



Student & Parent Handbook

2021-2022

Federal TRIO Program



Funded by the U.S. Department of Education

Contact Information for Ranger College Upward Bound Staff

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Office Location:

Student Success Center, Room 5

Upward Bound, 1240 College Circle Ranger, TX 76470

Fax: (254) 267-7011



Ranger College/Upward Bound

1240 College Circle

Ranger, Tx 76470

Phone: 254-647-5184

Dear Parent/Guardian:

Your child has expressed an interest in the Upward Bound (UB) Project of Ranger College. Upward Bound (UB) is a free college preparatory program for high school students funded by the U.S. Department of Education and sponsored locally by Ranger College. UB is specifically designed to strengthen the academic skills of eligible high school students to excel academically and pursue post-secondary degrees after high school graduation. Year-round services provided by UB include:

- Tutorial services during the school year to strengthen academic skills and prepare student for success at the college level.
- A 6-week summer instructional component that is designed to simulate a college-going experience that includes daily coursework in Math, English, Foreign Language, and Science as well as other related activities such as field trips and special events.
- Academic advising will be offered from UB staff, individual assistance with the college admissions, and assistance with the financial aid application process during the academic school year.
- Commit to attending college the fall semester after high school graduation.

Please complete this application and return with your child's student application to the address or fax number listed above. You may also return your completed application to your child's school counselor. All completed applications will be reviewed and eligible applicants contacted within 14 days for a student and parent interview with program staff. Thank you for your interest in the Upward Bound project. Please call the UB project director at 254-267-7011 if you have any questions or need additional assistance.

Sincerely,

Luis Ramirez

Director, Upward Bound Project Ranger College



Transportation provided for UB participants from Ranger College to Ranger College, cultural, and business tours.

PARTICIPATING ARE SCHOOLS:

Early High School

May High School

Eastland High School

Ranger High School

TOTAL NUMBER OF PARTICIPANTS: 60

QUESTIONS? Contact us!

Luis Ramirez, RC Upward Bound Director

lr Ramirez@rangercollege.edu, mhallmark@rangercollege.edu, cmata@rangercollege.edu

For more information about TRIO: Upward Bound programs:

<http://www2.ed.gov/programs/trioupbound/index.html>

TRIO: Upward Bound at Ranger College

Upward Bound is a FREE college preparatory program for high school students funded by the U.S. Department of Education and sponsored locally by Ranger College. The Department of Education describes the program on their official government website:

“Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in the precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor’s degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.”

(<http://www.2ed.gov/programs/trioupbound/index.html>)

You and your peers in Ranger College Upward Bound have been selected by the RC UB Staff because you meet the minimum standards set forth by the Department of Education:

“Students must have completed the 8th grade, be between the ages of 13 and 19, and have a need for academic support in order to pursue a program of postsecondary education. All students must be either from low-income families or be potential first-generation college students. The program requires that two-thirds of the participants in a project must be both low-income and potential first-generation students. The remaining one-third must be either low-income, or first-generation college students.”

(<http://www2.ed.gov/programs/trioupbound/eligibility.html>)

You were selected to be an enduring participant in the RC UB program because of who you are as an individual. Our staff selected you from multiple applicants based on your grades, interview, your application essay, and what your teachers shared about you. You have demonstrated to us that you have a desire to go to college and to take on the responsibilities necessary to achieve this desire. RC Upward Bound is here to support you and to provide you with the resources and personal attention you may need throughout your high school career to be a successful high school graduate and a valuable college applicant.

We want you to be a part of the RC Upward Bound program based on the qualities you have demonstrated to us initially, and our expectation is that you participate in our program consistently, and completely. Our program can only work for you if **you work for yourself**. The time and effort must come from you. This is something we try to convey to applicants during the interview process prior to acceptance into the program, but it is purposefully included in this Handbook to remind you why you joined us on this journey when the path becomes challenging and quitting may seem easier. Our staff is committed to your success, but it is essential that **you are even more committed to your own success.**

What Students Can Expect from Upward Bound Staff

Upward Bound is specifically designed to strengthen the academic skills of eligible high school students to excel academically and pursue postsecondary degrees after high school graduation. You can expect the following services for being an active participant throughout the year:

