



NORMANDALE  
COMMUNITY COLLEGE

**TRiO**  
UPWARD BOUND

# Student Handbook

## *Mission Statement*

*The Normandale Upward Bound program provides academic, cultural, and personal support in order to help low-income, potential first-generation college students succeed in high school, enroll in college, and graduate with a degree.*

## *Vision Statement*

*Normandale Upward Bound, in collaboration with our four partner high schools, strives to develop future leaders who are critical thinkers with a strong work ethic, an ability to persevere, and a commitment to inclusion and citizenship.*

## PROGRAMMING & ACTIVITIES

ACADEMIC YEAR (September—May)

### ✧ Tutoring—Weekly

SCHEDULE	M	T	W	Th
Richfield	3:20-5		3:20-5	
Shakopee		3-5		3-5
Southwest		3-5		3-5
Washburn	3:15-5		3:15-5	

- REQUIREMENT: 1.5 hours/week, but you can attend more.
- Students must sign in & out on their own or lose those tutoring hours.
- Students may only record time for the following activities:
  - ◆ Studying in UB area
  - ◆ Studying w/a teacher AFTER checking in with UB
  - ◆ Working w/UB staff on college or career tasks
  - ◆ Doing Khan or Video Activity in UB area
- Students who participate in the ACT lesson will receive a snack.
- PSEO students
  - ◆ Student can arrange tutoring times at Normandale with UB staff.
  - ◆ Students can attend tutoring at their college. This must be one-on-one tutoring or supplemental instruction, NOT studying with a group of other students or on your own.
  - ◆ Sign-off forms are available from your UB advisor and must be turned in ON TIME with the appropriate signatures in order to count for your tutoring stipend.

### ✧ Facebook Contest—Monthly

- OPTIONAL
- The first student to correctly answer the college trivia question on Facebook will receive a prize.

### ✘ Khan Academy or Video Activity—One per stipend period

#### ➤ Khan Academy

- ◆ REQUIREMENT: 20 minutes/week during assigned stipend periods. See *UB Yearly Calendar* and/or *Tutoring Sign-in Sheets* for assigned periods.
- ◆ Students are required to work through the assessment tests & lessons.
- ◆ Students may work in Khan at home if they have an internet connection.

#### ➤ Video Activity

- ◆ REQUIREMENT: 1 video + related activities during assigned stipend periods. See *UB Calendar* and/or *Tutoring Sign-in Sheets* for assigned periods.
- ◆ Students must leave their full name in the comments/discussion section of the video after answering questions and/or completing activity.

### ✘ Saturday Academies—Monthly

#### ➤ REQUIREMENT: Attend every month.

#### ➤ Activities may include

- ◆ College Visits
- ◆ Career Site Visits
- ◆ Community Service Projects
- ◆ Team-Building Activities
- ◆ Speakers
- ◆ UB Alumni Panel
- ◆ Workshops
  - \* Financial Literacy
  - \* Study Skills
  - \* Time Management
  - \* Cultural Awareness
  - \* Etiquette
  - \* College 101
  - \* ACT preparation
  - \* College & scholarship applications
- ◆ Cultural Field Trips
  - \* Museums
  - \* Outdoor experiences
  - \* Guided tours

✧ Senior Workshop—October

- REQUIREMENT: Seniors
- Students may also complete the FAFSA with another program and go over their *Student Aid Report* (SAR) with UB staff.
- For seniors & their parents to learn about & work on the FAFSA (Free Application for Federal Student Aid).

✧ Student Leadership Committee (SLC)—October +

- By invitation.
- At least one student from each school to be chosen by UB staff.
- Participate in leadership training, conference, and/or retreat.
- Develop & lead activities during Saturday Academies.
- Act as a UB representative at students' respective schools.

