



**Cañada College's  
TRIO  
Upward Bound  
Success through Higher Education**

Cañada College  
TRIO Upward Bound  
4200 Farm Hill Boulevard  
Building 5  
Offices: 228, 230, & 232  
Redwood City, CA 94061  
650-306-3332  
650-381-3542 (fax)

**Hours of Operation**  
Monday – Friday: 10am - 6pm  
**Summer Hours**  
Monday – Friday: 9am - 4pm

## **Introduction**

Upward Bound is a federal program funded by the U.S. Department of Education. The purpose of Upward Bound is to create access to higher education for low-income and potential first-generation college students in the communities of North Fair Oaks and East Palo Alto. Our program services include: tutoring, mentoring, academic advising, college preparation workshops, financial aid information, SAT/ACT test preparation, and a six-week summer program that includes instruction in English, math, science, and foreign language.

## **Our Mission**

It is the mission of Cañada College's Upward Bound TRIO Program to provide participants with the necessary preparation to enter post-secondary education through the values of Education, Diversity, and Community.

## **TRIO Programs**

TRIO Programs are equal opportunity education programs developed to help students overcome class, social, academic and cultural barriers to higher education. TRIO Programs are funded by the US Department of Education. Please visit [www.trioprogams.org](http://www.trioprogams.org).

## **Student Expectations**

- Maintain a positive attitude and work hard to achieve your goals.
- Attend regularly, be on time, participate, and communicate!
- Demonstrate academic integrity, complete assignments, and ask for help.
- Work hard to overcome obstacles and improve your community.

## **Family and Parent Involvement**

The Upward Bound staff is committed to supporting each student in the program. We make ourselves available to the students and their families. Students and parents are encouraged to set up meetings with the Upward Bound staff to communicate life changes, discuss needs, or express concerns about the program or the student. We strongly encourage parent and family involvement. Parents are welcomed and there are times that we require families to attend the Upward Bound parent/family meetings scheduled.

## **Program Policies**

**Academic Integrity:** The goal of Upward Bound is to prepare students for the rigor of college and future workplace environments, and careers. Original work and ideas are expected at all times, as well as behavior that demonstrates professionalism and values academic achievement. We expect students to try their best at all times and enjoy the program. Violations or attempted violations of academic integrity include, but are not limited to:

- Cheating
- Fabrication
- Plagiarism
- Multiple submissions of the same assignment
- Facilitating academic dishonesty

Please provide citations for any information which is received from an outside source or idea that is not your own. Plagiarism will result in disciplinary action that can include dismissal from the program.

**Automobiles:** Students with automobiles should park their cars on campus when they arrive and not use them until the end of the school day. Students are responsible for purchasing a permit or paying the daily parking fee. Upward Bound or the college is not responsible for theft or damage to a student's car or property. Students are also not allowed to leave campus without approval.

**Dress Code:** The dress code ensures an environment that promotes learning and positive representation of the program. Any student arriving for classes/activities inappropriately dressed will be asked to change or leave. Inappropriate attire includes: shorts less/shorter than mid-thigh length, midriff bearing shirts, house slippers and/or pajamas, pants worn below waistline/exposed undergarments.

**Electronic Device Usage:** We understand that technology is a part of our daily lives. However, students are encouraged to be present and interact with peers and staff. Students are permitted to use their electronic devices during their break times, travel times, or during tutoring. Please participate and engage with other students. Electronic devices should never be used during class, presentations, or field trips, unless to take pictures or for an assignment while on a field trip.

**Health Care Center Policy:** Cañada College offers health services on a limited basis to students in the program. In case of an emergency, UB student should inform the nurse or health center staff immediately so that a staff member can be contacted and parents/families notified.

**In-Classroom Eating:** Food and beverages other than bottled water are not permitted in the classrooms.

**Special Needs & Wellness:** For their safety, students with special needs, allergies, or medications must inform staff. We can provide accommodations for students that have medical documentation.

**Sexual Harassment:** Sexual harassment will not be tolerated. Please report any incident to the staff. Students should treat each other respectfully.