- ❖ **Academic Preparation for College:**
 - College preparatory courses
 - Free after-school tutorials from 3:30pm-5:30pm
 - Academic Enrichment Saturdays
 - Test-Preparation Seminars (STAAR, TSI, Pre-SAT, SAT, and ACT)
 - Six-Week Summer Academic Advancement Program
- ❖ **Educational, Career, and Cultural Activities:**
 - Academic Advising – high school course planning, 3-week and 6-week grade reviews, and study skills
 - College and career advising
 - College campus tours
 - Cultural enrichment activities (plays, museums, guest speakers, etc.)
- ❖ **College Admissions and Financial Aid Information:**
 - PSAT, SAT/ACT, and TSI information including registration materials and fee waivers.
 - Individual assistance with college admissions and applications
 - Individual assistance with scholarship and financial aid applications

As a student participant in Upward Bound, you can expect to be served by professional and dedicated staff members who are committed to your success. We will work with you if you are willing to abide by the expectations and policies outlined in this handbook; we cannot help students who refuse to commit to the Upward Bound way, and we will not force students to continue to participate in Upward Bound who demonstrate a lack of commitment to the program.

Throughout your participation in UB, you can also expect the following from our staff:

- Respect shown for all students in the program.
- Willingness to meet individually with students and/or their families as needed to address any concerns.
- Student misconduct addressed in a timely manner, with fairness applied to all students involved.
- Reasonable disciplinary procedures and sanctions for student misconduct.
- Open to new program ideas or suggestions from students and parents.
- Mailing out program reminders and postcards throughout the year.
- Working with parents/family to ensure student success and participation.

Program Expectations for RC Upward Bounders

Your participation in RC Upward Bound makes you part of a fifty-year-old network made up of thousands of students who have taken this path towards education before you. You now not only represent yourself, but you represent Upward Bound and Ranger College. When you wear a RC Upward Bound shirt, we are counting on the Ranger Community recognizing what you represent. If that sounds like a lot of pressure, good – it is a lot of pressure. The choices you make and the way you act when wearing a RC Upward Bound shirt or participate in an UB-Sponsored Event at Ranger College reflect on you, reflect on Ranger College, and reflect on the tradition of Upward Bound Programs across the country.

With that in mind, we have expectations of each of our Upward Bounders that you are responsible for upholding. In order to remain in good standing with the Upward Bound Program at Ranger College you must:

- Be currently enrolled in the “recommended/rigorous high school program” which will prepare students to enter college.
- Be currently enrolled at Early High School, Eastland High School, May High School, or Ranger High School.
- Be in grades 9-12 and demonstrate an interest in attending college.
- Commit to remain active in Upward Bound year-round and annually through high school graduation.
- Attend assigned tutoring sessions after school.
- Attend Academic Enrichment Saturdays throughout the Fall and Spring Semesters.
- Participate in cultural events, college visits, community service events, and other trips away from RC.
- Abide by the RC UB Dress Code as outlined in this handbook.
- Abide by the RC UB Behavior and Conduct Standards as outlined in this handbook.
- Communicate any scheduling conflicts in advance to UB Staff and provide excuse notes from parents/guardians/doctors/school activity sponsors. Text messaging UB Staff members will not be allowed in lieu of a written document.
- Treat UB Staff members (always including program teachers and tutors) and fellow students respectfully.
- Make responsible and ethical decisions during all UB-Sponsored events.
- **Represent yourself, Upward Bound, and Ranger College with pride while at home, at school, and in the Ranger Community.**

We expect that all Upward Bounders abide by the expectations stated in this handbook, as well as any other expectations set throughout the year as needed. We need each of you to hold not only yourselves accountable, but also each other. Please talk to an UB Staff member if you ever have any questions or concerns regarding any of these expectations.

Program Expectations Continued

We must articulate the following additional expectations as outlined below. Students who choose to violate any of the expectations outlined on the previous page or below will face immediate disciplinary action:

- Disrespect toward UB Staff
- Disregard for UB /RC Policies and Rules
- Physical fighting and/or bullying.
- Emotional bullying
- Lying
- Use of unapproved electronic devices (cell phones, mp3 players, tablets, laptops)
- Cursing, using profane or vulgar language
- Violation of dress code
- Littering or vandalizing Ranger College campus grounds or offsite fieldtrip locations
- Public displays of affection
- Inappropriate practical jokes and/or pranks
- Sexual misconduct or sexual harassment
- Possession of alcoholic beverages, cigarettes, tobacco products, or illegal drugs
- Possession of weapons such as knives, guns, karate weapons, or fireworks
- **Possession of such items will be confiscated and turned over to the proper authorities. Immediate dismissal from the Upward Bound Program will be considered on a case-by-case basis.**

Disciplinary Procedures for Violations:

1. **First Offense:**

A verbal warning will be given with an incident report submitted by an Upward Bound Staff member to the Director. Documentation of the offense will occur. A meeting will be held between the UB Staff and the student. Parent(s)/Guardian(s) will be notified of the incident by Upward Bound Staff.

