

DANVILLE COMMUNITY COLLEGE (DCC)
TRiO UPWARD BOUND PROGRAM
PARTICIPANT HANDBOOK

Information for DCC TRiO Upward Bound's Parent/Guardians & Participants

TRiO Upward Bound is a federally funded program to help participants develop the skills and motivation necessary to succeed in high school and college. Through TRiO Upward Bound, participants receive additional classroom instruction, tutoring, counseling, extensive preparation for college and cultural enrichment. With TRiO Upward Bound, a college education is not just a DREAM; it becomes REALTY!

Danville Community College (DCC) TRiO Upward Bound Program operates continuously throughout the year. It is structured into two core components, ACADEMIC AND SUMMER COMPONENTS. The Summer Component is structured into sub- programs as described below:

1. Academic Year Component (School Year):

- a. Participants meet periodically, including Saturdays. Saturday sessions are scheduled 9:00 a.m. to 1:00 p.m. on the campus of DANVILLE COMMUNITY COLLEGE (dates are distributed prior to each year).
- b. Participants receive academic instruction and meetings for college preparation. Additional services are academic tutoring, instructional classes, academic advising (one-on-one or group sessions) and personal counseling.
- c. Tutoring may be available at target schools, online programs, and at DCC's campus.
- d. Participants receive stipend throughout their enrollment, provided participants are in accordance with all eligibility requirements. Stipend distribution are based on participation, tutoring and grades. **Note:** Stipends are not a **RIGHT**...they are a **PRIVILEGE!!!** Participants not meeting Stipend guidelines **will not** receive a payment (See Stipends—Definition and Explanation in this handbook for further information).

**2. Summer Residential (Day Component), Summer Bridge and Summer Work-Study:
Summer Residential Component:**

- a. As part of Danville Community College's TRiO Upward Bound Program, participants live on a college campus up to six-weeks during the summer months (*last week of residential component may be reserved as summer participant travel or sponsored activity/event. Parents/Guardians and participant will be notified of the summer schedule during Summer Orientation).
- b. Participants receive intensive instruction in English; Math (Algebra 1- Pre-Calculus), Science (Earth Science, Biology, Chemistry, etc); *Social Studies; *Foreign Language (depending on Student's Next Year's class schedule) academic advising, tutoring, personal and career counseling.
- c. Participants enjoy a variety of college-related activities including cultural events, recreational activities, and off-campus field trips.
- d. Participants may receive a stipend bi-weekly in the amount of \$30.00 based on program participation, acceptable grades, and satisfactory behavior.

Summer Day Component:

- a. DCC TRiO Upward Bound Program may offer a Summer Day Program should residential services become unavailable.
- b. DCC TRiO Upward Bound Summer Day Program may be up to 6-weeks of intensive academic courses, tutoring, personal and career counseling.

- c. Participants and parents/guardians will be responsible for daily transportation to and from selected host institution.
- d. DCC TRiO Upward Bound Summer Day Program operates during the hours of Monday – Friday, 7:45 a.m. – 3:45 p.m.
- e. TRiO Upward Bound’s Summer Day Program participants will be offered daily meals and staff supervision during the hours of operation only. Parents/guardians will be responsible for meals and supervision before and after hours of operation.
- e. Participants will be eligible to receive a bi-weekly stipend in the amount of \$30.00 should participant meet all eligibility requirements; program participation, satisfactory grades, acceptable behavior and attendance, and tutoring. Stipends will be deducted accordingly (absences and other penalties).

Summer Bridge Program:

- a. Graduating high school seniors may enroll in Danville Community College to obtain college credits during the summer term.
- b. DCC TRiO Upward Bound Program pays registration, tuition & fees, and textbooks.
- c. Fees may include room and board at the Summer Residential site to assist long distant students with travel to and from college campus.
- d. Summer Bridge participants required to provide own transportation to and from college campus.
- e. Summer Bridge participants receive a stipend of \$30.00 bi- weekly if all requirements and academic standing is satisfactory.
- f. Summer Bridge participants required to report changes to class enrollment such as add/drop classes, swapping classes, absenteeism, or grade reduction.
- g. Summer Bridge participants responsible for repayment for failing grades or dropping class(es) after college withdrawal date (college refund date).

Summer Work-Study and Summer Job Shadow

- a. Rising high school seniors may shadow at a business, non-profit organization, or agencies to further explore career interest. The goal of Work-study and Job Shadow are students recognizing the importance of career requirements and completion of a college degree.
- b. Participants work up to twelve (12) weeks during the summer months to gain full knowledge and work experience required to successfully enter into a chosen career profession.
- c. Participants may earn up to \$300 monthly if all work requirements are met (full participation, attendance, and job completion).

TRiO Upward Bound is a Federal program funded through the United States Department of Education, Office of Postsecondary Education for high school students and **does not discriminate on the basis of color, race, sex, handicap or national origin**. Applicants meeting eligibility requirements are interviewed by a DCC TRiO Upward Bound staff member. Selection criteria for enrollment are based on income (as prescribed by the Federal TRiO Program’s income levels) and first generation status. Additional requirements are based on academic need and availability.

To Parents/Legal Guardians: In an effort to keep your (and your student’s) information confidential, information obtained is only used for the purpose of determining eligibility. If your student is selected for Danville Community College’s TRiO Upward Bound Program, participant information is kept in a secured location at all times.

If you have questions, feel free to contact Dr. Robin M. Dabney, Program Director, 434.797.8562 or email: rdabney@dcc.vccs.edu.

PREFACE

*The purpose of this Participant Handbook is to provide participants and parent/guardians with an **information guide** to Danville Community College (DCC) TRiO Upward Bound Program goals and objectives.*

DCC TRiO Upward Bound is an opportunity to build a solid educational foundation for college attendance and successful enrollment. Through a variety of support services, we can inspire you to develop the confidence to dream great dreams and achieve great things.

The Goal of each DCC TRiO Upward Bound Program participant should be to successfully complete high school, enroll in college the Fall term immediately after high school graduation, and graduate from a college or university with a College degree. The purpose of Danville Community College's TRiO Upward Bound Program is to help its participants achieve this goal.

NON-DISCRIMINATORY STATEMENT

TRiO Upward Bound is a federally funded program for high school participants and does not discriminate on the basis of color, race, sex, handicap, disabilities, or national origin.

The contents of this Participant Handbook were developed under a grant from the U.S. Department of Education. However, the contents do not necessarily represent the policy of the U.S. Department of Education and you should not assume endorsement by the Federal Government.

STATEMENT OF ACKNOWLEDGEMENT

We are grateful to the TRiO Upward Bound Program at Arkansas State University for providing us with an outline and model for this handbook. We further acknowledge that portions of this handbook are reproduced identically from TRiO Upward Bound Arkansas State University.

