

UPWARD BOUND

Student Handbook



**Palau Community College Upward Bound
Student Handbook**

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Introduction

Welcome to the Upward Bound Program at the Palau Community College! Since 1983 Upward Bound (UB) has assisted college bound students in Palau to graduate from high school, enroll in and graduate from institutions of postsecondary educations.

The purpose of Upward Bound Student Handbook is to provide students and parents with detailed information regarding rules, regulations and important facts about PCC Upward Bound Program. It is a must that students and parents read the handbook to familiarize themselves with the activities, services, requirements, rules and expectations contained in this handbook. Please don't hesitate to ask questions if anything is unclear.

UB staff are looking forward to a great year and we hope you are too!



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Rules and Regulations

Non-Discriminatory Statement

Upward Bound is a federally funded program and shall not discriminate nor impede equitable access or participation in the program due to gender, race, national origin, color or disability.

Student Rights and Responsibilities

As UB participants are guaranteed certain rights and have corresponding responsibilities. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are special responsibilities required of an individual who is a student in the Upward Bound program. These are:

1. To learn and observe the regulations of the program.
2. To respect the rights and individuality of other participants and staff members.
3. To refrain from libelous, slanderous remarks and obscenity in verbal and written expressions.

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4. To dress and groom in a manner that meets reasonable standards of health, safety, and cleanliness.
5. To be punctual and present for all services/activities.
6. To refrain from behavior that disrupts the educational process.
7. To attain the highest possible level of academic achievement.
8. To respect the reasonable exercise of authority by program administrators, teachers, and counselors in maintaining discipline.

Parents, teachers, counselors, and administrators have a responsibility to protect the rights of participants while maintaining an educational atmosphere conducive to effective learning.

Behavior

Participants are expected to conduct themselves in a well-behaved manner. While the college would like participants to feel at home during their time on campus, Upward Bound participants are still guests of the college and should follow rules and regulations established by PCC as well as Upward Bound rules and regulations.

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Please be mindful of the fact that PCC is a college campus and college classes and other activities are taking place on the campus. Therefore, please refrain from creating excessive noise while in the walkways, hallways, summerhouses, and classrooms on campus. Any behavior that is deemed unsafe to oneself or others will be addressed by the Project Director.

Classroom Behavior

Participants are expected to come prepared and to be on time for all classes and activities. Instructors/Tutors will be in charge of their classes and any behavior problems will be referred to the UB Counselors/Advisors.

Online Behavior

Participants are expected to act in a considerate and responsible manner when accessing Internet Network services and computer equipment in Students Lab or UB Office. The network is provided for participants to conduct research and communicate for the purpose of academic exploration. Online misconduct includes but not limited to the following: sending offensive messages or photos, harassment, plagiarism, and obscene language.

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Academic Policy

In order to serve participants who are on track for college enrollment, the following academic standards will be enforced for all students in the Upward Bound Program. Participants are required to maintain a minimum GPA of 2.5 on a 4.0 scale. Participants who fail to meet this requirement will be mandated to attend additional tutoring session and to work with an assigned UB Advisor to design a plan to improve his/her GPA.

Should the participant fail to improve on his/her GPA on subsequent quarters, he or she may be placed on suspension from the program and may be admitted back to the program once they show improvements on their quarterly GPA.

Disciplinary Measures

Behaviors and activities that calls for immediate expulsion from the program

- Fighting
- Excessive use of Profanity towards another student or staff
- Possession or use of Alcoholic beverages and illegal drugs on campus at any time.
- Possession of weapons
- Excessive absence or tardiness

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Attendance Policies:

Regular attendance is a crucial component of academic success; therefore, participants are expected to attend all Upward Bound classes, services and activities.

- Participant must provide a written excuse from school official, parents, or a doctor for any unexpected absences.
- Any school related activities or family obligations that a participant must attend therefore missing program activities, the participant must contact Upward Bound staff in advance and provide any document to support his/her claim for missing program activities.
- Participant must attend Upward Bound summer program unless he/she has extenuating circumstances. This will be addressed on an individual basis and can only be approved by the Project Director. Failure to attend the summer program can result in termination from the program.

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Other Information

Field Trips

Field trips are an integral part of the UB program and all participants are expected to attend and parents are responsible for making transportation arrangements to drop off/Pick up participant at designated site.

Stipend

Depending on the availability of funds, UB participants may receive stipend based on their academic performance and participation of project services and activities. Participants may receive up to \$40 per-month during the academic year and up to \$30 bi-weekly during the summer component. As such the following Stipend Deduction Policy will determine the amount of stipend to be awarded to each participant at each issuing period:

Cause for deduction of Stipend

Academic Year - \$3.00 will be deducted for each unexcused absent per class session. In the Summer Component - \$1.00 will be deducted for unexcused absent per class session.

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**** Participant will not receive stipend with 5 or more unexcused absences during a given month in the academic year and 2 unexcused days during the summer component of the program****

Additional deduction:

- During the Academic Year component, a participant who's Quarterly Grade Point Average (GPA) falls below 2.50 will not receive stipend until he/she brings his/her GPA up on the subsequent quarter.
- For the summer component a participant who receives "D" or an "F" grade in their bi-weekly academic progress report will have a deduction to their biweekly stipend as follows:
 - \$10.00 for every "F" grade received.
 - \$5.00 for every "D" grade received.
- A participant may be excused from program activities for **non-academic reasons** however, he/she will not receive stipend for that particular day.

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- \$5.00 will be deducted for not attending any scheduled workshop or other program extracurricular activities.

Work-Study Program

During the summer component, UB participants may be placed on Work-Study Program for career exploration and community services purposes, depending on the availability of funds.

Participants must attend classes in order to participate in the Work-Study program. **Under no circumstances will students be paid for any Work Study hours worked if the students do not attend classes.**



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Upward Bound Objectives

Objective 1: 75% of participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

Objective 2: 40% of UB seniors served during the project year, will have achieved at the proficient level on state assessments in reading/language arts and math.

Objective 3: 75% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.

Objective 4: 75% of all current and prior year UB participants who graduated from high school during the school year with a regular secondary school diploma will complete a rigorous secondary school program of study.

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Objective 5: 70% of all current and prior UB participants who graduated from high school during the school year with a regular secondary diploma will enroll in a program of postsecondary education by the fall term immediately following high school graduation, or will have received notification by the fall term immediately following high school from an institution of higher education of acceptance but deferred enrollment until the next academic semester (e.g., spring semester).

Objective 6: 30% of participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) as a result of acceptance by deferred enrollment, will attain either an associate's or bachelor's degree within six years following graduation from high school.

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