2. **Second Offense:**

Written Probation or Termination-Incident report is submitted by a staff member to the Director. Documentation of the offense will occur. A meeting will be held between the UB staff members and the Director. The student will be placed on probation or terminated, and the Director will notify the parent(s)/guardian(s) immediately.

**Students are expected to behave in a responsible manner when participating in Upward Bound activities. If a student knows that other students are not following one of the rules and, thereby, endangering themselves and the program, it is his/her duty to report it to one of the Upward Bound staff members.*

** To create a healthy relationship with students and parents/guardians, the Upward Bound program staff feel it is very important to state the expectations to all program participants. Therefore, the Upward Bound staff expects the support of the parent/guardian in maintaining our high standards by being aware of the above Program Expectations set forth by the UB Program and reinforcing to their students the importance of adhering to these policies.*

Dress Code Policy

Below is a list of what students may **not** wear while participating in an Upward Bound event or activity:

- Short shorts, short skirts, short dresses, or spandex attire
- Backless shirts or dresses
- Tank tops, halter tops, or low-cut shirts
- Baseball caps, hats, or sunglasses during class
- Sagging or visible layering of shorts under pants
- Any clothing with offensive language or alcohol/drug advertisements
- Clothing with holes that show skin, see-through clothing, or spandex clothing.

***We depend on students' families to ensure that they come dressed appropriately. Our staff reserves the right to send any student home to change their attire due to their failure to adhere to the dress code.**

*** Parents/guardians are responsible for picking up the student to go change if the student did not drive his/herself to campus. No transportation will be provided by Upward Bound staff.**

Summer Academic Advancement Program Outline

The Summer Academic Advancement Program is held Sunday through Thursday (date to be determined). Participants will take classes in Math, Science, English, Spanish, and Science Lab with teachers from our area high schools and Ranger College, in addition to participation in leadership, community service, guest speakers and cultural activities. Class content will be based on the grade-level the student will be entering in the Fall semester in order to give our students academic preparation for the first six-weeks of the academic year.

Things to Know:

- Students will be provided breakfast, lunch, and dinner in the all-you-care-to-eat cafeteria on the Ranger College campus Monday through Thursday.
- Students will be provided a light breakfast and lunch on Saturdays when we travel outside of Ranger College.
- Students must wear the Upward Bound shirt on Thursdays during the summer when going on trips during community service activities.
- There will be times when transportation will not be provided, and parents may have to bring their student to the Ranger College campus.
- Students will be given classroom assignments in each class and may have work to complete at home at night.
- Cell phones, personal computers, and other electronic devices are not permitted during Upward Bound events, even during class time, without permission granted by the UB Director in advance or if the instructor requests from the UB Director that such device is being used in his/her lesson.

***All electronic devices will be collected by UB staff each morning during breakfast and will be returned to the students at the end of each afternoon session. Students who violate this policy risk losing the privilege of attending any cultural/field trip activity. Repeat offenders risk removal from the Summer Academic Advancement Program for continuous disruptions to others' learning.**

Summer Program Attendance Policy

Our RC UB staff knows that some of you may have other activities that conflict with the Summer Academic Advancement Program. Please remember that the Summer Academic Advancement Program is one of the major components of our Upward Bound program, and your participation in the program is an expectation of your Upward Bound commitment. **If you already know that you may need to miss part of the Summer Program, please bring that scheduling information to UB staff as soon as possible.**

When students arrive at Ranger College, they will sign-in with UB staff. Any students who may be tardy or absent **must** have their parent/guardian call the RC Upward Bound office no later than 8:15a.m. **Excuse notes from parents/guardians/doctors' offices /school activity sponsors for all tardy absences must be provided to Upward Bound staff within one week of the absence. Text messaging UB staff will NOT be allowed in lieu of a written document.** School sponsors/teachers/coaches may also fax excuse notes to UB on a school letterhead. A signature and contact information are required.

