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# Upward Bound Academic Year A-Z

## ACT Preparation

Students are given the opportunity to practice their test taking skills at tutoring sessions. Each week, students are given worksheets to complete that have questions from an ACT preparation guide. The ACT test is the standardized test given to students who want to enter college. The scores from the ACT test are used for college admission, scholarships, and class placement. Students should take the ACT during their junior year of high school.

Each time a student gets an 80% or above on the worksheet, they are entered into a drawing. At the end of the semester, one name is drawn and a prize is awarded.

## Address

The address of the Upward Bound program is:

Avila University Upward Bound  
11901 Wornall Rd  
Kansas City, MO 64145

We are located in the Hodes Education Center...

## Announcements

Weekly announcements are handed out during the academic year. The announcements list activities at least two weeks in advance, give directions to the Upward Bound student, and explain any new rules in effect. It is the responsibility of all Upward Bound students to pick up the weekly announcements **even if they are participating in an activity that excuses them from tutoring, such as a sport or club activity.**

## Attitude and Behavior

A student's attitude is key to his or her success in the Upward Bound program, high school, and college. To this end, participants will behave in a respectful manner towards staff, tutors, and teachers. Participants need also to treat fellow participants with the respect that they themselves wish to receive.

## Absences from Tutoring or Activities

**Students may be excused from tutoring/activities for one of the following reasons ONLY:**

1. ACT/SAT official test
2. A school related activity (sports, plays, meetings, etc.)
3. Planned college visit
4. Out of town for an academic event
5. Sick (parent must call the office before tutoring starts)

6. Parents request in writing and/or telephone call
7. Death in the family or other emergencies

**The office must know this information before tutoring or the activity begins.  
Notification to the office after an absence will not change the unexcused absence.**

#### ALL EXCUSED ABSENCES REQUIRE A STUDENT PASS

1. Our office staff should be notified in advance of any intended absence.
  2. In non-emergency situations, absence request should be made at least one day in advance.
  3. Only the parent/guardian can request for a participant to be excused.
  4. Requests can be made by filling out the student pass or by calling the office at **816.501.2438. Please leave any messages about absences on this number only.**
  5. One pass must be provided for each activity.
  6. Blank passes and a sample copy of a correctly filled out pass are at the back of the handbook.
- **WORK IS NOT AN ACCEPTABLE REASON FOR MISSING TUTORING.**
  - Please schedule all appointments around tutoring and activities.
  - Every tutoring session missed and not excused will result in a five-dollar deduction from your monthly stipend.
  - Missed and not excused required activities will also result in a five-dollar deduction from your monthly stipend.
  - Three unexcused absences are grounds for dismissal from the program.

## Cell Phones

Cell phones are prohibited during tutoring sessions. Students may use their cell phones before the tutoring session begins if they need to contact rides. If a student has his/her cell phone out or if the cell phone rings during the tutoring session, five dollars will be deducted from his or her stipend. This includes text messaging or playing games. In case of a family situation that requires the cell phone to remain on (a family member in the hospital, etc.) the student needs to inform the Upward Bound staff of the situation before tutoring begins. Students are allowed to use the phone during the last five minutes of tutoring to call for rides.

In case of an unexpected emergency during tutoring, parents may call the school office and they will contact the Upward Bound staff in the tutoring classroom.

Students may take cell phones on activities. However, they need to turn them off during tours of college campuses, museums, and other venues where a ringing cell phone would be rude or inappropriate. If a student has a question about cell phone use at a particular activity, he/she should ask an Upward Bound staff member.

Tutors and staff members must pay five dollars to the Upward Bound scholarship fund if their phones ring during tutoring.

Loss, theft, or damage of a cell phone during an activity/tutoring is solely the responsibility of the student and not of the Upward Bound program.

