Dear Upward Bound Student,

Congratulations! We are proud of you for taking the first steps to reaching your goal of becoming a college graduate.

The Upward Bound manual provides information regarding program rules and student expectations. It is your responsibility to read the handbook and to be familiar with the rules and expectations for Upward Bound participants. Questions and concerns not addressed in the manual may be clarified by a staff member. Never be afraid to ask questions!

As a participant, you will quickly learn it takes more than good grades to become a college graduate. Your Upward Bound experience will teach you the facts about college admissions and the skills required to succeed in college. Through workshops, one-on-one advising, campus visits, and other activities, you will gain knowledge regarding financial aid, career exploration, life-skills, standardized testing, and much more. Your Upward Bound experience is one that will remain with you throughout your life.

We wish you success in your quest for learning and for continued self-improvement. The future is waiting for you!

Sincerely,

Upward Bound Staff

Lone Star College-North Harris
Upward Bound

The Lone Star College-North Harris Upward Bound Program has served students from the Aldine Independent School District since 1999. The initial grant served a cohort of 50 students from MacArthur High School. Our current grants, refunded in the fall of 2012, serve 65 students for the 2012-2017 grant cycle from MacArthur and Nimitz High Schools and 56 students from Aldine and Eisenhower High Schools. A total of 121 students are provided services through the Lone Star College-North Harris Upward Bound Program.

The Lone Star College-North Harris Upward Bound Program is designed to help participants develop the skills and motivation necessary to successfully enroll and complete a program of postsecondary education at a college or university of the student’s choice. To be eligible, participants must be either economically disadvantaged and/or first-generation (neither parent having earned a bachelor’s degree). Students also must demonstrate academic need. The Upward Bound program helps 9th - 12th grade students prepare for higher education. Participants receive instruction in literature, composition, mathematics, and science after school, on Saturdays, and during the summer.

Students have the opportunity to experience college campus tours, leadership conferences, Saturday College Prep, a six-week summer program, career preparation, and a variety of cultural events. Students also receive one-on-one academic advising, financial aid and scholarship assistance, standardized test preparation, college search, and enrichment workshops.
Lone Star College-North Harris
2700 W.W. Thorne Drive
Houston, Texas 77073

Lone Star College-North Harris is a member of the Lone Star College System, which provides equal employment, admission and educational opportunities without regard to race, color, religion, national origin, sex, age or disability. Lone Star College System is recognized as one of the finest community college districts in the country offering a wide range of academic and occupational courses for recent high school graduates and community residents of all ages. Since 1973, when North Harris College opened its doors to just 613 students, the college district service area has grown to serve an area over 1,400 square miles, encompassing the school districts of Aldine, Conroe, Cypress-Fairbanks, Humble, Klein, Magnolia, New Caney, Splendora, Spring, Tomball, Willis, and the surrounding communities.

Lone Star College System is the largest institution of higher education in the Houston area, and the fastest-growing community college system in Texas. Dr. Steve Head is the chancellor of LSCS, which consists of five colleges including LSC-CyFair, LSC-Kingwood, LSC-Montgomery, LSC-North Harris, and LSC-Tomball.

The LSCS colleges and centers offer a wide variety of technical programs ranging from computer and engineering technology to nursing and veterinary technology. Innovative programs and student-centered learning environments make LSCS the place for students to obtain an associate’s degree or certificate, transfer to a university, gain new workforce skills, change careers, attain personal development goals or prepare for college level work.

Upward Bound Expectations

- Students are expected to display a positive attitude towards learning and maintain an open mind to exploring new experiences and activities.
- Students are expected to take responsibility for their own actions and will be held accountable.
- Students are expected to show respect to the UB staff, school personnel, themselves, and fellow students.
- Students are expected to take responsibility for the care of program property.
- Students are expected to arrive on campus dressed in an appropriate manner.
- Students are expected to inform parents/guardians of activities, meetings, and commitments to Upward Bound.
Upward Bound
Participant Goals