Upward Bound Fax Number: (254) 647-1656

The students who leave early from RC-UB must have a parent/guardian call the RC Upward Bound office **no later than 8:15a.m.** on the day of their absence and must meet with a UB staff member to sign-out before leaving. Students who leave without speaking with an UB staff member first or who do not provide an excuse note will not be eligible to attend the next cultural activity or field trip.

***Excuse notes from parents/guardians/doctors' offices for students who leave early must be provided to Upward Bound staff within one week of the absence.**

Students who miss more than one week of the Summer Program without notifying Upward Bound staff may be placed on attendance probation and may have a parent/student meeting with the Upward Bound Director. In some cases, dismissal from the Upward Bound Program may be necessary.

Transportation

Students who violate Upward Bound policies and conduct expectations may forfeit eligibility to ride the bus and may be removed from the Upward Bound Program completely, depending on the severity of the situation.

Students who have a valid driver's license and who plan to transport themselves must provide Upward Bound staff with a description of the vehicle they will be driving (make, model, color, 2 or 4 door) and license plate number. Students should park **only** in designated student parking spaces at Ranger College.

****Students will be expected to submit their car keys to UB staff during breakfast each day and keys will be returned to students at the end of each afternoon activity. Students will not be permitted to visit their cars during the day between classes.***

If an Upward Bound student will be personally driving another UB student to carpool, both the student driver and the student passenger must provide a note of permission from each of their parents/guardians detailing with whom they will ride and for how often they will ride together. The exception to this would be when one UB sibling drives another UB sibling.

***Upward Bound staff is not permitted to transport students in our personal vehicles. ***

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

RC UB Staff Signature: _____ Date: _____

Ranger College Upward Bound Release Form

The following consent shall be valid for the duration of my son/daughter's membership in Upward Bound or completion of high school, and until completion of a bachelor's degree or for seven years following graduation from high school. As per the U.S. Department of Education, academic records regarding grades, test scores, and progression of Upward Bound students are collected, maintained, and monitored by Upward Bound Programs throughout high school and college.

I hereby grant permission for my son/daughter, _____ to participate in the Ranger College Upward Bound Program, including its residential summer program and academic year program. I also give my consent for the following:

- For the high school where my son/daughter is enrolled to make available to the Director of the Upward Bound Program (or to any staff member that may be so designated) all information pertaining to my child's academic progress in school. (For example: transcripts, report cards, test scores, or any other necessary information).
- For my son/daughter to participate in field trips in provided transportation.
- For my son/daughter to be visited in the schools by Upward Bound staff.
- For my son/daughter to receive individual and group counseling from Upward Bound staff or interns affiliated with the Upward Bound Program.
- For the use of my child's name and picture by the media. I release Ranger College from any liability related to the publicity involving my child (i.e., Facebook).
- For the Upward Bound Program to monitor my son/daughter's academic progress after high school until completion of a bachelor's degree, or for a period of seven years, through the availability of all information pertaining to my child's academic progress in post-secondary education provided by the institutions of post-secondary education.

I will support my son/daughter's interest in being a member of Upward Bound by encouraging regular attendance and active involvement in all activities. As a parent, I will fully support the goals of the program, participate in program activities, and help my son/daughter to attain these goals.

Student Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Ranger College Upward Bound Release Form

School Counselor's Office Copy

The following consent shall be valid for the duration of my son/daughter's membership in Upward Bound or completion of high school, and until completion of a bachelor's degree or for seven years following graduation from high school. As per the U.S. Department of Education, academic records regarding grades, test scores, and progression of Upward Bound students are collected, maintained, and monitored by Upward Bound Programs throughout high school and college.

I hereby grant permission for my son/daughter, _____ to participate in the Ranger College Upward Bound Program, including its residential summer program and academic year program. I also give my consent for the following:

- For the high school where my son/daughter is enrolled to make available to the Director of the Upward Bound Program (or to any staff member that may be so designated) all information pertaining to my child's academic progress in school. (For example: transcripts, report cards, test scores, or any other necessary information).
- For my son/daughter to participate in field trips in provided transportation.
- For my son/daughter to be visited in the schools by Upward Bound staff.
- For my son/daughter to receive individual and group counseling from Upward Bound staff or interns affiliated with the Upward Bound Program.
- For the use of my child's name and picture by the media. I release Ranger College from any liability related to the publicity involving my child (i.e., Facebook).
- For the Upward Bound Program to monitor my son/daughter's academic progress after high school until completion of a bachelor's degree, or for a period of seven years, through the availability of all information pertaining to my child's academic progress in post-secondary education provided by the institutions of post-secondary education.