## Contact Hours

It is imperative that we have as much contact with the Upward Bound students as possible. We can't help our students if we don't see them. Please encourage your student to attend tutoring, Saturday Study Sessions and cultural activities. If they don't participate, they don't get the full benefit of the program. A pattern of absences will lead to the dismissal of students from the Upward Bound program.

## D and F grades

Any student with a D or F grade on his or her report card will be **required** to attend all Saturday Study Sessions until there are no D's or F's showing on her/his report card. In addition, in the month following the issuance of the grade card showing D's or F's, if a student does not attend the Saturday session, **he or she will not get their monthly stipend for that month.** Continued absences from Saturday sessions may cause a student to be dismissed from the Upward Bound program.

The Upward Bound staff reserves the right to make exceptions to this policy in the case of personal or family emergencies. This policy is subject to change and modification by the Upward Bound staff. Students will be notified in writing if any changes are made.

## Doctor/Dentist Appointments

Please schedule all doctor and dentist appointments so that students do not miss tutoring or activities. We understand that in case of illness there may not be an option, but we prefer that all check-ups be scheduled at times so as not to interfere with Upward Bound.

## FAX Number

The Upward Bound office FAX number is (816) 501-2437.

## Forms

There are forms that students will need to turn in each academic year before they are allowed to receive their stipend. These forms include:

- Receipt of Handbook
- Student Self-Assessment
- Student Success Plan

Additionally, new students need to return their medical information forms.

## G.P.A. Requirement

Each semester, the participant will maintain a 2.5 GPA or better. Students need to strive for the best cumulative G.P.A. possible to increase their chances of college admission and scholarships.

## Half Days

If students have a half-day at school on their regular tutoring day, there will be no tutoring that day.

## Head Phones

Students should not wear headphones during Upward Bound tutoring, Saturday Study Session, or on any Upward Bound school year activity. We want our students to be present and able to listen to directions and to interact with other students when appropriate.

## “I don’t have anything to do”

An Upward Bound student should NEVER, EVER utter this phrase. As college bound students, even if they don’t have homework, they should be reading ahead in their text books, studying for upcoming tests, reading novels to improve their reading speed, comprehension, and grammar, or working on an area where they need improvement.

## Inclement Weather

In case of a scheduled Upward Bound activity, if **any** of the following schools or school districts is closed, there will be no activity:

- Avila University
- Grandview C-4 School District
- Hickman Mills CSD #1 School District

If school is canceled or if schools are dismissed early, there will be no tutoring that day.

## Library Use

Students are not allowed to use the library during Upward Bound tutoring. We ask that they bring homework or study materials to Upward Bound tutoring that can be completed in the classroom(s) where Upward Bound is held.

## Lockers

Students **will not be allowed** any trips to their lockers. They must come prepared for tutoring with all supplies that they need including but not limited to books, notebooks, paper, writing utensils, and a calculator.

## Leaving Monthly Cultural Activities

If a student leaves a monthly cultural activity, he or she will not be allowed to return to that cultural activity.

## Monthly Calendars

Each month, a calendar for the following month will either be handed out at tutoring or mailed to each student’s home. It will include tutoring sessions, monthly activities, Saturday Study Sessions, student birthdays, and any other important date information.

## **Monthly Activities**

### **Required Monthly Activities**

These activities are required for all students. Students absent and not excused from a required activity will be deducted five dollars from his or her stipend.

### **Non-Required Monthly Activities**

These cultural activities may be less academically based than the required activities. All Upward Bound students are encouraged to attend these activities so that they can get to know the other Upward Bound students outside of tutoring, and also to gain new experiences. However, students are not required to attend these activities.

## **Non-Target Students**

A non-target student is any student who is enrolled in the Upward Bound program who does not attend Grandview or Ruskin High School. Non-target students have additional responsibilities.

Non-target students are responsible for providing copies of their grade cards and transcripts to the UB office. Stipends will be withheld until these are provided after each grading period.