Table of Contents

I. Preface	3
II. Table of Contents	4
III. Staff and Office Information	5
IV. General Information	6 - 7
Commitment and Responsibility	
Respect and Treatment of Others	
V. Academic Year Component and Tutorial Services	7-8
VI. Summer Components	8
VII. Policies and Procedures Academics	9-13
Expectations and Responsibilities	
Classroom Behavior/Attendance	
Tutoring Session Preparation	
Individualized Academic Assessment and Evaluation	
Summer Program	
Stipends---Definition and Explanation	
Rules for Performance Stipends	
Lack of Academic Progress	
Academic Improvement Plans	
Academic Probation	
Dismissal	
VIII. General	13 - 18
Probationary Status	
Attendance/Stipends	
Severe Weather Policy	
Traveling Off-Campus	
Transportation	
Visitors	
Dress	
IX. TRiO Upward Bound Services and Activities	18-20
Counseling and Advising	
Counseling Services	
College Planning and Preparation	
Counseling and Guidance	
Career Assessment and Planning	
On-Campus Residential Program	
X. Summer Bridge Program	20
XI. Summer Work-Study and Job Shadowing Program	20-21
XII. Cultural Enrichment Activities	21
XIII. DCC TRiO Upward Bound Participant Conduct	21-26
Policies, Rules and Regulations	
Smoking	
Sexual Harassment	
Disciplinary Procedures	
Disciplinary Sanctions	
Participant Grievance Procedures	
XIV. Message from DCC TRiO Upward Bound Staff	26
XV. Important Dates for the 2015-2016 Academic Year	27-33

Danville Community College (DCC) TRiO Upward Bound Participant Handbook Location, Staff, and Office Information

DCC TRiO Upward Bound Program Director & Staff:

Dr. Robin M. Dabney, Director

Mrs. CarSheena Cain Johnson, Education Support Specialist II

Mailing Address:

TRiO Upward Bound Program
Danville Community College
Wyatt Building, 1st Floor, Room 111
1008 South Main Street
Danville, VA 24541

Campus Address:

Wyatt Building, 1st Floor, Room 111

Office Room Numbers & E-mail Addresses:

Dr. Robin M. Dabney, Program Director

Wyatt Building

Room # 111 –A rdabney@dcc.vccs.edu

Mrs. CarSheena Cain Johnson, Education Support Specialist II

Wyatt Building

Room # 111 cjohnson@dcc.vccs.edu

Office Phone Numbers:

Dr. Robin M. Dabney, Program Director

434.797.8562

Mrs. CarSheena Cain Johnson, Education Support Specialist II

434.797.8516

Office Hours:

Monday – Friday 9:00 am – 5:30 p.m.

Saturdays as scheduled

GENERAL INFORMATION

COMMITMENT AND RESPONSIBILITY

As participants in Danville Community College's TRiO Upward Bound Program, you have many rights. Listed below highlights at least some of your rights in Danville Community College's TRiO Upward Bound Program:

- Competent instruction and academic tutoring.
- Safe and clean environments in which to live, study, learn, and play.
- To be treated with dignity and respect.
- To be listened to and encouraged.
- To not be discriminated based on race, color, religion, sex, disability, or national origin.
- To be offered professional guidance, personal advising, academic advising, and career counseling.
- An opportunity for cultural enrichment.
- Assistance in planning and preparing for post- secondary education and a career.
- Enriched through peer relations, mentoring opportunities, community and volunteer services, and social activities.

In DCC TRiO Upward Bound Program, college and life in general, with rights there come responsibilities! **We, DCC TRiO Upward Bound Program, expect the following from its participants:**

- A commitment in TRiO Upward Bound Program in terms of attendance, participation, and support.
- To participate in all scheduled activities.
- To treat TRiO Upward Bound staff, participants and others with dignity and respect.
- To do your best in TRiO Upward Bound Program meetings and in your high school.
- To abide by TRiO Upward Bound Program rules, policies and guidelines.
- To perform in a manner conducive to learning in TRiO Upward Bound Program travel, activities, sponsored events, social meetings, and within any representation of the program, including within your school environment....

OVERALL, THE RESPECT AND FAIR TREATMENT OF OTHERS!

TRiO Upward Bound participants are expected to treat other participants and program staff with the **respect** and **dignity** every individual deserves. TRiO Upward Bound participants should live by the **Golden Rule**...*treat others as they would like to be treated*. It is unfair to expect considerate treatment from others when YOU are

unwilling to reciprocate. TRiO Upward Bound is about making people feel better about themselves through self-respect and self-esteem. Put-downs can only lead to resentment, anger, and hurt feelings, which in turn lead to physical violence. These actions **are not** acceptable in this program; therefore, not tolerated!

ACADEMIC YEAR COMPONENT OF TRIO UPWARD BOUND

The **Academic Year Component** is a supportive curriculum including tutorial services in high school subjects. The AYC is designed to maintain or improve the participant's grade point average at least .5 >. At the start of program enrollment, participants develop in academic skills for grade improvement. The AYC objective is to challenge in rigorous coursework and college prep classes to build confidence and preparation for post- secondary classes.

Tutorial Services available for subjects taught and are a part of the college curriculum (i.e. English, Science, Math, History, Foreign Languages, etc.). Participants' scheduled four (4) tutoring hours weekly (or more based on areas of weakness) Tutoring also designed to build on skill-levels already gained to increase student's GPA.

Participants meet on the campus of Danville Community College monthly for Saturday's sessions, workshops, campus visits, cultural activities, and social events. Saturday sessions maybe 4 – 4 1/2 hours in duration.

Individualized counseling is offered to all TRiO Upward Bound Program participants. Academic advising may be one-on-one or group sessions. Request for academic advising can be made by student and/or parent/guardian. Once participant and/or parent/guardian request academic advising, the Program Counselor requests a current copy of the participants' high school transcript for review. The student's academic records and/or transcripts are reviewed by both Program Counselor and Program Director for an academic evaluation to ensure student records are within compliance of the current Virginia Department of Education's Standards of Learning and Diploma requirements and based on the U.S. Department of Education's Academic Assessment policy before meeting with the participant and parent/guardian. Both TRiO Upward Bound Program Director and/or Counselor will simulate recommendations based on the above mentioned measurements to determine participant's academic need for high school graduation and college enrollment.

NOTE: The above mentioning for Academic Year Component of Danville Community College's TRiO Upward Bound Program is only recommendations and instructive information to the success of the

participant's academic needs. Danville Community College's TRiO Upward Bound Program and staff reserve the right to modify or change the above mentioning to remain in compliance to the U.S. Department of Education recommendation and/or program requirements. All other factors and remaining information not mentioned will be developed and/or determined by the Program Director and amended to the Participant Handbook accordingly.

SUMMER COMPONENTS OF TRIO UPWARD BOUND

Danville Community College's TRiO Upward Bound Summer Programs offer challenging assistance to academic needs and collegiate exposure in support of the goals and objective of college enrollment after high school graduation.

Summer Residential Institute is an intensive six (6)-week session which participants live in residence halls on selected college/university campus with Residential Advisors. Residential Advisors may be supervised by full-time TRiO Upward Bound Administrative staff or host institution.

Participants become involved in a combination of academic classes related to their next year's class assignment. Academic classes may be but not limited to the following subject areas: English, math, science, social studies, SAT/ACT Prep, writing techniques, foreign language, and other core subject classes. In addition, participants participate in cultural events, career skill building, time management, study skills, college exploration, and social activities. The summer component is designed to simulate a college experience for participants.