**Guest Policy:** **Guests are allowed during tutoring sessions to work on group projects. Please inform staff that you have a guest.** For the safety of our students and the program, we do not allow students to bring guests to the summer program or to Saturday College.

**Safety Rules:**

**We strongly believe that a safe environment is essential to a community. Any behavior, action, or activity that threatens directly or indirectly the physical and emotional safety of an individual or the group will not be tolerated. In addition, we may intervene if we discover that these behaviors are occurring elsewhere:**

- Profane, obscene, rude or abusive language or behavior is not tolerated, this includes bullying.
- Weapons (including but not limited to guns, knives, explosives) are not allowed on campus.
- Use the Internet for any illegal purpose or campus computers inappropriately.
- Usage, possession, and/or, distribution of drugs and controlled substances.
- Fighting, intimidation, assault, or harassment of others.
- Students are not permitted to smoke on campus or during any UB activity.
- We are required by law to report any unlawful activity such as vandalism, sexual harassment, or theft.

**The following behaviors can result in immediate dismissal from the program:**

- Physically threatening, intimidating, or attacking a student or a staff member.
- Disrespecting a staff member or another student in a manner that it is no longer safe to continue working together.
- Lying to a staff member or family member about attendance or leaving the program/event without permission.
- Defacing school property/vandalism/ theft.
- Cutting class/not being in the right place at the right time.
- Coming to an Upward Bound event under the influence of drugs or alcohol.

## **Disciplinary Action**

The Director and/or Program Services Coordinator will decide on the best course of action to protect the students, the program, and any other parties involved.

In the event that an Upward Bound student violates any of the program rules or fails to meet the program expectations, the following process will take place.

1. Student conference with Program Staff.
2. Parent/Student conference with Program Director.
3. Probation (academic year only).
4. Suspension or Dismissal.
5. Report to appropriate law enforcement authorities any unlawful activity.

**Reprimand (warning):** Oral or written warnings regarding the behavior and consequences of future misbehavior, including dismissal from the program, will take place during conferences with program staff. Written reprimands will also be placed in the student's file.

**Loss of Privileges:** Privileges may be revoked for a period of time, which will be determined by the Upward Bound Director. Students may not be allowed to attend activities, earn a stipend, or attend field trips.

**Academic Probation:** All students must maintain a minimum of a 2.5 GPA every grading term. If a student does not participate or their GPA drops below a 2.5, they will be placed on probation. During probation, a student's attendance and participation are closely monitored. While on probation a student might be ineligible to participate in certain activities and their stipends may be revoked. Repeated violation of probation will result in dismissal from the program.

**Dismissal:** A student will be dismissed from the Upward Bound program due to poor academic performance, lack of participation, commitment, or violating the student rules. Students who are dismissed can appeal the decision or re-apply during the next admissions cycle (October or April).

**Appeal Process:** An appeal of a decision of the Upward Bound staff must be submitted in writing within one week (7 days) during the academic school year. **There is no appeal process for the summer program.** All extenuating circumstances must be given in writing. Appealing does not guarantee that the decision will change. Decisions made after the appeal are final.

### **Academic Year Programming:**

Throughout the school year Upward Bound has several opportunities for students to receive support in their academic classes as well as develop important skills for careers and college success. The Academic Year program is primarily based at Sequoia High School room 248 after school until 6pm. Saturday College workshops are held at Cañada College in Building 5, unless otherwise specified.

### **Tutoring (Sequoia High School):**

Students are required to complete 3 hours of tutoring per week. Group sessions are Monday through Thursdays and Fridays are by appointment only. Please check your calendars for dates and times.

Students must complete a tutoring log after every session. Student's whose grade point average falls below a 2.5 will be required to come for additional tutoring and will be placed on probation.

### **Academic Advising/Mentorship**

All students are assigned a staff member to mentor them in becoming a better student. Students are required to meet with their tutor/mentors regularly. Mentors will monitor grades, attendance, and overall participation.