Non-target students must attend every Saturday Study Session unless they come to another school for tutoring each week or come to the Upward Bound office for tutoring every Wednesday.

Non-target students must attend required activities.

Non-target students will be mailed weekly announcements so that they can stay aware of what is going on in the program.

## **Passes**

Passes are required if a student is going to miss tutoring or a required tutoring session.

Passes will not be given for students to visit rooms of their teachers unless we cannot offer a tutor in that area. This is only the case for core academic subjects. Core subjects include math, science, foreign language, social studies and English.

Students may not have passes to the library and need to bring work that can be completed in the classroom where Upward Bound is held.

If a student abuses the pass privilege by not being where his/her pass says he/she should be the privilege of using passes will be revoked for that student.

Copies of passes can be found in the back of this book, and on our website at [www.avila.edu/ub](http://www.avila.edu/ub)

## Passing Notes

Students should not pass notes during the Upward Bound tutoring sessions or Saturday Study sessions. It is disruptive and can lead to hurt feelings among students. Note passing will not be tolerated. Students found passing notes will be asked to leave tutoring and \$5 will be deducted from their stipend.

## Phone Numbers

Main Office Line (This is the number to call for all excused absences).	(816) 501-2438
Kennedy Musamali, Director	(816) 501-2439
Susan Randolph, Assistant Director	(816) 501-3719

## Probationary Status

### Academic Probation

As college bound students, we have certain expectations of our students. For the next two years, here are the semester G.P.A. requirements for all Upward Bound students:

	Fall Semester 2007	Spring Semester 2008	Fall Semester 2008	Spring Semester 2009
Students who were enrolled in UB <b>prior to</b> the 2006-2007 school year	2.5	2.5	2.5	2.5
Students who were first enrolled in UB <b>during</b> the 2006-2007 school year	2.25	2.5	2.5	2.5
Students who will be enrolled in UB for the first time during the 2006-2007 school year	No requirement for new students until after SEI 08	No requirement for new students until after SEI 08	2.25	2.5

If a student does not meet these grade requirements, he or she will be placed on probation. The student will remain on probation for the entire next semester. For example, if a student who has been in the program since the 2005-2006 school year gets below a 2.5 during the fall semester of 2007, he or she will be placed on probation for the spring semester of 2008. At the end of this semester, it is expected that the student will

have achieved a 2.5 GPA. If this is not the case, the student will be reviewed using the following criteria on the probation progress report:

### Probation Progress Report 2007-2008

Criteria	How will this criterion be observed or measured?	Is this criterion mandatory?	Did the student meet the criteria?
Student regularly attends tutoring	Tutoring Sign in Sheets	Yes	
Student brings school work to tutoring and completes it	Tutoring Sign in Sheets, observation of student during tutoring	Yes	
Student uses tutors' help during tutoring	Tutor handbook help sheets	Yes	
Student attends all Saturday Study Sessions	Saturday Study Session Sign in Sheets	Yes	
Student brings school work to Saturday Study Session	Saturday Study Session forms filled out by tutors	Yes	
Student uses tutors' help during Saturday Study Session and completes it	Saturday Study Session forms filled out by tutors	Yes	
Student turned in 90% or more of his/her class assignments	Documentation from the schools	Yes	
Student attends extra Wednesday tutoring at Avila for additional help	Wednesday Sign In Sheets	No, but helpful in support of a student's case	
Student brings work for Wednesday tutoring	Wednesday Sign In Sheets, observation	No, but helpful in support of a student's case	
Student uses tutors' help during Wednesday sessions	Tutor handbook help sheets	No, but helpful in support of a student's case	
Student is punctual, asks for help, has a good attitude, and other factors contributing to academic success	Sign in sheets, observation	No, but helpful in support of a student's case	

If the student has not made satisfactory effort as determined by the probationary semester criteria, he or she will be released from the Upward Bound program. However, if the student has made a good faith effort to improve his or her grades as indicated by the probation progress report, he or she will be allowed to remain in the program. He or she will, however remain on probation until a 2.5 semester goal is reached.