Participants are expected to attend each summer while enrolled in TRiO Upward Bound. Absence must be cleared with the Program Director. Acceptable absences are those with parental permission, which must be submitted in writing.

NOTE: The above mentioning for the Summer Component of Danville Community College's TRiO Upward Bound Program is only recommendations and instructive information to the success of the participant's collegiate exposure and/or further academic needs. Danville Community College's TRiO Upward Bound Program and staff reserve the right to modify or change the above mentioning in order to remain in compliance to the U.S. Department Board of Education recommendation and/or program requirements. All other factors and remaining information not mentioned will be developed and/or determined by the Program Director and amended to the Participant Handbook accordingly.

POLICIES & PROCEDURES FOR ACADEMIC SESSIONS

EXPECTATIONS AND RESPONSIBILITIES

DCC TRiO Upward Bound Program is first and foremost an Academic Program! It is expected that participants work hard and challenge themselves to be successful in their academic work and improve their current Grade Point Average at least 0.5> while enrolled in Danville Community College's TRiO Upward Bound Program. TRiO Upward Bound participants are responsible for following the guidelines of the program, which include consistent attendance (punctuality at tutoring, on-campus class and other meetings); bringing required materials and necessary supplies to classes or sessions; bringing a positive attitude; bringing constructive performance and enthusiasm to meetings, sessions and other program sponsored activities including travel.

This Program requires participants improve their academic performance each year. Therefore, we offer incentives for participants *doing well* and *consequences* for not meeting expectations.

CLASSROOM BEHAVIOR/ATTENDANCE

Because **YOU choose** to be in TRiO Upward Bound Program and because **academic achievement is an important part of our program**, TRiO Upward Bound participants must behave in a manner conducive to learning. TRiO Upward Bound participants must attend **ALL** scheduled classes, meetings, travel and tutoring. Participants are expected to complete all assignments, participate in tutoring, come prepared, and willing to work. **Disruptive and uncooperative behavior is unacceptable; therefore,** results in disciplinary actions such as letters to parent/guardians. Further warnings, depending on nature of incident, lead to immediate dismissal from the program. Participants whose behavior is detrimental to TRiO Upward Bound purposes, goals, and the overall service environment is subject to immediate disciplinary action or program dismissal (whichever is warranted). Possible recommendation for counseling to remediate behavior can be made by Program Counselor; however, if the behavior persists, disciplinary action will be taken **by the Program Director, including a parent/guardian conference, program probation, or dismissal (whichever is warranted)**. Participant and parent/guardian will be offered opportunity of appealing the Program Director decision with Danville Community College's Coordinator of Student Services and Financial Aid. Further information of appeal process will be included in a dismissal letter.

TUTORING SESSION PREPARATION

It is extremely important participants participate in DCC TRiO Upward Bound's tutorial sessions...prepared and responsive!

This includes being active and engaged in the online program; being in attendance; being prepared with needed materials such as writing materials, writing utensils, and questions. Without preparation **on the participants part**, very little can be accomplished in a tutorial setting.

INDIVIDUALIZED ACADEMIC ASSESSMENT AND EVALUATION

The TRiO Upward Bound Program utilizes a variety of evaluation tools to measure participant progress and academic success. During the academic year, teachers and tutors report on participant progress at the middle and end of each year.

Official grade reports from a participants' school are the most important tool to measure academic standing and appropriate TRiO Upward Bound services. Participants are responsible for submitting their six (6) and/or nine (9) weeks progress reports. Failure **to do so will result in stipends being held until documents are submitted or stipend forfeit if participant does not meet the established deadline for grade submission.** TRiO Upward Bound staff normally request semester grades from the school; however, this request **does not replace participants or parent/guardians' responsibility** of obtaining and submitting a copy of participants' grade report to the TRiO Upward Bound office for a stipend. This responsibility lies on the participant in an effort to persuade accountability when following specific instructions and importance of meeting designated deadlines.

SUMMER PROGRAM

During the summer, teachers provide weekly evaluations of participant's classroom work, participation, and class behavior. Teachers also assign percentage grades on progress during mid- and end of the summer term. Failure to maintain passing grades, "C" average during the summer term results in stipend deductions or stipend forfeiture.

Teachers and/or Program Director determine whether participants are eligible for end of the summer term travel (*if applicable*). Eligibility for summer travel consists of a variety of factors including class attendance, participation, grades, and overall behavior. If a participant is not eligible for summer travel, the Program Director notifies participants and parents/legal guardians in writing or through consultation.

STIPENDS – Definition and Explanation

Participants may receive incentives for their enrollment in the form of Stipends. However, conditions must be met before stipends are distributed (attendance to required meetings, sessions, and sponsored events; participation in academic tutoring; grades “C” and above in all course-work; and overall good standing in DCC TRiO Upward Bound Program.

Stipends are issued throughout the academic year. Participants earn up to \$40 monthly, depending on their academic standing and overall program participation. If stipend requirements are not met, they are prorated and/or funds deducted to reflect grades, tutorial attendance, and Saturday session attendance (and any other required attendance scheduled by TRiO Upward Bound participation). Should a participant become dismissed within a semester term, a request can be made in writing to include a copy of the participant’s grade report and/or high school transcript to obtain a stipend payment. The request must be made within thirty days of the date of program dismissal or withdrawal. The stipend request will be evaluated and determined by the Program Director. The final decision will be made by the Program Director, which the participant will be notified in writing of the results of the final decision to include further information pertaining to an appeal process. If a stipend is awarded, it will be subject to adjustment accordingly to reflect any or all changes of program enrollment. Remember, **stipends are not obligatory; they are incentives** (rewards) for your dedication and hard work in your academic efforts. If you do not actively participate in DCC TRiO Upward Bound Program, your grade point average decrease, and/or academic grades or academic progress decreases, you forfeit your stipend and/or status as an active DCC TRiO Upward Bound participant.

RULES FOR PERFORMANCE STIPENDS

- As previously stated, the U.S. Department of Education’s Office of Postsecondary Education requires participants improve their overall grade point average (GPA) from the initial enrollment period and thereafter. The participants’ GPA must exceed the previous cumulative GPA in core subjects such as Math, Science, English, Social Studies, and Foreign Language.
- Academic grades and transcripts are reviewed by the Program Counselor and Program Director per semester. If grades are deemed too low, a conference will be requested with the participant and parent/guardian to establish a suitable alternative.

- Academic grades for athletic sports, band, choir, etc. will not be used in computing grade point for academic performance stipends.

LACK OF ACADEMIC PROGRESS

As there are rewards for doing well academically, there are consequences for not meeting requirements. In addition to the U.S. Department of Education Office of Postsecondary Education's standards, our proposed academic objective states that on a 4.0 scale, sophomores should maintain a minimum GPA of 2.4; juniors a minimum GPA of 2.6 and seniors maintain an average of a 2.8 GPA. Failure to achieve this GPA during a semester/year may result in Program Probation. Failure to maintain a GPA that exceeds your previous year GPA, or a grade below C in any classes may result in a Program Probation or Dismissal. In an effort to remedy academic progress, participants may request to meet with a TRiO Upward Bound counselor to develop an **Academic Improvement Plan** for satisfactory academic improvement.