- To attend Upward Bound classes and sponsored activities and actively participate.
- To be prepared for classes by bringing a pen or pencil, paper, and being ready to gain new knowledge.
- To openly communicate with advisors on a regular basis about their academic progress and/or challenges.
- To give 100% to their high school classes by respecting their teachers, completing assignments, preparing for tests, taking notes, and engaging in active listening.
- To seek appropriate assistance from teachers and tutors.
- To successfully complete high school by continually striving to achieve the best grades possible.
- To actively participate in the Upward Bound academic year and summer component on a regular basis until high school graduation.
- To take full advantage of Upward Bound sponsored career opportunities, research and awareness, college tours, and financial aid workshops/
- To stay in contact with UB staff for 6 years after high school graduation in order to track accomplishments and college success.
Academic Disciplinary Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>First time to earn a grade below a “C” on report card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Advisor will meet with student to discuss a UB Academic Plan Form to be completed by the student’s teacher and to be returned by the student to their UB advisor. Student will receive UB supplemental academic resources for additional practice. Regular tutorial hours must be completed.</td>
</tr>
<tr>
<td>Step 2</td>
<td>Second time to consecutively earn lower than a “C” on report card in the same course</td>
</tr>
<tr>
<td>2</td>
<td>Repeat process from Step 1 AND Advisor will notify parent of unsatisfactory grade. Advisor will send notification to the teacher to inform them that the student will be meeting to discuss ways to improve grade in the class. Regular tutorial hours must be completed.</td>
</tr>
<tr>
<td>3</td>
<td>Losing credit for a course (Earning an “F”)</td>
</tr>
<tr>
<td>3</td>
<td>Repeat process from Step 1 and Step 2 AND Schedule meeting with the student, parent, assigned advisor, teacher, and director. Director will conduct an academic review and assess the student’s past active participation and completion of program services. Based upon the review at the director’s discretion, student could be placed on probation, lose program privileges, or be dismissed from the program. Students will not be allowed to attend campus visits or field trips until the student has earned a grade of “C” or higher in all courses on the next report card.</td>
</tr>
</tbody>
</table>
College Prep Expectations

Once a month, UB participants meet on the LSC-North Harris campus for supplemental instruction to prepare for the ACT test and high school state tests. Students are expected to adhere to the following guidelines during Saturday College Prep:

- Students are expected to attend Saturday College Prep each month. If a student cannot attend, he/she is responsible for informing a UB staff member before the absence.
- Students are expected to be respectful and courteous to teachers, staff and other students.
- While on campus, students are expected to not run or talk loudly in the hallways.
- Students are expected to arrive on time for all classes.
- Students are to bring their own notebook paper and a pen/pencil.
- Students are expected to participate in class discussions and lectures.
- Students are to be alert and awake during class time.
- Food or drink in the classroom requires teacher permission.
- All electronics including cell phones, must receive teacher approval in order to be used during class.
- Instructors have the right to ask students to leave the classroom for inappropriate behavior. Any student dismissed from a class will not receive college prep credit, and their parents will be called to provide transportation from the campus.

Students who do not adhere to these rules are at risk of stipend reduction, loss of field trip privileges, and program dismissal.

Dress Code

Students must remember that they represent Upward Bound while they are at any program related activity. Clothing, jewelry, and tattoos must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, or gang affiliation.

- The official Upward Bound t-shirt must be worn to program sponsored field trips unless UB staff approves different clothing for a particular event.
- Shorts are permitted, but the length of shorts must be mid thigh or longer.
- All tops must be long enough to cover the midriff completely and must not display cleavage in any form.
- Headwear is not allowed in classrooms.

It is at the UB staff’s discretion to determine whether or not a student’s apparel is appropriate — not the student. If a student’s outfit does not follow the UB guidelines, students are at risk of being sent home, stipend reduction, loss of field trip privileges, and placement in the program.
Disciplinary Process

While preparing students to become successful college graduates, the Upward Bound staff has high expectations of its students. In the event that an Upward Bound participant acts in a manner that is disrespectful to others or disruptive of the learning process, a verbal warning will be given to the student. If the student does not modify his/her behavior, the following steps will be taken:

**STEP 1: WARNING**
Students will be given a verbal warning for any violation of the Upward Bound rules as stated in the manual.

**STEP 2: SUSPENSION OF PRIVILEGES AND DISCIPLINARY CONTRACT**
Upon the second offense or rule violation, the student will have his/her privileges restricted which may include suspension from recreational activities, field trips, and Upward Bound workshops or reduction of stipends. Additionally, the student will be required to complete a Disciplinary Contract that defines the conditions that he/she must follow to remain in the Upward Bound program. Parents will again be notified by phone of their student’s behavior.

**STEP 3: PARENT CONFERENCE AND PROBATION FROM PROGRAM**
On the third offense or rule violation, the student and his or her parent must attend a conference to be held with the Upward Bound Director and student’s advisor. The Student Disciplinary Contract will be reviewed and the student’s past motivation and behavior will be discussed. Based upon the staff review, a student will either be placed on probation for one semester from the Upward Bound program and/or dismissed from the program.