I will support my son/daughter's interest in being a member of Upward Bound by encouraging regular attendance and active involvement in all activities. As a parent, I will fully support the goals of the program, participate in program activities, and help my son/daughter to attain these goals.

Student Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____



Ranger College Upward Bound

1240 College Circle Dr

Ranger, Texas 76470

254-647-5184

Dear Parent/Guardian:

Your child has expressed an interest in Range College Upward Bound. We are excited to have your son/daughter interested in our program. We are a federally funded program in which all our services are free for your child to use. As an incentive, we begin to pay your child a \$20.00 cash stipend upon their second attendance to our Saturday meetings. Please find the enclosed paperwork; complete it and return with your child to school. I can also be reached at the number at the top of this letter. Feel free to email me at upwardbound@rangercollege.edu should you have any questions or concerns. Once again, we welcome your son/daughter into our Upward Bound family.

Luis Ramirez

Ranger College Upward Bound Director



Ranger College Upward Bound

1240 College Circle

Ranger, Texas 76470

254-647-5184

Estimado Padre/Tutor:

Su hijo ha expresado interés en Ranger College Upward Bound. Estamos emocionados de tener a su hijo/a interesado en nuestro programa. Somos un programa financiado con fondos federales en el que todos nuestros servicios son gratuitos para que los use su hijo. Como incentive, comenzamos a pagarle a su hijo un estipendio en efectivo de \$20.00 en su segunda asistencia a nuestras reuniones del sábado. Busque la documentación adjunta, complétela y devuélvala con su hijo a la escuela. También me pueden llamar a cualquiera de los números que aparecen en la parte superior de esta carta. No dude en enviarme un correo electrónico a upwardbound@rangercollege.edu si tiene alguna pregunta o inquietud. Una vez más, le damos la bienvenida a su hijo/hija a nuestra familia Upward Bound.

Luis Ramirez

Ranger College Upward Bound Director



Ranger College Upward Bound Stipend Policy 2021-2022

Please read the policy below. Please sign and date showing that you have read and understand. Stipends are a privilege and are not a requirement in the Ranger College Upward Bound program.

1. Stipends are earned through active participation. Students earn a stipend through attending the Summer Academic Program, Monthly Saturday meeting with their advisor, and any other Upward Bound events.
2. Stipend distribution may be canceled at any time due to decreased funding.
3. Students forfeit any stipend earned if student quits Upward Bound program.
4. Stipends will be deducted if a student signs up for an Upward Bound event and does not attend or cancel within 48 hours of the event. Students/parent(s) must provide Upward Bound with ample time so we have the opportunity to find a replacement student.
5. Students may earn half of their stipend if student provides documentation for absence. Student and Parents are responsible for providing documentation for absences within ONE week of absence. NO late notes will be accepted.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

**Medical Release Form
Ranger College Upward Bound**

Student Name: _____

Date of Birth: ___/___/___ Age: _____ Social Security Number: _____-____-_____

HEALTH STATEMENT

Please list any and all physical conditions that your child may have which might affect or be affected by participation in this program and about which the Upward Bound staff should know.

Present medical problems or conditions: _____

Medications taken regularly: _____

Allergies (including allergies to food, medications, etc.): _____

Limitations on physical activities: _____

Diabetic yes no Type 1 Type 2

MEDICAL RELEASE

In the event that my child or dependent (listed above) is injured or ill while under the care of the Upward Bound Program, I hereby give permission to the RCUB Program Director, or the Director's authorized representative, to provide first aid and to take the appropriate measures, including contacting the Emergency Medical Service (EMS) system and arranging for transportation to the nearest emergency medical facility.

In the event of an illness or injury, I give permission to the RCUB Director or authorized representative to make decisions regarding treatment as deemed appropriate by a medical doctor, hospital or their authorized staff.

I further acknowledge that the RCUB Director will make all reasonable efforts to contact me in the event of illness or injury of my child, but if medical care becomes essential, RCUB employees will not under any circumstance refuse medical treatment. I also understand that I am responsible for all charges in connection with the care and treatment rendered to my child during this period.

Parent Name: _____

Parent Signature: _____ Date: _____

RCUB Director _____ Date _____