STUDENT & PARENT GUIDE

Upward Bound (UB) is a federally grant-funded, college preparatory program, providing fundamental support to a select group of high school students who will be attending and completing college. The program offers opportunities for participants to succeed in their pre-college performance and higher education pursuits. The federal government provides grant funds in the amount of $399,148.00 for the 2017-18 year.

The goal of UB is to increase the rate at which participants complete high school and enroll in and graduate from college. During the academic year, UB provides tutoring, academic advising, career/major exploratory workshops and field trips. Each summer, UB offers a rigorous academic residency program at the Cal Poly campus.

Director
Susie Sandstrom
805.756.5108
sslerma@calpoly.edu

Program Coordinator
Kari Leslie
805.503.8272
leslie@calpoly.edu

Administrative Support
Minnie Garcia
805.756.5110
Mgarc24@calpoly.edu

Graduate Assistant
Melissa Giddens
805.503.0525
melissa.r.giddens@gmail.com

WEBSITE & SOCIAL MEDIA
The UB team encourages all UB families to actively follow the official Cal Poly website: https://upwardbound.calpoly.edu/ and our social media accounts for program updates and important college prep information:
www.facebook.com/calpolyUB
www.instagram.com/upwardboundcp

GROUP ME APP
Communication between the UB team, students, and parents is key to the success. We use a website/phone app to circulate important information immediately. In addition, students can opt in for school-specific group text messages through the Group Me app.

All UB https://groupme.com/join_group/32556162/madpCe
PVHS https://groupme.com/join_group/25171943/nmQD0z
NHS https://groupme.com/join_group/24716475/y4UtgL
ERHS https://groupme.com/join_group/24996472/RUqifs
SMHS https://groupme.com/join_group/25230584/UbxJwa

TYPES OF SERVICES

Google Classrooms
UB uses online classrooms to facilitate learning. Students can access the classroom by setting up an account at https://classroom.google.com and adding the classroom with the appropriate class code (listed below).

Each year students will utilize two Upward Bound classrooms: 1) the main classroom and 2) a grade level-specific classroom. All important information will be posted in the classrooms. It is required that students check their classrooms frequently. Students earn participation points by answering posted questions and turning in
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assignments. This is the primary method of required student participation, and is designed so that students can do this at times convenient for them, regardless of other extra-curricular activities.

MAIN CLASSROOM - wsd8yu
FRESHMAN CPP CLASSROOM - gbdogrc
SOPHOMORE CPP CLASSROOM - 5vixbx
JUNIOR CPP CLASSROOM - 9knhf3
SENIOR CPP CLASSROOM (FALL) - q1quut
SENIOR CPP CLASSROOM (SPRING) - 9jsske3

College Prep Program (CPP)
The CPP is the curriculum put in place to guide students on their path to meeting their higher education goals. Completion of these activities is required of each student and will enable Upward Bound participants to identify and navigate the many resources and tools that surround them in their quest for college success. By completing all of the Level Workbooks, Upward Bound participants will have mastered the Upward Bound College Prep Program and be ready to move into the college-phase of their education.

All Workbooks are separated into levels according to high-school grade:

- LEVEL 1 – Freshman (9th grade)
- LEVEL 2 – Sophomore (10th grade)
- LEVEL 3 – Junior (11th grade)
- LEVEL 4 – Senior (12th grade) – 1st half of the school year
- LEVEL 5 – Senior (12th grade) – 2nd half of the school year

Each Level consists of several Badges. Completing all of the tasks within a Badge will result in the completion of that Badge. Completion of all Badges in a Level will result in the completion of that Level Workbook.

All CPP levels are found in the grade-specific online classrooms. All assignments within the CPP are completed in these online classrooms. Assignments will be checked for accuracy and logged into the participants Upward Bound participation record. Students in Levels 1-3 have the entire school year to complete the assigned work in their CPP classroom. Level 4 & 5 are meant to be completed in either the first, or the second, half of the students senior year.

After School Sessions
After School Sessions are available to UB students at their school site, once a week from 3-5pm. These sessions allow time to study, go over important college prep topics, and collaborate as a group to meet participants educational goals. Peer tutoring and academic advising are also available during these sessions.

- The UB Outreach Mentors are college students who attend Cal Poly. They are specialists in science, math, and education. In addition to providing tutoring services, the OA’s are available to UB students as role models and trained mentors.

If students are unable to attend a weekly After School Session, they must:
- Notify the UB Project Coordinator immediately
- Stay in touch with the group through email, the GroupMe app and the Main Classroom (Google Classroom)
- Continue to work on their College Prep Curriculum (CPP)
- Schedule regular academic advising appointments with the UB team by phone, email, or through our regularly scheduled Office Hours.
- Get tutoring & homework help through school sources or our online tutoring sessions (beginning in late September)

Students must come to After School Sessions with all of the materials necessary to maximize their time by bringing a computer/tablet/device (if available), study materials/homework, and/or reading material.
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Online Tutoring
In an effort to accommodate those who participate in extracurricular activities, we will be introducing online tutoring this year. Beginning in October, an online classroom will be open twice weekly, after 6 pm, to provide tutoring in math and science. Students will log into the online classroom to meet with their Outreach Mentor and other UB students for homework assistance.