**DEPENDING ON THE SEVERITY OF THE OFFENSE OR RULE VIOLATION, UPWARD BOUND STAFF HAS THE OPTION TO SKIP STEPS 1 AND 2, AND PROCEED IMMEDIATELY TO STEP 3.**

Drug, Alcohol, Tobacco, and Gang Activity

A student’s safety is the priority at all times. No Upward Bound student shall possess, transmit, or be under the influence of any of the following substances at any time:

- Any controlled substance or illegal drug as defined by law.
- Tobacco products of any kind, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco.
- Alcohol.
- Glue, aerosol paint, or any other chemical substance for inhalation.
- Drug paraphernalia of any kind.

In the event an advisor suspects a student may be under the influence, an advisor may conduct a search of the student’s possessions for the safety of the student and other program participants. Students caught in possession or under the influence of any illegal substances will be permanently dismissed.

Gang related activity affects the safety of all Upward Bound participants. Therefore, students involved in gangs or gang-related activities will be permanently dismissed.

Weapons

A student shall not go onto Aldine I.S.D. property or the LSC-North Harris campus with a firearm, explosive weapon or knife of any type. A student in possession of any type of weapon will be permanently dismissed from the Upward Bound program.
Field Trips

Field trips to college campuses and other outside of the classroom educational experiences are an integral part of the Upward Bound program. To be eligible to attend a field trip, students must be in good standing in the program. Good standing is determined by active participation, academic status, attitude and displaying motivation to succeed. Students must sign up in advance to participate in a scheduled field trip activity. Spaces are limited and signing up does not guarantee a student will be allowed to attend. Advisors will select students from the sign up sheet who have taken the fullest advantage of program services and who have taken positive steps to prepare for college. Advisors will notify eligible students and their parents in advance. In the event a student is unable to attend, the student must notify their advisor in advance. Students not selected from the sign up sheet may be placed on a waiting list.

In the event of an emergency and parents need to contact their child during an Upward Bound field trip, parents should contact the chaperone on their cell phone or call the student directly.

Emergency Procedures

In the event of an emergency due to illness or an accident that occurs on the LSC-North Harris campus, the student should contact the Campus Police by dialing 5911 and a UB staff member.

Section 101.051 of the Texas Civil Practice and Remedies Code expressly exempts junior college districts from liability for any personal or property damage that occurs on campus.

Internet Usage

Use of the Upward Bound or LSC-North Harris computers to access the Internet is restricted for the purpose of educational research only. Prior written parent permission is required to allow students Internet access. Students must comply with the following rules when utilizing a computer:

Students shall not download any music or access any non-educational websites.

Students shall not use computers for private purposes or to gain access to indecent or obscene information or information which promotes illegal, unethical, or immoral activities.

Students shall not use computers to transmit vulgar or sexually explicit language or to annoy, harass, stalk, or threaten other users.

Students shall not gain access to, use, rename, erase, alter, or manipulate another person’s computer files, programs, or disks.

Vandalism will result in cancellation of system use privileges.

Access to LSC-North Harris program computers is a privilege - not a right. The Upward Bound staff may deny, revoke or suspend a student’s access to the Internet at any time if a student fails to abide by the above rules.
Laptop/ Computer Policy

A limited number of laptops/computers are available for student use during lunch and after-school tutorials. Usage must be supervised by UB advisors. All students using computers/laptops are subject to the internet usage rules.

In order to provide these resources to a greater number of student participants, the laptops may not be checked out to individual students.

Library

The library is located on the second and third floors of the Library Building. The Lone Star College System ID card is necessary for borrowing books and other materials. Students are responsible for all materials borrowed from the library. The Upward Bound program will not be responsible for students’ fines.

Lost and Found

If a student has lost an item in a campus building, check with personnel in that building first and report the lost or missing item to a UB advisor. Students should also contact the LSC-North Harris Police Department as they are the central repository for items found on campus. For items lost on UB field trips, contact the UB office 281-618-7125.

Meals and Snacks

Student meals and snacks will be provided during UB activities.
- UB will pay for all meals on UB field trips.
- Students will receive a breakfast snack and lunch at our Saturday College Prep meetings.
- Students will receive a snack during after-school tutorials.
All meals and snacks are provided free of charge to students.