ACADEMIC IMPROVEMENT PLANS

Participants whose grade point average (GPA) in any grading period that does not meet the requirements listed above may request to meet with the TRiO Upward Bound counselor to design and implement an **Academic Improvement Plan (AIP)**. The TRiO Upward Bound Counselor and participant will determine the best course of action to improve grades to meet satisfactory academic standing. Both the participant and TRiO Upward Bound Counselor will acknowledge the **AIP** document through designed timelines and signature.

ACADEMIC PROBATION

Participants are placed on **Academic Probation** when semester grades fall below the specified grade point average listed previously (see lack of Academic Progress). A GPA, with the exception of justifying circumstances, below the stated objective indicates the participant is not reflecting a clear commitment to the goals of Danville Community College's TRiO Upward Bound Program; therefore, probationary recommendations may be offered as an alternative to dismissal from the program. If the participant accepts and fulfills the terms of the probation by the set deadline, the probationary status will be lifted. If the participant does not accept a probationary agreement or does not adequately fulfill the terms of the probationary standing, the participant will be dropped from the TRiO Upward Bound Program.

Participants who are on probationary standing are encouraged to meet regularly with the TRiO Upward Bound counselor in an effort to maintain good program standing and/or assistance towards their overall academic standing.

DISMISSAL

Failure to abide by the rules set forth for program participation will lead to program dismissal. Failure to abide by disciplinary rules establish for a healthy environment within the program will lead to program dismissal. Failure to comply with program staff verbal or written warnings in an effort to remedy unwarranted situations will lead to program dismissal. Failure to abide by rules set forth for probationary standing will lead to program dismissal. Failure to increase grades to a satisfactory level during the probationary term will result in program dismissal. Participants who do not successfully meet probationary criteria throughout the spring semester will not be allowed to continue in the summer program(s) and further program participation will be at the discretion of the Program Director. The Program Director reserve to the right to dismiss a participant on site without further warnings or a due process of probationary standing should a situation arise harmful among others or an staff member in an effort to remedy the threat on site.

NOTE: The above mentioning for Dismissal Action of Danville Community College's TRiO Upward Bound Program is only recommendations and instructive information to the success of the participant's collegiate exposure and/or further academic needs. Danville Community College's TRiO Upward Bound Program and staff reserve the right to modify or change the above mentioning in order to remain in compliance to the U.S. Department Board of Education recommendation and/or program requirements. All other factors and remaining information not mentioned will be developed and/or determined by the Program Director and amended to the Participant Handbook accordingly.

GENERAL

PROBATIONARY STATUS

During the first 30 days of program enrollment, new participants are enrolled under a conditional probationary standing. The new participant admitted as conditional will be ineligible for participant travel, stipends, or other program benefits received by continuing program participants. New participants will be allowed one absence (unless extenuating circumstances occur) during this period other than scheduled school activities. New participants are also expected

to abide by all rules and policies of the program. Failure to follow these guidelines will result in the new participant being immediately dismissed from the program. After the 30 days probationary period, the new participant will achieve full program status to include benefits of program enrollment.

Continuing participants who have been placed on program probation standing will not be allowed to travel and stipends will be discontinued until the probationary standing has been satisfied with the Program Director. Participants placed on **academic probation** will remain on such program standing until grades improve and will not be allowed to travel until program standing improves. Academic probationary participant's grades will be monitored each grading period for academic improvement. Should grades decrease or remain unsatisfactory, the participant will be dismissed from the program for failure to reach academic requirements.

Participants can be placed on **behavior probation** for disruptive behavior during program meetings, on-campus class sessions, participation in activities or any other program events. Participants placed on behavioral probation will not be eligible to travel until program standing improves. Participants on behavior probation will be subject to program dismissal if behavior does not improve. Participants suspended from school for any academic or nonacademic reasons are subject to program dismissal.

Participants not meeting requirements for attendance to scheduled program sessions, meetings, or events may be placed on **program probation based on attendance** until participant improves with program attendance or situation becomes satisfied with Program Director. Any participant placed on program probation will not be eligible for participant travel unless approval is given by Program Director or probationary conditions have been satisfied.

Participants who are placed on any probationary standing may be at risk of forfeiting their stipend. Stipends will be distributed upon the discretion of the Program Director.

NOTE: The above mentioning for probationary conditions and probationary standing of Danville Community College's TRiO Upward Bound Program is only recommendations and instructive information to the success of the participant's collegiate exposure and/or further academic needs. Danville Community College's TRiO Upward Bound Program and staff reserve the right to modify or change the above mentioning in order to remain in compliance to the U.S. Department of Education recommendation and/or program requirements. All other

factors and remaining information not mentioned will be developed and/or determined by the Program Director and amended to the Participant Handbook accordingly.

ATTENDANCE/STIPENDS

Good attendance during the academic year and satisfactory attendance at the summer sessions are expected. Participants chosen for TRiO Upward Bound are expected to attend scheduled tutorial sessions, Saturday sessions, meetings, workshops, and off-campus travel. Saturday session meetings are normally held between 8:45 a.m. and 9:00 a.m. on Saturday mornings and dismissed approximately 1:00 p.m. Saturday afternoons unless otherwise specified. Saturday session travel or off-campus hours are indicated on travel permission forms and travel itineraries.

Participants who deem it necessary to be absent from a scheduled Saturday session, meeting, workshop, or travel will not receive session hours towards their stipend payment for that week (normally 4-hours). Exceptions are made for participants who are absent because of college placement testing (i.e. SAT, ACT or other scheduled **college testing**), which the necessary absence verification forms must be completed, signed by verifying testing representative and submitted to the TRiO Upward Bound office within 72-hours or three (3) business days of the schedule test date.

Excused TRiO Upward Bound session absences are approved by the Program Director only and processed towards the stipend for the missed activity. Participants with three or more program absences (other than after-school tutorial sessions) will be in danger of being dismissed from the program. Each situation will be dealt with separately and on its own merits.

During Saturday sessions, participants who report tardy or sign-in thirty (30) minutes after the program session starts will not receive credit towards a stipend payment for that day unless the tardiness is considered excused by the Program Director. Participants are subject to be penalized on a prorated basis for tardiness or leaving early unless prior approval for full credit is given by the Program Director.

SEVERE WEATHER POLICY

When the weather is such that driving is hazardous, DCC TRiO Upward Bound campus sessions or travel is cancelled. DCC TRiO Upward Bound staff will make every effort to leave a current voicemail message on the main office number regarding cancellations, session delays or rescheduling of program meetings

and/or travel. DCC TRiO Upward Bound participants should call the Program office at 434.797.8562 for further directions or information pertaining to campus sessions or travel. DCC TRiO Upward Bound staff will make every effort to contact participants through email and telephone. Therefore, it is deemed necessary participant files and contact information is kept current as possible. Any changes to mailing address, telephone numbers or contact information should be provided to the office as soon as changes are made. If driving conditions are hazardous in your area, please do not attempt to attend scheduled meetings; however, call DCC TRiO Upward Bound office immediately indicating reasons of your absence. Should you not call to explain your situation and TRiO Upward Bound is in session, your absence will be considered as unexcused and subject to a stipend and program services penalty.