SUMMER (June—August)

✧ 9th-11th Grade Enrichment—June through July, 6 weeks

- REQUIREMENT: Students must participate in all summers that they are in UB in order to qualify for the Bridge Program. See *Senior Bridge* below.
- Students take four classes taught by licensed high school teachers.
  - ◆ Math
  - ◆ Lab Science
  - ◆ English
  - ◆ World Language & Culture (May vary by year.)
- Student may earn up to 2 elective credits from their high school. See *Summer Student Handbook* for details.

✧ Senior Bridge—June

- Seniors may take a general “get-ready-for-college” course in order to qualify for the trip.
- Seniors may participate in the regular UB program.
- See *Summer Student Handbook* for details.

✧ End-of-Year Trip—Week after summer program ends

- Students who have actively participated in both the academic year activities & summer programming (Academic Enrichment or Bridge).
- Students stay in a college dorm & eat in the cafeteria.
- Dates, locations, & activities vary each year.

### ✧ Fee Waivers—Ongoing

#### ➤ ACT

- ◆ Two per student total regardless of who gives them to you.
- ◆ Waiver number can be obtained through UB Staff or a school counselor.
- ◆ Students can also sign up to take the ACT a third time through their school free of charge on an assigned day.

#### ➤ College Application

- ◆ Ask UB Advisor to write a letter as soon as you begin applying.
- ◆ Most schools will waive or defer the fee.

### ✧ Miscellaneous—Ongoing

#### ➤ Progress reports sent home 3x/year with Teacher Reports, Tutoring Hours, & Khan Academy reports

#### ➤ Mentoring

#### ➤ College & scholarship search assistance

#### ➤ Letters of recommendation

#### ➤ AP materials loan

- ◆ If the item is lost, damaged, or stolen the student must repay UB the cost of the item or the amount will be withheld from the student's stipend.
- ◆ The student must return the borrowed item(s) at the end of each school year or the item will be considered lost and the student will owe Upward Bound the full replacement amount or have it withheld from their stipend.

## POLICIES & PROCEDURES

### STIPENDS

#### ✧ Academic Year Earning

ACTIVITY	REQUIREMENTS	AMT	TOTAL
Tutoring + Goal-setting	1.5 hrs/wk	\$5/wk	\$20
Khan or Video	20 mins/wk	\$5/mo	\$5
Grades	No D's or F's	\$5/mo	\$5
Saturday Academy	Attend full day (Educ. only)	\$10 (\$5)	\$10
			\$40

#### ➤ Tutoring

- ◆ The maximum tutoring stipend amount will vary based on the number of weeks in the stipend period.
- ◆ Students must participate in quarterly goal-planning one-on-one meetings with UB Advisor as well as any academic probation meetings, in addition to being at tutoring, in order to receive your full tutoring stipend amount.

#### ➤ Khan Academy and Videos

- ◆ Khan and Videos will be checked on the last Friday of the stipend period as noted on your *UB Calendar*.
- ◆ Khan stipend will be based on total time for the month & is an “all-or-nothing” reward.

#### ➤ Grades

- ◆ Grades are checked on the last Friday of the stipend period as noted on your *UB Calendar*.
- ◆ Academic Probation: Students who have a D or F in one or more classes in any given stipend period. Student will not receive their \$5 stipend for grades.
- ◆ Academic Suspension: Students who have a D or F two stipend periods in a row in the same classe(s). Student will lose their entire stipend for that month. This amount will NOT be carried over.
- ◆ Students must meet with their UB advisor to make a plan to improve their grade(s).

➤ Saturday Academy

TYPE of ABSENCE	ACTION(S) TAKEN	EXCUSED/ UNEXCUSED
Anticipated absence: <u>major</u> school or family event	Completed pre-excused absence form	EXCUSED
Anticipated absence: <u>major</u> school or family event	No form	UNEXCUSED
Unanticipated absence: <u>severe</u> illness, family emergency, etc.	Phone call before the Saturday Academy is scheduled to begin	EXCUSED
Unanticipated absence: <u>severe</u> illness, family emergency, etc.	No phone call	UNEXCUSED
Work	Form or phone call	UNEXCUSED

- ◆ There is a \$10 penalty for unexcused absences at Saturday Academies, which is in addition to losing \$10 for not attending the Saturday Academy.