### **Saturday College**

Saturday College is once a month at Cañada College from 9:00am-1:00pm. Please be on time. Workshops include sessions in Math, English, and topics related to college preparation and life skills. Attendance to Saturday College is mandatory and a student is only allowed to miss two sessions.

Additional absences must be excused by contacting staff at (650) 306-3332. **Please arrive on time and plan to stay the entire time.**

### **Summer Programming (Cañada College)**

The summer program is a unique opportunity for UB students to experience a college environment for six weeks. Students receive instruction in core academic subjects and participate in educational activities, including college tours to local colleges and universities.

### **Attendance Policy**

For the Summer Session, please be on time. Three (3) tardies in any class or workshop is equivalent to one (1) class absence. Students cannot miss more than two (2) academic days in the summer. Academic days are Monday through Thursday. If a student is absent on a third academic day, they will be dismissed from the summer program. Absences from non-academic days, Friday Field Trips or College Tours, will have to be approved with the Program Director. Unexcused absences will result in disciplinary action.

## **Homework and Tutoring Policy**

You can expect to receive up to 2 hours of homework each night and 3 over the weekend. Homework is due on the day the class meets and the quality of the work must demonstrate effort and time. Students who continuously turn in poor work will be dismissed. **NO LATE WORK is accepted. The first time you do not turn your homework in you will be ineligible to attend the Friday field trip. If you are absent, please turn in your homework, if possible, via email or drop it off. If it's a project that cannot be submitted electronically, please turn it the next day, but you must contact the teacher for approval first.** Communicate with instructors and program staff. Students must complete one (1) hour of tutoring every week. Tutoring is offered after school Tuesday, Wednesday, and Thursday.

## **Core Classes for Summer Program**

All courses are aligned with California State Standards and designed for prepare UB students for college level work and expectations.

**Mathematics**: The program offers different levels of high school mathematics courses from algebra through pre-calculus. All classes will cover the foundation of each subject as well as work with students on strengthening their fundamental skills to demonstrate a solid mastery of the content in their regular school year classes.

**Humanities**: The Humanities classes are a combination of English Literature, Composition, and Social Studies. Students read works that reflect diverse perspectives and challenge their personal viewpoints. Students practice writing, reading, and learn about different view periods in American History, World History, and the contributions of different groups.

**Science**: Courses offered are physics, chemistry and biology and all science classes include lab experiments. Courses are designed to engage students, develop an appreciation for science and its role in our society, and encourage them to explore careers in science industries.

**Foreign Language**: Courses offered include Japanese Language and Culture, Mandarin Language and Culture, or Spanish Literature and Culture. These courses are designed to support students in learning a foreign language as well as cultures, history, and traditions.

**College Preparation**: The program offers different levels of preparation based on grade level students' needs including selecting classes, college/universities, and scholarship information. Juniors and seniors receive additional information in order to successfully complete their college admissions and financial aid paperwork during the summer.

**Electives**: Upward Bound offers a wide variety of electives which are relevant to student's lives. Previous offered courses have been arts and crafts, dance, Latin American culture, speech and debate, and Leadership.

**Field Trips:** Students will attend weekly field trips. These trips are fun and educational. On these trips students are expected to be on their best behavior and to enjoy the activities or exhibits. We take pride in providing an environment that is not only fun, it's safe. We want you to have a good time and feel that this is a place where people respect you and where you feel a sense of belonging and acceptance.

**College Tours:** The goal of Upward Bound is to educate students on the diverse college environments and to visualize seeing themselves as future college students. College tours are a great opportunity to see first-hand what is unique about a specific college or university. It is our hope that by visiting college campuses you to get an idea of what kind of colleges seem like a good fit for you.

For additional information about the Upward Bound program please see our website at: [www.candacollege.edu/upwardbound](http://www.candacollege.edu/upwardbound)

For updates and information on scholarships and activities in the community please see our Facebook page. We always welcome feedback from students and parents. We take great pride in this program, and we enjoy being part of the greater TRIO community.