TRAVELING OFF-CAMPUS

Once participants arrive at a DCC TRiO Upward Bound Program sponsored site, they are expected not to leave the site for any reasons unless specified by a DCC TRiO Upward Bound staff member, parent/guardian, or situation arise necessary such as an emergency event. Participants are to remain with TRiO Upward Bound staff when released to program staff members, particularly on field trips. Participants will remain with TRiO Upward Bound staff members throughout the travel and will not be released to any other members such as family members, friends, relatives, etc. throughout the travel without parental/legal guardian permission. Participants will be released to a designated person at the designated return site for pickup. Participants are expected to be on their best behavior and follow the rules and guidelines set forth accordingly by the TRiO Upward Bound Program. Participants are expected to conduct themselves accordingly and failure to comply with any of the mentioned expectations will lead to immediate program dismissal.

Participants will be chaperoned at all times during TRiO Upward Bound travel events to include overnight travel and attendance to activities. Participants will not be left unattended on field trips; however, participants may be dispersed as a group during attendance to events if directed to do so by an TRiO Upward Bound staff member.

Danville Community College, the TRiO Upward Bound Program and staff is not responsible for any lost or stolen items on travel events. Danville Community College, the TRiO Upward Bound Program and staff is not responsible for injuries received throughout the travel.

Danville Community College, the TRiO Upward Bound Program and staff is not responsible for participants arriving early or parents/guardians or participants left on-site because designated pickup person arriving late to travel pickup/drop off site. Danville Community College, the TRiO Upward Bound Program and staff is not responsible for any participant voluntarily leaving drop-off/pick-up site without permission from TRiO Upward Bound staff members. It is the responsibility of the parent/guardian or designated person to be on-time to pick-up or drop-off participants.

Danville Community College, the TRiO Upward Bound Program and staff values responsibility, safety, and human life; therefore, TRiO Upward Bound staff members will not place participants at risk or in harm's way by releasing participants under such circumstance. Please do not ask that your child be released at locations not specified on a TRiO Upward Bound Program travel itinerary. Do not ask the participant to leave the premises without prior approval. Furthermore, do not ask family members, friends, or outside visitors to meet program participants throughout travel designations.

TRANSPORTATION

Participants must provide their own transportation to weekly tutorial sessions, Saturday sessions, workshops, meetings, sponsored events, summer components, etc. unless otherwise specified (*If state vehicles are available, transportation may be offered to County (long distant participants only)*). Participants are not required to carpool, but may do so. Opportunities arise where participants meet with other participants from the same community at the beginning of each semester to arrange for carpooling that may become beneficial to both the participants and their parent/guardians.

VISITORS

TRiO Upward Bound participants are allowed to bring a guest to one designated **on-campus Saturdays sessions for the purpose of introducing them to the program**. Only enrolled participants attend on a regular basis. Guests do not have travel privileges and are limited to a maximum of two visits per year.

Participant's guest must sign-in on a visitor sheet, attend classes/tutoring and assembly with participant at all times. Participants are responsible for their guest's behavior and if he/she becomes disruptive, disrespectful, or visit unauthorized areas both the participant and their guest will be asked to leave the premises and the participant will forfeit tutorial hours towards their stipend payment.

Participant may also become at-risk of disciplinary actions or placed on program probation. Said guest will not be allowed to attend a DCC TRiO Upward Bound activity again.

DRESS

Appropriate dress for a given occasion is a lesson TRiO Upward Bound participants are expected to learn. Clothing worn to TRiO Upward Bound activities, events, travel, etc. should be in good taste and should not distract others from learning. TRiO Upward Bound staff reserves the right to request participants to change clothing, if it is deemed unsuitable or projects an unwanted image for TRiO Upward Bound participants.

Baggy or saggy shorts/pants, revealing attire, expressive t-shirts or provocative attire, skimpy bikinis/swimsuits, etc. should not be worn during TRiO Upward Bound activities. If given, TRiO Upward Bound attire should not be altered, nor is it to be covered up on days participants are assigned to wear it. No clothing with crude or suggestive slogans or pictures may be worn during TRiO Upward Bound events. Both female and male participants will be expected to wear hats accordingly and remove them when indoors. Both male and female participants will not be allowed to wear coverings such as doo-rags, scarfs for gang-related attire to suggest representation. Female participants will not be allowed to wear improper foot attire such as sleepwear shoes, sleepwear clothing or items throughout traveling unless it's within the confines of lodging.

TRIO UPWARD BOUND SERVICES AND ACTIVITIES

COUNSELING AND ADVISING

Counseling is one of the major components of TRiO Upward Bound at Danville Community College. This component is designed to sharpen the participant's perceptions of self-image, beliefs, values, expressions, ethics, and abilities. Different skills are explored and developed in decision-making, positive self-expression, coping, goal-setting, and conflict management. Participants participate in a systematic career and college planning program designed to assist them in exploring career options and preparing for college.

COUNSELING SERVICES

When on campus, participants who wish to meet with a TRiO Upward Bound staff member should indicate their interest by informing an TRiO Upward Bound staff member or if available, sign the appropriate conference request sheet before class or during session or meeting

breaks. A staff person will then come to the participant's class or tutoring session and get him/her as soon as possible.

TRiO Upward Bound staff visits participants individually at their high schools during the academic year to assist them with problems and concerns as well as provide college and career planning services and academic advisement.

COLLEGE PLANNING AND PREPARATION

The purpose of TRiO Upward Bound is to ensure participants enroll in post-secondary education (college/university) the Fall term immediately after high school graduation. Much time and effort is spent in preparing participants for college; therefore, participants may participate in the following activities:

- Researching information on colleges;
- College visits and completion of college applications;
- Workshops on financial aid for participants and parents;
- Completion of financial aid and scholarship applications;

COUNSELING AND GUIDANCE

Counseling is another vital component of TRiO Upward Bound at Danville Community College. This component is designed to:

- Sharpen the participant's perception of self
- Define and refine values
- Increase and expand abilities

Different skills are explored and developed in:

- Decision making
- Positive self-expression
- Coping skills
- Goals setting
- Conflict management
- Leisure and recreation activities

CAREER ASSESSMENT AND PLANNING

The World of Work is considered to be a vital part of the educational process for participants in TRiO Upward Bound; therefore, participants will participate in a systematic career awareness program including:

- Programming for success
- Personality profiles and interest inventories
- Career research
- Occupation resources and speakers

- Development and production of a resume
- Development of job skills

TRiO Upward Bound participants who qualify for job training programs receive "hands on" experiences while being supervised on job sites. The TRiO Upward Bound Job Shadowing Program is another opportunity to explore career aspirations.

ON-CAMPUS RESIDENTIAL PROGRAM

- Participants live on campus up to six weeks during summer months;
- Participants leave on Fridays and return on Sundays;
- Participants receive intensive instruction and guidance through academic courses, tutoring, and personal/career counseling.
- Participants enjoy a variety of activities including cultural events, campus visits, field trips, recreational activities and an end-of-the-year cultural/educational trip to a city within the central, south-central, or eastern regions of the United States.
- Participants are paid a stipend of \$15.00 per week or \$30.00 bi-weekly.