There is no limit to the number of times a student can be placed on probation. As long as a student maintains a 2.5 semester G.P.A., he or she will be allowed to remain in the program.

Students on probation will be **required** to attend all Saturday Study Sessions during their probation to help them to improve their grades. If a student does not attend a Saturday session while he/she is on probation, he/she WILL NOT RECEIVE A STIPEND FOR THE MONTH OF THE MISSED SATURDAY.

If a student is on probation during the second semester, he/she will be required to give a copy of his/her grade card for the second semester to the Upward Bound office before he/she can attend the Summer Excellence Institute. It is the responsibility of the student on probation to take the steps needed to get a copy of her/his grade card to the Upward Bound staff. If a student does not produce his/her grade card **before** the Summer Excellence Institute begins, he/she will not be allowed to attend the summer program and will be dismissed from the Upward Bound program.

Students who are new to the Upward Bound program will not be placed into the academic probation system until after the first Summer Excellence Institute during which they are enrolled in the program. (This policy applies to students even if they must miss the Summer Excellence Institute for summer school.) This gives students time to become acclimated to the Upward Bound program and start to receive help to raise their grades. Please remember that Upward Bound students are required to attend the Summer Excellence Institute every summer. After the Summer Excellence Institute ends, these students will be eligible to be placed on probation if they do not maintain a 2.5 GPA.

The Upward Bound staff reserves the right to make exceptions to this policy in the case of personal or family emergencies. This policy is subject to change and modification by the Upward Bound staff. Students will be notified in writing if any changes are made.

## **Behavioral Probation**

Students may also be placed on probation for especially large rule violations including but not limited to not following instructions (especially those pertaining to student safety), extreme disrespect to a staff member, tutor, or other student, or repeated infractions of the same rule. Each behavioral probation case is looked at on an individual basis. It is important for students to know that they may or may not have the benefit of being placed on probation. Students can be terminated from the program at any time if the violation is deemed severe enough. Students will receive a letter outlining the terms of their probation and explaining how they will know if they are making progress in the program. Behavioral probations will last one semester.

## **Punctuality**

Students must be punctual for tutoring sessions and activities. Arriving late for tutoring disrupts students who are already working. Being late two times within one stipend period will result in a deduction of five dollars from your stipend. Please be considerate of others and be on time. If you have permission to arrive late, students must enter the tutoring room quietly so as not to disturb the other students.

## **Responsibilities of the Upward Bound Student**

- You will show up to all tutoring sessions on time and ready to work, bringing all of the materials you need with you. You will work quietly throughout the session.

- You will maintain at least a 2.5 cumulative grade point average on a 4-point scale, and maintain all grades at a C or better.
- You will constantly strive to improve your G.P.A. and ask for assistance before it is too late for us to help you improve your grade.
- If you are involved in another school activity, you will get a pass signed by your coach or advisor and turn it in **before** you miss tutoring.
- If you are ill or have an emergency, your parent/guardian will call the office **before tutoring begins** to let us know not to expect you.
- You will attend all monthly activities or provide a signed pass **ahead of time**.
- You will treat the Upward Bound staff, tutors, teachers, and other students with the respect you would like to be afforded.
- You will remember that the reason you are an Upward Bound student is that you aspire to go to college, and so you will conduct yourself as a college-bound student.
- You will attend the Upward Bound Summer Excellence Institute.

## **Responsibilities of the Upward Bound Parent/Guardian**

- Provide transportation to and from Upward Bound activities and home from Upward Bound tutoring
- Support your child's participation in the Upward Bound program
- Encourage your child to bring homework home and make time to do it
- Approach the Upward Bound staff with any concerns you have
- Notify the Upward Bound staff if your child is going to miss an activity or tutoring
- Attend activities where parental involvement is encouraged
- Hold your child to high standards—the Upward Bound staff will do the same.
- Encourage your child to be responsible for his/her own actions and his/her own academic future.

