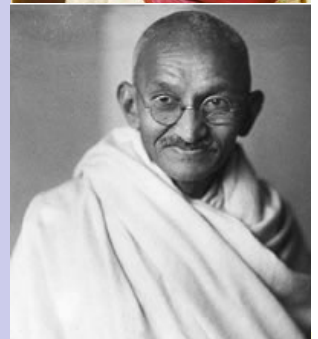
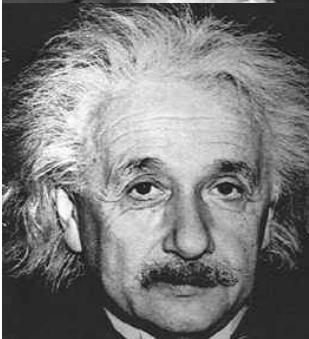


Be Inspired



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



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 by generating the skills and motivation necessary to complete a program of post-secondary education. Our program services include: tutoring, mentoring, academic advising, college preparation workshops, financial aid information, SAT/ACT test preparation, and a six-week summer program.

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 to support the educational pursuits of low-income and first generation students. For more information about Upward Bound and other TRiO programs please visit www.trioprogams.org.

Student Expectations

(Do my actions reflect me being serious about going to college?)

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

Academic Integrity and Participation

The goal of Upward Bound is to prepare students for college and the culture and rigor of college. Original work and ideas are expected and a sign of positive participation. We expect students to try their best. Violations or attempted violations of academic integrity include, but are not limited to:

- Cheating,
- Fabrication,
- Plagiarism,
- Multiple submissions,
- 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 dismissal from the program.**

Family and Parent Involvement

The Upward Bound staff is committed to supporting each student in the program and to be available to the students and their families. Students and parents are encouraged to set up family meetings with the Upward Bound staff to discuss needs or express concerns. We strongly encourage parent involvement. Parents are required to attend the Upward Bound parent/family meetings scheduled.

Program Policies

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: Students are permitted to use their electronic devices during their break times or during tutoring. Electronic devices should never be used during class, presentations, or field trips. Electronic devices can be used after school, during breaks, and on the bus. If you decide to use one of these devices when it is not permitted, it will be confiscated.

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.

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

Special Needs & Wellness: Students with special needs, allergies, or medications must inform staff.

Sexual Harassment: Sexual harassment will not be tolerated. Please report any incident to the staff.

Guest Policy- **Up to 2 guests are allowed at tutoring with staff approval. Staff can ask guests to leave at any time.** 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 learning community. Any behavior, action, or activity that threatens directly or indirectly the physical and emotional safety of an individual or group will not be tolerated. In addition, we may intervene if we discover that these behaviors are occurring elsewhere:

- Profane, obscene, impolite or abusive language is not tolerated of anyone in the program.
- 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 or intimidation/assault 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 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 using profane language
- Lying to a staff member or family member about attendance, family situations, etc.
- 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

Whenever possible, UB staff will handle any disciplinary issues through an educational approach in the hopes that the student learns about the impact of their personal actions. The Director and/or Support Services Coordinator have the discretion to 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 will take place during conferences with staff and the Program Director. 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

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 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 June).

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

Location and Hours

The Cañada College Upward Bound program has two offices to serve you.

Cañada College: Building 22
4200 Farm Hill Boulevard
Redwood City, CA 94061

Hours of Operation
Our office hours are as follows:
Monday through Friday: 9:00 am – 5:30 pm

Office Phone Numbers: 650-306-3332
Maria's Cell Phone: 650-714-6212
Lina's Cell Phone: 650-683-0468
Fax: 650-306-3398

Sequoia High School:
1201 Brewster Ave. Room 306
Redwood City, Ca. 94062

Sequoia High School Office Hours
Program will take place Monday through Friday
from 2:45pm to 6:00pm.

Tutoring

Students are required to do 3 hours a week at Upward Bound. Sessions are Monday through Friday. Please check your calendars for dates and times. Students must complete a tutoring log. 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 personally assist them in becoming a better student. Students are required to meet with their tutor/mentors regularly and to communicate their needs and goals. Mentors will monitor grades, attendance, and overall participation in the program.

Saturday College

Saturday College is once a month at Cañada College from 9:00am-2:00pm. Please be on time. Workshops include sessions in Math, English, and college preparation. Attendance to Saturday College is mandatory and absences must be excused by contacting Lina Mira at (650) 683-0468. If you constantly miss Saturday College or are always late, you will be placed on probation due to poor participation.

Summer Programming

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.

Location and Hours

Cañada College: Building 22
4200 Farm Hill Boulevard
Redwood City, CA 94062
Phone: 650-306-3332
Phone: 650-306-3335
Fax: 650-306-3398

Office Hours

Our office hours are as follows:
Monday through Thursday: 8:00am-4:00pm
Friday 8:00am – 10:00am

Attendance

Students are required to attend Monday through Friday and participate in all planned activities. Classes begin at 9:00am and end at 3:00pm. Tutoring is available after school for all students. Students must arrive on time every day. Chronic tardies will result in dismissal from the program. Absences/tardies must be reported by calling the Upward Bound office.

Homework Policy

You will receive homework for each class during the summer program. You can expect to receive 3 hours of homework each night, including weekends. Homework is due at the beginning of each period. NO LATE WORK is accepted. Tutoring is available after school for all students.

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 succeed 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 perspective and challenge their personal viewpoints. Students practice writing, reading, and learn about different periods in American History and World History and the contributions of diverse groups traditionally not included in history textbook.

Science:

Courses offered are physics, chemistry and biology and all science classes include at least one lab experiments a week. Courses are designed to engage students and encourage students to explore careers in science.

College Preparation:

The program offers different levels of preparation based on grade level. The course covers selecting classes, college/universities, and scholarship information. Juniors and seniors receive additional information and instructions on the college admissions process.

Electives

Courses offered Art, Dance, Latin American Literature and Culture, Speech and Debate, and Health.

Field Trips /College Tours

Students are expected to be on their best behavior. Field trips and college tours are opportunities for students to explore their interests, gain skills, and to get motivated about getting an education. All field trips/college tours require parental consent. Additional forms may be required if we are performing community service.