SUMMER BRIDGE PROGRAM

Participants in TRiO Upward Bound who are eligible for college admission may enroll at Danville Community College for six credit hours of college classes at the end of their senior year in high school. Bridge participants have many rights and privileges of regular college participants as long as they meet program requirements. Summer Bridge participants are expected to attend classes, tutoring, Summer Bridge Review (Orientation), and other scheduled TRiO Upward Bound summer activities. Additional rules and policies regarding Summer Bridge will be given to each prospective Summer Bridge participant during the Spring semester or during the Summer Bridge Orientation. If a Summer Bridge participant opts to live on campus with the TRiO Upward Bound summer residents, the Program will pay room, board, and other living costs.

SUMMER WORK-STUDY AND JOB SHADOWING PROGRAM

DCC TRiO Upward Bound Summer Work-study and Job Shadowing Programs are designed to assist participants in realizing the importance of a baccalaureate degree for the chosen career path. Interested participants must meet qualifications and be recommended by a DCC TRiO Upward Bound staff member. Once approved for Summer Work-study and Job Shadowing, participants are assigned a designated work-site not only beneficial to participants, but to the

accommodating site as well. Summer Work-study and Job Shadowing participants are required to attend an **Orientation Meeting** prior to working.

Summer Work-study and Job Shadowing participants may work up to **12 weeks** during the summer months. Performance appraisals are given to site managers to evaluate participants' job performance. The TRiO Upward Bound Program is solely responsible for stipend payments to each participant. Participating agencies are selected from the TRiO Upward Bound service region and placements are based on areas of interest expressed by participants. The TRiO Upward Bound Program staff interviews all perspective participants and participants are governed by the assigned site policies and procedures. The site manager contacts the TRiO Upward Bound office regarding immediate situations and circumstances (i.e. absenteeism, lack of enthusiasm, poor work performance). Work-study and Job Shadowing participants are responsible for contacting the work-site of any circumstances or situations prohibiting their work performance. Should a participant fail to comply with the policy or procedures of the work-site or Danville Community College's TRiO Upward Bound Program, the participant will be subject to program dismissal and will be forfeited from receiving any further payments.

CULTURAL ENRICHMENT ACTIVITIES

Participants in TRiO Upward Bound are offered a variety of programs and activities to help them become more knowledgeable and aware of various cultures. Cultural activities may include but not limited to Public Lectures, Art Exhibits, Concerts and Musical Productions, Broadway Shows and Plays, and other aspects of the American and World cultures. This is part of the overall TRiO Upward Bound Program experience; therefore, participants are expected to attend cultural enrichment activities and demonstrate excellent and appropriate behavior at all times.

DCC TRIO UPWARD BOUND PARTICIPANT CONDUCT

POLICIES, RULES, AND REGULATIONS

TRiO Upward Bound participants are expected to behave in an appropriate manner while on the DCC campus and/or while attending any TRiO Upward Bound sponsored activity. Participants attend voluntarily and have rights in a federally funded program. These rights support and meet the expected behavior standards of TRiO Upward Bound; which may be higher than general expectations.

The following infractions are considered extremely serious and warrant disciplinary action up to immediate dismissal from the TRiO Upward Bound Program. In addition, if the situation warrants, the necessary authorities to include campus security, local, state or governing police will be involved:

- Possession, use and/or distribution of alcoholic beverages
- Possession, use and/or distribution of drugs, narcotics and/or medicines without prescription.
- Possession of weapons including but not limited to guns, knives, clubs, or chemical substances.
- Theft or attempted theft of property. This includes shoplifting while on TRiO Upward Bound trips, activities, or overnight locations.
- Physical assault of any person which endangers or threatens their health, safety or well-being.
- Sexual activity among participants or with others during events, activities, community service sponsored events, on any college/university campus to include but not limited to the campus of any residential site, Danville Community College campus or on any TRiO Upward Bound sponsored trips that include lodging or overnight activities.
- Arrest for violation of local, state, or federal law.
- Setting off false alarms and/or tampering with firefighting and/or safety equipment.
- Lewd, obscene or disorderly conduct while on campus or at any TRiO Upward Bound sponsored activity.
- Gambling, betting, bookmaking, risking, staking, or any other chancing/play betting activities (includes proceed illegal activities).
- Possession and use of fireworks on campus, during events or any other sponsored TRiO Upward Bound activity or travel.
- Smoking under the age of 18 or smoking within violation of state, federal or local laws.

Danville Community College, the TRiO Upward Bound Program and staff will not be held responsible for participants incarcerated for violating said infractions, breaking any local, state, or federal laws, or the arrest of participants who may be wanted for criminal actions. TRiO Upward Bound staff member will make every effort or attempt to contact parents/guardians to notify them of situations or circumstances of said actions.

Listed below are additional infractions which will result in disciplinary action up to and including dismissal, depending on the seriousness of the situation. Participants are also expected to abide by Danville Community College rules and the TRiO Upward Bound Program and are expected to act responsibly at all times.

- Excessive tardiness or absence to TRiO Upward Bound scheduled classes, meetings, events, sessions, workshops, activities, travel etc.
- Disruptive behavior in class, meetings, events, sessions, workshops, activities, travels etc. or failure to follow directions or excessive incomplete assigned work.
- Academic dishonesty such as cheating and plagiarism.
- Misuse, abuse and unauthorized use of college computing resources.
- Use of profanity, vulgar, and/or abusive language.

SMOKING POLICY

The laws of the State of Virginia state persons under the age of 18 are prohibited from smoking or purchase of tobacco products. Therefore, 8 participants under the age of 18 are not allowed to smoke or use tobacco products during any DCC TRiO Upward Bound activities, sponsored events, travel, meetings, sessions, workshops, etc. Participants 18 years of age or older may smoke according to federal laws, state laws, local laws and other established guidelines (must follow all rules regarding smoking laws) and will be expected to respect the rights of non-smokers. Regarding campus or federal smoking laws, smoking is restricted to designated areas or outside of buildings and away from front entrances.

SEXUAL HARRASSMENT

DCC TRiO Upward Bound is committed to creating and maintaining a community that is free from all forms of sexual harassment. DCC TRiO Upward Bound shall not tolerate harassment in interactions between participants, participants and faculty or between faculty and staff members. Sexual harassment is defined as **unwelcome** sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission is a term or condition of employment, grades, participation in activities or creates an intimidating, hostile or offensive environment.

Sexual harassment will not be tolerated within the TRiO Upward Bound Program or at Danville Community College. Participants who feel that they have been the object of sexual harassment should

report the incident to the Program Director and appropriate action will be taken. Participants, who believe that they have been unfairly treated by a teacher, tutor, or an administrative staff member, who has a concern about any TRiO Upward Bound staff member, may report the matter to the Program Director, who will investigate the complaint and attempt to resolve the conflict or concern to the satisfaction of both parties.