## **Responsibilities of the Upward Bound Staff**

- We will help with the academic subjects you are struggling with (if you ask for help)
- We will provide ACT preparation
- We will provide enrichment activities
- We will help with college applications, scholarship applications and essays, and the Free Application for Federal Student Aid (FAFSA)
- We will provide you additional information about subjects/careers/schools you are interested in
- We will create an enriching six-week summer program
- We'll treat you with respect if you treat us with respect
- We'll closely monitor your academic progress and talk with you about it because we care about your future
- We will hold you to a high standard because we believe in your potential

## **Rules**

There are rules for the Upward Bound program throughout this handbook. Make sure that you read it carefully. You will be held responsible for all of the rules even if you haven't taken the time to read them.

## **Separation from the Upward Bound Program**

Upward Bound is a voluntary program. Students can at any time choose to leave the Upward Bound program, and the program can at any time choose to remove a student from the Upward Bound program. Should the participant leave the program for any reason, he/she must agree to return phone calls and paper work for the purposes of tracking the student for grant reporting to the U.S. Department of Education. If you no longer wish to be in the Upward Bound program, please notify our office so that we may open up your spot for another deserving student.

## **Signing In/Signing Out**

All students must sign in and remain for the entire tutoring session. If you don't sign in, we will not remember you being there and will count you absent. If you leave early without permission, five dollars will be deducted from your stipend. Please sign out if you are leaving tutoring early.

## **Saturday Study Sessions**

Saturday Study sessions are offered approximately once a month. The purpose of the sessions is to allow us to have contact with students who we don't see during tutoring (students who have moved to non-target schools, those participating in sports, night school, or other extracurricular activities,) seniors, students with D or F grades and students on probation. Students will be notified by letter if they need to attend that month's Saturday session. Here are the Saturday dates for the 2007-2008 school year:

**September 29th**

**October 27<sup>th</sup>**

**December 1st**

**January 26<sup>th</sup>**

**February 23<sup>rd</sup>**

**March 29th**

**April 26th**

Saturday sessions run from 8:00 a.m. until 12:00 p.m.

Once a student is out of season for a sport, he/she can resume attending normal tutoring sessions.

Saturday sessions are not an option for students participating in sports who have below a 2.5 G.P.A. These students must attend weekly tutoring, and must use Saturday sessions as an opportunity to raise their grades.

Students must bring enough work to last the entire Saturday Study Session. If they do not, the parent/guardian of the student will be called and he or she will be asked to drive books or schoolwork to Avila for the student. The student will be responsible for explaining to his or her parent/guardian why the choice was made to not bring enough work.

Students will have the opportunity to use the restroom during restroom breaks and before the Saturday Study Session begins. Students will not be allowed to use the restroom during the tutoring session except in cases of emergency.

Breakfast will not be provided at the Saturday Study Session, so students should eat before arriving on the Avila campus.

## Sports and Club Participation

We encourage students to participate in extra-curricular activities. **However, if a student is not maintaining a 2.5 G.P.A. or if he/she has a D or F on his/her report card, he or she will not be excused from Upward Bound tutoring or required activities to attend practice or club meetings.** Academics must be the key focus of any college bound student, and students should use tutoring time to get help from the tutors and Upward Bound staff to improve their grades. Students must either make arrangements with their coach or club sponsor to excuse them from practice or meetings on tutoring days, or the student must choose between Upward Bound and the other activity. **If a student has a G.P.A. of 2.5 or above and no D or F grades and is participating in a club or sport, he/she is required to sign in, pick up weekly announcements, and attend Saturday sessions during their season.**

## Summer Excellence Institute

The Summer Excellence Institute is an integral part of the Upward Bound program. Students are required to attend the SEI as a part of their continued participation in the Upward Bound program.