✘ Academic Year Distribution

- Students do not receive a stipend during their two-month probationary period.
- Students must sign the receipt when getting stipend money.
- Academic Year
  - ◆ Stipends are given out at the end of each Saturday Academy.
  - ◆ Students may not come at the end of a Saturday Academy just to pick up their stipend.
  - ◆ If you have an EXCUSED absence from a Saturday Academy, your stipend will be held until the next month. However, students may only receive stipend money from one month prior.

✘ Summer Program Earning & Distribution

- See *Summer Student Handbook* for details.

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## TRANSPORTATION

### ✘ UB Bus

- All bus pick-ups and drop-offs are done at RHS, SHS, & WHS. SWHS students must meet at WHS.
- A signed “Alternate Transportation Permission Slip” must be submitted prior to the event if a student will not be taking the UB-provided transportation.

### ✘ Bus Tokens/Pass

- City bus tokens will be given to students for travel to & from UB tutoring and/or events only.
- If you have an unlimited bus pass, you must use that instead of UB tokens.

## DRESS CODE

### ✘ Violations

- Skirts or shorts that are determined too short by staff.
- Sheer shirts with no camisole or tank top worn underneath.
- Low-cut shirts that show cleavage.
- Shirts that allow bra straps to show.
- Sagging pants that show undergarments.

### ✘ Consequences/Choices

- Wear UB-provided clothes for the duration of the event.
- Get your own ride home & lose stipend money, if applicable.
- Refusal to comply with the dress code or not accept consequences will result in dismissal from the program.

## COMMUNICATION

### ✘ Facebook

#### ➤ How to Join

- ◆ Go to facebook.com
- ◆ Create a username & password
- ◆ Search for “NCC Upward Bound”
- ◆ Click “Request to Join Group”

#### ➤ Why Join?

- ◆ Keep in touch with and/or connect with other UB members.
- ◆ Network with UB alumni and/or ask them questions about college.
- ◆ Receive reminders & information about upcoming UB activities.
- ◆ Participate in Facebook contests & win prizes.

\* Social media harassment/bullying will not be tolerated. Students may be removed from the Facebook group and/or the program if they are perceived to be harassing/bullying other students on social media.

### ✘ Email

- UB will send out reminders & information to the email address we have on file.

### ✘ Text Message

- UB will send out reminders via text if you indicate that you want to receive texts & provide your carrier on your application.

### ✘ Updates

- Please let us know ASAP if any of your information changes (Facebook username, email address, cell phone number, etc.) and/or if you go by a different name on Facebook.

## CONTACT INFORMATION

### ✘ Mail

- Normandale Community College  
Upward Bound (or write UB staff person's name)  
9700 France Ave S  
Bloomington, MN 55431

### ✘ Email

- Jennifer Saunders: Jennifer.saunders@normandale.edu
- Charles Klepperich: Charles.klepperich@normandale.edu
- De'Andre Avaloz: De'andre.avaloz@normandale.edu

### ✘ Text

- Jennifer Saunders: 651-295-6205
- Charles Klepperich: 612-363-8023
- De'Andre Avaloz: 651-808-2385

### ✘ Fax

- Attention: Upward Bound,  
952-358-8101

### ✘ In-Person

- Normandale Community College  
C1065 & C1026 (College Services)

ALL SERVICES, ACTIVITY FEES, & MEALS WHILE AT UB ACTIVITIES ARE PROVIDED FREE OF CHARGE TO UB STUDENTS THROUGH A U.S. DEPARTMENT OF EDUCATION GRANT IN THE AMOUNT OF \$305,224 ANNUALLY.