DISCIPLINARY PROCEDURES

Participants accused of violating any of the above rules or other policies of the TRiO Upward Bound Program have basic due process rights. Generally, misconduct will be noted on a Behavioral Incident form by the TRiO Upward Bound staff member reporting the behavior and the form is given to the Program Director. The Program Director will notify the participant of the violations and the participant will be given the opportunity to give his/her statement and to bring in other persons who may have witnessed the event.

The Program Director, alone or in a conference with other TRiO Upward Bound staff members, will determine what, if any, disciplinary sanctions will be imposed on the participant. Any and all disciplinary sanction decisions may be appealed to Danville Community College's Coordinator of Student Services and Financial Aid in writing.

DISCIPLINARY SANCTIONS

1. **Reprimand** – Oral reprimand regarding the behavior and a warning regarding the consequences of future misbehavior. Written reprimands may also be placed in the participant's file.
2. **Revocation of Privileges** – Privileges, such as field trips, may be revoked for a period of time which will be determined by the Program Director.
3. **Restrictions** – Participants may not be allowed to attend social or special activities such as cultural & educational activities, community service, etc. In some cases, participants will not be allowed to attend the end-of-summer trip.
4. **Probation** – Participants may be placed on probation for a period of time as determined by the Program Director. During this period, certain requirements must be met which will be clearly stated in a probationary agreement signed by both participant and the Program Director or a written letter to the participant and parent/guardian by the Program Director.
5. **Suspension** – Participants may be sent home for a period of time during the summer session or not allowed to attend a designated number of Saturday sessions if behavior warrants.

6. **Dismissal** – If the circumstances warrant, participants will be dismissed from the program. This decision is made by the Program Director in consultation with administrative staff or evaluation of the circumstances surrounding the dismissal.

PARTICIPANT GRIEVANCE PROCEDURE

If a concern or problem arises **with a TRiO Upward Bound Tutor/Teacher**, the matter should be first reported to the Education Support Specialist, who will attempt to resolve the problem or nature of concern. If a resolution is not reached, the Education Support Specialist or Counselor will refer the problem to the Program Director who will utilize the procedure previously stated. The Program Director will consult with Danville Community College's Coordinator of Student Services and Financial Aid regarding the participant concerns as deemed necessary. The Program Director's decisions regarding the participant's concern or problems with the tutor/teacher stand as final authority within the program.

If a concern or problem arises **with a TRiO Upward Bound staff**, the matter should be first reported to the Program Director who will attempt to resolve the problem or nature of concern with the staff. If a resolution is not reached, the Program Director will consult with Danville Community College's Coordinator of Student Services and Financial Aid regarding the participant concerns. The Program Director's final decision regarding the participants' concerns or problems with the staff member will then be resolved by both the Coordinator of Student Services and Financial Aid and the Program Director and the decision will stand as final authority within the program. Further appeals must be made directly to Danville Community College's Coordinator of Student Services and Financial Aid.

If a concern or problems arise with **the Program Director**, the matter should be first reported to Danville Community College's Coordinator of Student Services and Financial Aid, who will attempt to resolve the problem or nature of concern with the Program Director. If a resolution is not reached, a referral will be made accordingly within the ranks of Danville Community College based on the situation at hand, the complaining participants, and other resourceful tools in an effort to seek an immediate resolution. Once the complaint has been resolved with the College, the Coordinator of Student Services and Financial Aid will contact the participant in writing of the decision regarding the participant's concern or problems with the Program Director. The final

decision from Danville Community College's Coordinator of Student Services and Financial Aid will stand as the final authority.

MESSAGE FROM DCC TRIO UPWARD BOUND STAFF

We hope that this participant handbook will be helpful to you in understanding the expectations, rules and policies of the TRiO Upward Bound Program at Danville Community College. While it does not cover every activity, program, service, policy or procedure, it serves as a reference tool and guidebook for the program's objectives and serves as a recommendation to remedy unjustifiable conditions.

As mentioned throughout this Participant Handbook, Danville Community College's TRiO Upward Bound Program Director reserve the right to modify or change the above mentioning to remain in compliance to the U.S. Department Board of Education and Office of Postsecondary Education's recommendation and/or grant requirements. All other factors and remaining information not mentioned will be developed and/or determined by the Program Director and amended to the Participant Handbook accordingly.

IMPORTANT MEETING DATES & SESSION REMINDERS

• August 2015

Beginning of 1st UB Term, Monday, August 3, 2015

- Tuesday, August 4, 2015 – UB Seniors' & Parents' Orientation Meeting, 11:00a.m. (4hrs)
- Wednesday, August 5, 2015 – UB New & Returning Students' & Parents' Orientation Meeting, 11:00a.m. (4hrs)
- Monday, August 10, 2015 -Danville (VA) Public Schools & Pittsylvania County (VA) Public School Starts
- Week of August 23 – 29, 2015- Upward Bound Mandatory Tutoring Week (4hrs)
- Week of August 30 – September 5, 2015- Upward Bound Mandatory Tutoring Week (4hrs)

• September 2015 – October 2015

- Week of September 6 – 12, 2015- Upward Bound Mandatory Tutoring Week (4hrs)
- Week of September 13 – 19, 2015 - **NO Upward Bound Mandatory Tutoring This Week**
- Tuesday, September 15, 2015 – College Night in Virginia, Institute for Advanced Learning and Research, Danville, VA (Time: TBA) (4hrs)
- Thursday, September 17 – Sunday, September 20, 2015 – UB Participant Travel (11th & 12th graders only) Liberty University's College-for-a-Weekend (CFAW) (4-hrs)
- Saturday, September 19, 2015 – UB Participant Travel (9th & 10th graders only) (4hrs)
- Week of September 20 – 26, 2015- Upward Bound Mandatory Tutoring Week for 9th – 11th graders (4-hrs)
 - Saturday, September 26, 2015 – Upward Bound Senior's Tutorial Session (College Preparation) 9:00a.m. – 1:00 p.m. (4hrs)

- Open Computer Lab for Online Tutoring, 9:00 a.m. – 1:00 p.m.
- Week of September 27 – October 3, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
- Saturday, October 3, 2015 – UB Participant Travel (4hrs)
- **End of 1st UB Term - Saturday, October 3, 2015. [16 Tutoring Hours & 4 UB Sessions].**
- **6-week Report Cards due by 5p.m. Monday, September 28, 2015**
- **9-week Progress Reports due by 5p.m. Monday, September 28, 2015**
- **October 2015 – December 2015**
- **Beginning of 2nd UB Term, Monday, October 5, 2015**
 - Week of October 4 – 10, 2015- Upward Bound Mandatory Tutoring Week for 9th – 11th graders (4hrs)
 - Saturday, October 10, 2015 – Upward Bound Senior’s Tutorial Session (College Applications) 9:00a.m. – 1:00p.m. (4hrs)
 - Open Computer Lab for Online Tutoring, 9:00a.m. – 1:00p.m.
 - Week of October 11 – 17, 2015 - Upward Bound Mandatory Tutoring Week (4-hrs)
 - Saturday, October 17, 2015 – River District Festival (RDF), Danville Community Market, Danville, VA (4hrs towards Volunteer Service)
 - Week of October 18 – 24, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
 - Saturday, October 24, 2015 – DCC Alliance for Excellence Youth Conference, DCC Temple Building, Oliver Hall Time: TBA (4hrs)
 - Week of October 25 – 31, 2015- Upward Bound Mandatory Tutoring Week (4-hrs)