Advising Appointments
UB students are always expected to work towards their goals of success in high school and college. To do this, they must have a Student Education Plan (SEP) that acts as a roadmap to reach individual short term and long term goals. Students must meet with the UB Program Coordinator/Grad Assistant each school quarter to review their progress. These meetings can be in person, through email conversations, by phone, FaceTime, or online.

Online Office Hours
The Upward Bound team will make themselves available for questions and advising twice weekly during Online Office Hours. The schedule will be posted in the main classroom. Students and parents are invited to call, email, text, FaceTime, or use internet web conferencing, to connect with the UB team at this time.

Field Trips / Saturday Sessions
The UB team has organized several college visits and important workshops throughout the school year. Spaces fill quickly. To ensure a space, students must reserve their spot quickly once information becomes available. Students who are actively participating in the program and are up-to-date on all UB assignments and requirements have priority for available spaces. Unfortunately, students often reserve a space and then cancel or no show. This causes a loss in opportunity for other qualified students and is a large expenditure of money wasted.
- Students that reserve a spot on a field trip or in an event must understand the commitment they have made. If a student must cancel, they are responsible for finding a qualified replacement to fill their space.
- Students who cancel without finding a replacement may lose priority for future trips/events.

Khan Academy Academic Program
The Khan Academy program is an online educational service that partners with The College Board (providers of the PSAT and SAT) to provide over 100,000 interactive exercises in a multitude of subjects. UB students are able to use the Khan Academy for tutoring and learning experiences at their own pace, at school, in on-site tutoring sessions, and during their free time at home.
- All 11th and 12th grade UB students are expected to work through the SAT Prep course.
- In addition to these requirements, students should review subject specific courses at their level. Khan provides course in all levels of high school math and science.
- After signing up for a free Khan Academy account at https://www.khanacademy.org, students must go to the "Profile" tab and add upwardbound@calpoly.edu as their coach. This allows the UB team to follow the students’ progress through all Khan courses. This information will be used within their Student Education Plan.

STUDENT RESPONSIBILITIES

Grades
To reach college goals, hard work and good grades are expected and required. UB students must maintain a 2.5 GPA. If a student's GPA falls below that, student will meet with the UB Program Coordinator to discuss reasonable expectations, and create a plan and timeline for improvement. Students who do not show effort and motivation towards improvement may be dismissed from the program.
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Contact Information/Emails
Student must keep the UB team updated with contact information. A current email address is required to participate in the program.

Attendance / Participation
To maximize the benefits of the UB program, students must actively participate.
- Participation points are earned through attending After School Sessions, logging into online tutoring sessions, activity within the online classrooms, completion of CPP assignments, completing academic advising requirements, staying in contact during Online Office Hours and other methods, attendance at workshops or field trips, and turning in monthly grade checks.
- Students who do not routinely participate will be dismissed from the program.
- Students must take courses that will prepare them for college.
- Students must maintain a positive attitude and a good attendance record at their school.

Grade Checks
Grade checks are due monthly. Grade checks must be submitted by the 30th of each month during the academic school year to melissa.r.giddens@gmail.com.

10th Graders
Must work on taking the PSAT. This test is not just a preparation for the SAT, it is also an opportunity for colleges and scholarships to identify outstanding prospective students.

11th Graders
Must work on SAT or ACT test prep in the spring of their Junior year.

12th Graders
- Submit a list of colleges the student has applied to is due by December 1st.
- One UB goal is to guide students in their efforts to pay for college in a fiscally responsible manner. Scholarships and grants are “free money”. All 12th graders should spend their year maximizing the “free money” they apply for through FAFSA and scholarship opportunities. All 12th graders must apply for 5-10 scholarships and submit a list of applications submitted.
- Must apply complete a FAFSA by December 1st. The FAFSA is open October 1st.
- Students who intend to enroll at Allan Hancock College must take AHC START testing prior to May of their Senior year.

Graduates
The UB team continues to follow all of their students beyond high school graduation and through college graduation. The federal government requires that we report data and statistics regarding our successes as an organization, and our student’s individual successes. Graduates are expected to keep the UB team updated with school progress and changes in contact information.

PARENT RESPONSIBILITIES

Parent Participation
Parents should actively participate in the student’s college journey. Students and parents are encouraged to communicate with one another. Parents are also encouraged to follow our social media pages to stay updated. UB is available to parents to assist with any questions and concerns.
- The Program Coordinator, Kari Leslie, is the best resource for English speaking parents.
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- The Director, Susie Sandstrom, and Administrative Support Assistant, Minnie Garcia, are available to assist Spanish-speaking parents.

SUMMER ACADEMY

Summer Academy is a free 6-week summer residential program, which allows selected UB participants to live on Cal Poly campus, attend classes, and engage in a project-based/service learning experience. Students earn high school credit and have the opportunity to prepare for the classes they will take in the upcoming academic year. Additionally, participants have the opportunity to join us on a week-long trip during the 6th week to visit colleges and experience cultural sites or events. The application process for Summer Academy is highly competitive – only 45 students may participate each summer. To be considered, a student must:
  - Complete an application in the spring (April)
  - Have an outstanding participation record in the current academic year
  - Meet all academic and behavior standards for Upward Bound participants