</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>30 minutes</td>
</tr>
<tr>
<td>Usage/Mechanics</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Rhetorical Skills</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td>40 minutes</td>
</tr>
<tr>
<td>Pre-Algebra/Algebra</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>25</td>
<td>20 minutes</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
<td>25 minutes</td>
</tr>
</tbody>
</table>
THE SAT VERSUS the ACT

Which test should I take?

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

1. Investigate the admissions requirements for the schools you're interested in. Keep in mind that while many schools do look at scores from both tests, not all schools treat them interchangeably. For example, some schools will only consider the SAT in the application process, but will look at the ACT as supplemental material.

2. Consider your test-taking strengths and weaknesses. Since the SAT and ACT vary in their content and format, individual preference goes a long way when determining which test is right for you. If you have a strong academic background, you may prefer the ACT because you have a proven track record with the materials tested. On the other hand, if you have a natural aptitude for solving problems, you may prefer the SAT, particularly if you're generally confident with your critical thinking skills.

3. Decide if taking both tests is a good option for you. If you find that the majority of the schools on your college list will consider both scores, we recommend taking both tests and submitting your highest score.

What is the difference between the ACT and the SAT?

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

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

You should be able to find this information by visiting the school's website or calling their admissions office.

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

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

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

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

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

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

What about vocabulary?

If vocabulary is your forte, you may want to consider the SAT. The SAT stresses vocabulary more than the ACT due to the inclusion of the Sentence Completion question type.

I'm not comfortable with guessing. Is there a penalty for a wrong answer on both exams?

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

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

Kaplan offers free practice tests online and at our centers.

<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>9/12/09</td>
<td>Hug, Galena, Reed,</td>
<td>10/10/09</td>
<td>Wooster, Galena,</td>
</tr>
<tr>
<td></td>
<td>Carson</td>
<td></td>
<td>Reed, Carson</td>
</tr>
<tr>
<td>10/24/09</td>
<td>Hug, Galena, Reed,</td>
<td>11/7/09</td>
<td>Wooster, Galena,</td>
</tr>
<tr>
<td></td>
<td>Carson, Fernley,</td>
<td></td>
<td>Reed, Carson</td>
</tr>
<tr>
<td></td>
<td>Douglas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/12/09</td>
<td>Hug, Galena, Reed,</td>
<td>12/5/09</td>
<td>McQueen, Galena,</td>
</tr>
<tr>
<td></td>
<td>Carson, Fernley,</td>
<td></td>
<td>Reno, Reed, Carson</td>
</tr>
<tr>
<td></td>
<td>Douglas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/6/10</td>
<td>Hug, Galena, Reed,</td>
<td>1/23/10</td>
<td>Galena, Reed,</td>
</tr>
<tr>
<td></td>
<td>Carson, Fernley,</td>
<td></td>
<td>Carson</td>
</tr>
<tr>
<td></td>
<td>Douglas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/10/10</td>
<td>Hug, Galena, Reed,</td>
<td>3/13/10</td>
<td>Galena, Reed,</td>
</tr>
<tr>
<td></td>
<td>Carson, Fernley,</td>
<td></td>
<td>Carson</td>
</tr>
<tr>
<td></td>
<td>Douglas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/12/10</td>
<td>Hug, Galena, Reed,</td>
<td>5/1/10</td>
<td>Galena, Reed,</td>
</tr>
<tr>
<td></td>
<td>Douglas</td>
<td></td>
<td>Carson</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/5/10</td>
<td>McQueen, Galena,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reed</td>
</tr>
</tbody>
</table>

http://www.kaptest.com/Kaplan/Article/College/ACT/Learn-About-the-ACT/CO_act_satact.html
There are many different types of financial aid assistance to consider when applying for college. The first step to receiving any financial aid is to complete a Free Application for Federal Student Aid (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 will depend on yours and your family’s income for the prior year. There is a formula that the federal government follows where they are able to determine how much award to offer you. You must provide your parents’ income information unless you are over the age of 24 years, married, have children whom you claim on taxes, or are a veteran/orphan/ward of the court. If you do not meet any of these circumstances, you must talk to a financial aid office about how to be declared an independent student so as not to have to use parents’ income information.

You can complete a FAFSA on paper and mail it in or submit it online at www.fafsa.ed.gov (which often receives faster results than paper submission). The first step in applying online for the FAFSA is for both you and your parents to apply for a PIN (Personal Identification Number). The PIN will act as your signatures for the online application. This process may take a week or so to complete, so plan accordingly. Also, you will need an email address in order to submit an online application.

The priority deadline when applying for the FAFSA is typically March 2 of each year. By meeting the priority deadline, you will have a greater chance of receiving the most financial aid possible in your situation.

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

**Federal Pell Grants** – available only to undergraduate students. Grants usually do not have to be repaid.

**Federal Stafford Loans** – student loans that must be repaid and are available to both undergraduate and graduate students. First-year undergraduates are eligible for loans up to $2,625. Amounts increase for subsequent years of study, with higher amounts for graduate students. If you qualify (based on need) for a **subsidized** Stafford loan, the government will pay the interest on your loan while you are in school, during grace periods, and during any deferment periods. You are responsible for paying all of the interest that accrues on an **unsubsidized** Stafford Loan.

**Federal PLUS Loans** – unsubsidized loans made to parents. If you are independent or your parents cannot get a PLUS loan, you are eligible to borrow additional Stafford Loan funds. **subsidized** Stafford Loan.
FINANCIAL AID CONTINUED:

Campus-Based Programs

Federal Supplemental Educational Opportunity Grants – grants available for undergraduates only awards range from $100-$4,000.