- Week of November 1 – 7, 2015- **NO Upward Bound Mandatory Tutoring This Week**
- Tuesday, November 3, 2015 – UB Senior Travel (**No Hours**)
- Week of November 8 - 14, 2015– Upward Bound Mandatory Tutoring Week for 9th – 11th graders (4hrs)
 - Tuesday, November 10, 2015 – Upward Bound Senior’s Tutorial Session (Scholarships) 4:00p.m. – 7:00p.m. (4hrs)
- Week of November 15 – 21, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
 - Wednesday, November 18, 2015 – Upward Bound Senior’s Session (Intro Financial Aid) 4:00p.m. – 7:00p.m. (4hrs)
- Saturday, November 21, 2015 – UB Saturday Session for 9th – 11th graders (Math & Science Workshops) 9:00a.m. – 1:00p.m. (4hrs)
- Week of November 22 –28, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
- Week of November 29 – December 5, 2015 – Upward Bound Mandatory Tutoring This Week (4hrs)
- Week of December 6 – 12, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
- *Sunday, December 6, 2015 – Danville Christmas Parade, Downtown, Danville (VA) 3:00 p.m. – until (4hrs applied if participating; must submit note from Sponsoring Club or Organization verifying attendance by 5:00p.m. Friday, December 11, 2015)
- *Saturday, December 12, 2015 – Holiday Volunteer Service, 10:00a.m. – 2:00p.m. (Activity & Location TBA) (4hrs)
- Week of December 13 – 19, 2015 – Upward Bound Mandatory Tutoring Week for 9th, 10th, and 12th graders (4hrs)

- Wednesday, December 16, 2015 – Upward Bound Junior’s Tutorial Session (SAT & ACT Test Prep) 4:00p.m. – 7:00 p.m. (4hrs)
- **End of 2nd UB Term –Friday, December 18, 2015 [24 Tutoring Hours/ 4 Sessions]**
- **9-week Report Cards due by 5:00p.m. Monday, October 26, 2015**
- **6-week Report Cards due by 5 p.m. Friday, November 6, 2015**
- **December 2015 – February 2016**
- Beginning of 3rd UB Term, Monday, December 21, 2015**
 - Week of December 20 – 26, 2015 – **NO Upward Bound Mandatory Tutoring This Week**
 - Week of December 27 – January 2, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Week of January 3 – 9, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Week of January 10 – 16, 2016 – Upward Bound Mandatory Tutoring Week for 9th – 11th graders (4hrs)
 - Wednesday, January 13, 2016 – Upward Bound Senior’s Tutorial Session (Intro to FAFSA) 4:00p.m. – 7:00p.m. (4hrs)
 - Week of January 17 – 23, 2016 – Upward Bound Mandatory Tutoring This Week (4hrs)
 - Week of January 24 - 30, 2016 – Upward Bound Mandatory Tutoring Week for 9th, 10th, and 12th graders (4hrs)
 - Wednesday, January 27, 2016 – Upward Bound Junior’s Tutorial Session (Job Skills Workshop) 4:00p.m. – 7:00p.m. (4hrs)
 - Week of January 31 – February 6, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Saturday, February 6, 2016 – UB Saturday Session (Financial Literacy Workshop) DCC Taylor Building, 9:00a.m. – 1:00p.m. (4hrs)

- End of 3rd UB Term – Saturday, February 6, 2016 [12 Tutoring Hours/1 Session]
- 6-week Progress Reports due by 5:00p.m. Tuesday, January 19, 2016
- 9-week Report Cards due by 5:00p.m. Tuesday, January 19, 2016
- February 2016 – March 2016
- Beginning of 4th UB Term, Monday, February 8, 2016
 - Week of February 7 – 13, 2016 – Upward Bound Mandatory Tutoring Week for 9th, 10th, and 11th graders (4hrs)
 - Wednesday, February 10, 2016 – Upward Bound Senior’s Tutorial Session (Job Readiness Workshop) 4:00p.m. – 7:00p.m. (4hrs)
 - Week of February 14 – 20, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Saturday, February 20, 2016 – Upward Bound Saturday Session (Public Speaking & Personal Finance Workshops) DCC Taylor Building, 9:00a.m. – 1:00p.m. (4hrs)
 - Week of February 21 - 27, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)
 - Week of February 28 – March 3, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Saturday, March 5, 2016 – UB Participant Travel (4hrs)
 - Week of March 6 – 12, 2016 – Upward Bound Mandatory Tutoring Week for 9th – 11th graders (4hrs)
 - Saturday, March 12, 2016 – Upward Bound Senior’s Tutorial Session (College Enrollment Wrap-Up) 9:00a.m. – 1:00p.m.
 - Open Computer Lab for Online Tutoring, 9:00a.m. – 1:00p.m.
 - Week of March 13 – 19, 2016 – **NO Upward Bound Mandatory Tutoring This Week**

- Saturday, March 19, 2016 – Upward Bound Saturday Session (Math, English, and College Enrollment Workshops) DCC Taylor Building, 9:00a.m. – 1:00p.m. (4hrs)
- Week of March 20 – 26, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)
- End of 4th UB Term – Friday, March 26, 2016 [16 Tutorial Hours/3 Sessions]
- 6-Week Report Cards due by 5:00p.m. Friday, February 26, 2016
- 9-week Report Cards due by 5p.m. Wednesday, March 23, 2016
- March 2016 – April 2016
- Beginning of 5th UB Term – Monday, March 28, 2016
 - Week of March 27 – April 2, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Week of April 3 – 9, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)
 - Week of April 10 – 16, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
 - Saturday, April 16, 2016 – UB Participant Travel (4hrs)
 - Week of April 17 – 23, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)
 - Week of April 24 – 30, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)
- End of 5th UB Term, Friday, April 22, 2016 [12 Tutoring Hours/1 Sessions]
- 6-week Report Cards due by 5:00p.m. Friday, April 15, 2016
- 9-week Progress Reports due by 5:00p.m. Friday, April 15, 2016
- May 2015
- Beginning of 6th UB Term – Monday, April 25, 2016
 - Week of May 1 – 7, 2016 – Upward Bound Mandatory Tutoring Week (4hrs)

- Week of May 8 – 14, 2016 – **NO Upward Bound Mandatory Tutoring This Week**
- Saturday, May 14, 2016 – UB End-of-Year Banquet, DCC Oliver Hall, Temple Building 11:00a.m. – 1:00p.m. (4hrs)
- Week of May 15 – 21, 2016 – Upward Bound Make-Up Tutoring Week (4hrs)
- **End of 6th UB Term, Friday, May 27, 2016 [4 Tutoring Hours/1 Session]**
- **6-week Report Cards due by 5:00p.m. Friday, May 27, 2016**
- **9-week Report Cards due by 5:00p.m. Friday, May 27, 2016**
- **June 2016**
 - ***Week of Sunday, June 12, 2016 – Friday, July 22, 2016 -- 6-Week Summer Component (Dates, Times, and Locations Announced on a later date!)**