## Stipends

During the academic year, students receive a \$20 stipend per month for full participation. Stipends are usually awarded during the week of the Saturday Study Session and monthly activity. If a student fails to pick up his/her stipend the week they are handed out, the student will forfeit their stipend unless arrangements are made with the Upward Bound office.

Students must participate in the Upward Bound program for one month before they receive a monthly stipend.

Below is a listing of the most common stipend deductions that occur during the academic year. These deductions occur because a student is not participating fully in the Upward Bound Program.

Unexcused absence from tutoring	\$5 deduction
Unexcused absence from a required activity	\$5 deduction
Disrupting tutoring through repeated talking	\$5 deduction
Coming to tutoring unprepared or without work	\$5 deduction
Having cell phone out during tutoring	\$5 deduction
Not signing in to tutoring	\$5 deduction

Being out of tutoring and not being where the student's pass says he/she is supposed to be	\$5 deduction
Student is late to tutoring without a completed and signed pass	\$5 deduction
Being disrespectful to a staff member, tutor or another student	\$5 deduction
Not having work to do during a Saturday Study Session	No stipend for the month
Student does not attend a Saturday session and falls into one of the following categories: <ul style="list-style-type: none"> <li>• Student attends a non-target school and does not attend weekly tutoring</li> <li>• Student is participating in a sport, play or other school activity and attends less than one hour of weekly tutoring on a regular basis</li> <li>• Student had a D or F on the last report card</li> <li>• Student is on academic probation</li> </ul>	No stipend for the month

A student's stipend may be deducted for disobeying any rule in this handbook. It is in the student's best interest to be aware of the rules and to ask the Upward Bound staff if he/she has any questions. New rules may be added during the school year. Any new rules will be listed in the weekly announcements. It is the responsibility of all Upward Bound students to pick up the weekly announcements even if they are participating in an activity that excuses them from tutoring such as a sport or club activity.

It is not a requirement of the U.S. Department of Education that stipends be awarded to Upward Bound students. It is allowed for in the federal regulations, and it is a service we provide to our students to help them defray their transportation costs and encourage their participation.

## Target Schools

Avila University Upward Bound serves the following target schools:

Grandview High School  
Ruskin High School

## Teachers

Students will only be allowed to seek help from their teachers during Upward Bound tutoring **if we cannot provide a tutor for the student in that area**. The teacher must be in the subject area of foreign language, math, science, social studies or English.

## **Transportation**

Students and parents/guardians are responsible for finding transportation for the student to and from all activities and home from tutoring sessions. The Upward Bound office will try to help parents find other Upward Bound parents so that car pools can be arranged. If you need specific help with this, please call the Upward Bound office.

## **TRIO Programs**

### **Upward Bound is a TRIO Program.**

TRIO is Educational Opportunity for Low-Income and Disabled Americans.

Our nation has asserted a commitment to providing educational opportunity for all Americans regardless of race, ethnic background or economic circumstance.

In support of this commitment, Congress established a series of programs to help low-income Americans enter college, graduate and move on to participate more fully in America's economic and social life. These Programs are funded under Title IV of the Higher Education Act of 1965 and are referred to as the TRIO Programs (initially just three programs). While student financial aid programs help students overcome financial barriers to higher education, TRIO programs help students overcome class, social and cultural barriers to higher education.

### **Who is Served**

As mandated by Congress, two-thirds of the students served must come from families with incomes under \$28,000, where neither parent graduated from college. More than 2,700 TRIO Programs currently serve nearly 866,000 low-income Americans. Many programs serve students in grades six through 12. Thirty-seven percent of TRIO students are Whites, 35% are African-Americans, 19% are Hispanics, 4% are Native Americans, 4% are Asian-Americans, and 1% are listed as "Other," including multiracial students. Twenty-two thousand students with disabilities and more than 25,000 U.S. veterans are currently enrolled in the TRIO Programs as well.