Federal Work Study – provides jobs to undergraduate and graduate students, allowing them to earn money to pay education 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. For prospective students this may be as early as two years prior to your admission to the University.

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

FREE SCHOLARSHIP WEBSITES

www.fastweb.com
http://www.collegeboard.com
http://www.collegenet.com/
www.collegetoolkit.com
www.brokescholar.com

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

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 unweighted;

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

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

5. A student who graduates with the class of 2009 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 2009 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 NO**T 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 that you have committed to your future and you are on your way to academic success. If you want to participate in our program you will be expected to agree to the commitments described below. Your compliance with the Upward Bound rules and codes of conduct will ensure that you will continue to receive our many free services, be eligible for college tours and high school credit, receive invitations to our many social and cultural activities, and be considered for nomination to a Regional Math/Science Summer Program. Noncompliance may jeopardize receiving credit, services, stipends, or remaining in the program. Your initials and signature below indicates that you understand what is expected of you and that you will commit to the Upward Bound rules and regulations. We ask that you do your best and HELP US HELP YOU succeed in reaching your personal goals.

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

We have much to offer and provide you and your student but we need your help.

<table>
<thead>
<tr>
<th>Parent Initials</th>
<th>Student Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I realize that I am committing to the Upward Bound Program for the duration of my high school years and summers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I agree to abide by all the rules, regulations, and guidelines set by the program that are described in the handbooks.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that breaking the rules and regulations of the program by serious infractions such as inappropriate behaviors or failure to participate in the required number of mandatory sessions may result in suspension and or dismissal from the program. Rules and regulations are described in detail in the student handbook and orientation materials.</td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>I understand that the decision to suspend or dismiss me in case of serious infractions may be made immediately without the approval of my parents/guardians.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>I understand that attendance to all College Preparatory Saturday Sessions is mandatory. I will attend at least 85% of all the Saturday Sessions each academic year unless I am excused by my counselor or the director to miss a session due to a justifiable cause (for example, school related function, SAT/ACT testing, serious illness, or family emergency).</td>
<td></td>
</tr>
</tbody>
</table>
I will meet with my Upward Bound Counselor for academic, college, and/or career counseling at my high school one or two times per month as scheduled.

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

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

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

I understand that I need to meet the following conditions below before I receive invitations to college tours:

1. Be in Group A or Group B based on my earned points in the Upward Bound Point System
2. I may be given preference over other applicants if I am a junior or senior and have never attended a college tour before.

I understand that I need to meet the following conditions before I am allowed to apply to a Regional Math/Science Upward Bound program

1. Have a 3.25 GPA in my core classes
2. Have successfully completed at least one Upward Bound Summer Academy
3. Be in Group A or Group B based on my earned points in the Upward Bound Point System

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

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

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

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

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

I will work with the program staff in writing personal, college, and scholarship essays for college and scholarship applications.
I will search for scholarship opportunities.

I will work with the UB staff on preparing for and taking the SAT and ACT so that I may be eligible for free scholarship money for college by

◊ Seeking Fee Waivers
◊ Registering and taking the SAT and ACT test on the dates recommended by the program
◊ Attending the SAT and ACT workshops provided by the program prior to taking the test
◊ Reporting my SAT and ACT results to the program within one week of receiving the scores.
◊ Taking the Explore and PLAN assessments in 9th and 10th grades to prepare for the SAT/ACT.

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

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

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

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

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

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

_____________________________   ____________________________
Student Name (Please Print)    Student Signature  Date

_____________________________   ____________________________
Parent Name (Please Print)    Parent Signature   Date
UPWARD BOUND

INTERNET AND TECHNOLOGY AGREEMENT

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

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

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

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

IV. I recognize the need for a safe and non-threatening learning environment: therefore;
   a. I understand that use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
   b. Subscriptions and participation in chat rooms and Listservs are prohibited.
   c. I will use appropriate language at all times. I will not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
d. I will not reveal my personal address or phone numbers or those of other students or colleagues.

e. I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the director.

f. All communications and information accessible via the network should be assumed to be private property.

V. I assume full responsibility for my voluntary participation and decision to utilize the technology and internet; therefore:

a. Upward Bound makes no warranties of any kind, whether expressed or implied, for the service it is providing. Upward Bound will not be responsible for any damages you suffer. These include loss of data resulting from delays, non deliveries, mis deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Upward Bound specifically denies any responsibility for the accuracy or quality of information obtained through its equipment or services.

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

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

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

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

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

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

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

d. Or other appropriate action dependent in the infraction.
Upward Bound Internet and Technology Use Agreement:

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

User Name (please print): __________________________

User Signature: _____________________________ Date: _______________________

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

Parent or Guardian's Name (please print): __________________________________________

Signature: _____________________________ Date: _______________________

41
WORDS OF WISDOM

Watch your **thoughts**; they become **words**.
Watch your **words**; they become **actions**.
Watch your **actions**; they become **habits**.
Watch your **habits**; they become **character**.
Watch your **character**; it becomes your **destiny**.

– Frank Outlaw

Always remember that only YOU can control your own destiny!

WISE CHOICE PROCESS

1. What is my current situation?

2. How would I like my situation to be?

3. Do I have a Choice? (The answer is always YES)

4. What are my possible choices?

5. What’s the likely outcome of each possible choice?

6. Which choice(s) am I willing to commit to?