### **How it Works**

Over 1,000 colleges, universities, community colleges, and agencies now offer TRIO Programs in America. TRIO funds are distributed to institutions through competitive grants.

### **Evidence of Achievement**

Students in the Upward Bound program are four times more likely to earn an undergraduate degree than those students from similar backgrounds who did not participate in TRIO.

## Tutoring Schedule

Grandview High School	Tuesdays	2:35 until 4:05
Avila University Upward Bound Office (by appointment only)	Wednesdays	2:00 until 4:00
Ruskin High School	Thursdays	2:35 until 4:05

## Tutors

The Upward Bound tutors are college and sometimes graduate students who have coursework completed in the areas students need help in. We try to provide tutors who can tutor in all needed subject areas every time tutoring is offered. However, our tutors are students, so they may sometimes have other responsibilities.

The tutors get paid for being at tutoring if they help a student or not. It is in any Upward Bound student's best interest to get help from the tutors if he/she has any questions or difficult with a particular subject.

If a student finds he/she has more need for tutoring than can be provided during the weekly tutoring session, please call the Upward Bound office at (816) 501-2438. We will make every attempt to get the student extra tutoring in the subject area needed.

## Tutoring Participation

- The participant agrees to come prepared with homework or other suitable individual enrichment activity (e.g. a book to read) along with all learning tools needed to every tutoring session.
- The participant agrees to work individually, seeking help from the tutors when needed and working with other participants only by permission.
- The participant will follow all tutoring rules and regulations set by the Upward Bound staff, including rules for acceptable absences and excused absences.
- All students are required to work individually. Students can seek help from the tutors and/or staff members. You must receive permission to work with another student. Any student found distracting others will be asked to leave.

## Visitors

Students are not to bring guests or visitors to Upward Bound tutoring or to any Upward Bound activities unless specified by the Upward Bound Staff.

## **Wednesday Tutoring Sessions**

Wednesday tutoring sessions will be held in the Avila University Upward Bound office. The purposes of Wednesday tutoring are:

- To provide extra help for students struggling in one or more subject area(s)
- To allow non-target students the opportunity to have their own weekly tutoring session
- To allow students to make up missed tutoring sessions due to illness, club or activity participation, or family emergency

Non-target students can use the Wednesday Tutoring Sessions instead of having to attend Saturday Study Sessions. However, if the grades of the non-target student are below a 2.5 or the student has a D or F on his or her last grade card, the student will have to attend the Saturday Study Sessions to fulfill their probation obligations.

Students must make a “reservation” to attend the Wednesday sessions by calling 816.501.2438. We will do our best to have a tutor on hand to assist you with the subject you need help with. However, this is not possible if we do not know that you will be coming to the office so it is imperative that you call at least one week in advance if you need a tutor.

Wednesday tutorings will be held from 2:30 to 4:00 p.m. at the Upward Bound office.

## **Work**

All working students are required to schedule their work hours around tutoring, required activities and Saturday Study Sessions.

## **Website**

Our website is at [www.avila.edu/ub](http://www.avila.edu/ub)

# Receipt of Handbook/Acknowledgement of Rules

We have read the Upward Bound Academic Year Student Handbook for 2007-2008.

We understand Upward Bound is a voluntary program and will abide by the rules and regulations expressed by the Upward Bound Staff and handbook.

In signing this form we have committed to the goals of Upward Bound.

As a parent/guardian, I understand the expectation placed upon my child and agree to support him/her in meeting those expectations.

As a participant, I agree to participate fully in all aspects of this program to the best of my ability.

*Please print and sign names in the appropriate areas and return form to Upward Bound office:*

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*Printed Student's Name*

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*Signed Student's Name and date*

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*Printed Parent/Guardian's Name*

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*Signed  
Parent/Guardian's Name and date*

**This form must be turned in before the student can receive their first stipend for the academic year. Please bring this signed form back on the first day of tutoring.**