Medical Authorization

All students must have a medical authorization form on file with Upward Bound. In case of an accident, injury or serious illness, every effort will be made to contact the student’s parents or guardian when medical attention is required. However, in case of an extreme emergency, necessary medical treatment will be sought immediately and parents will be notified as soon as possible. Students must notify Upward Bound of any updates or changes regarding their medical information.
Moving Out of District

If a student who has been an active participant in the LSC-North Harris Upward Bound program moves to a nearby school district, he or she may have the option to continue to participate with the program. Decisions as to whether or not a student can continue to participate will be made with consideration of the following:

- The student’s level of participation and involvement in Upward Bound before moving
- The commitment of the student and parents/guardians to coordinate transportation to and from program events and activities
- The consistency of communication between UB staff and the student

Students who are approved to continue with UB after moving to a different high school will be required to continue participation. Decisions on participants continuing with the program after moving from the service area will be made on a case-by-case basis by the student’s Upward Bound advisor in conjunction with the program director.

New Student Probation

During the first 90 days of the Upward Bound program enrollment, new students will not earn a stipend. New participants are expected to follow the rules, attend activities, and be very active in the program. Upon completion of the probation period, UB advisors will evaluate the new student’s participation, attitude, and motivation to determine continued program placement. Students will be notified whether or not they have met the qualifications to be accepted into the program. In the event an advisor has determined a new student did not meet the program participation guidelines, the student may be offered an extended probation period (at the advisor’s discretion) or be referred to a Talent Search Program.

Tutorials

Upward Bound tutorials are scheduled after school from 3:00-5:00 p.m. at designated high school campuses. Tutorials are designed to enhance a student’s study skills and subject knowledge and to improve students’ ability to discipline themselves with good study habits.

A minimum of 8 hours of tutorials a month is required for all students regardless of academic performance. Students have the choice of attending either Upward Bound sponsored tutorials or with their individual teachers to fulfill program requirements.

**Upward Bound Tutorials** - students are responsible for signing in and out on the UB tutorial sign-in sheet to record time of attendance. Students must come to tutorials prepared with class assignments, homework, a book to read, or a class project to work on. Students not prepared to study will not receive tutorial credit.

**School-sponsored Tutorials** - When attending tutorials with teachers, students are responsible for obtaining a UB Tutorial Form to obtain a teacher signature for each period of tutoring. Students are responsible for submitting the signed tutorial sheet to their advisors to earn credit for tutorial tasks completed at the end of each month.
Overnight Trips

The Upward Bound program will sponsor at least two overnight field trips during the fall and spring semester of each academic year. Overnight trips are a privilege for the selected students to attend. Students will be chosen to attend based upon attitude, motivation, and academic progress. The following guidelines apply to overnight sponsored events:

- One suitcase per student is allowed.

- The Upward Bound dress code will be strictly enforced. Students wearing inappropriate clothing will be asked to change and are at risk of losing their field trip privileges and/or stipend reduction. The official Upward Bound t-shirt should be worn for each campus visit.

- Students are encouraged to leave any expensive portable electronics or jewelry at home. Students are responsible for any misplaced possessions.

- Students will be assigned a chaperone and a room. Students are not allowed to switch rooms without prior approval from an advisor. Males are strictly forbidden to be in a female’s room and vice-versa.

- Students are not allowed to order movies or games from the hotel movie channel. Students will be responsible for paying any additional fees they incur at the hotel, such as phone charges.

Parking

Parking is free to Lone Star College-North Harris students and requires a parking permit. A student parking permit can be applied for online at [http://www.lonestar.edu/parking](http://www.lonestar.edu/parking). Students should follow the directions given on the traffic signs and park in designated student parking areas only. Violators will be ticketed and will be responsible for ticket payment. LSC-NH personnel will not be responsible for any damages or theft a student’s vehicle may sustain while attending UB classes. The Lone Star College-North Harris UB Program will not cover the expense of ticket violations.

Physical Confrontations

Intimidation and assault of any participants and/or staff is strictly prohibited on school property or at any Upward Bound related activity. This includes but is not limited to:

- Intentionally, knowingly, or recklessly causing or threatening bodily injury to another person.

- Intentionally or knowingly causing or threatening to cause physical contact with another when the student knows, or should reasonably believe that the other will regard the contact as offensive or provocative.
### Program Eligibility

To be eligible for the Upward Bound program, students must meet the following criteria:

- identified as a first-generation, prospective college students (neither parent having earned a bachelor’s degree)
- **OR** meets disadvantaged income guidelines as set by the US Department of Education
- **AND** is currently enrolled in the 9th, 10th or 11th grade at Aldine, Eisenhower, Nimitz, or MacArthur High School
- Demonstrate an academic need for UB services

### Publications

Students are expected to not write or distribute materials with inappropriate content. This includes but is not limited to:

- Materials that are sexually inappropriate or that endorse actions endangering the health and safety of students.
- Libelous/slanderous - negative defamation of character.
- Materials that attack ethnic, religious or racial groups, or are aimed at creating hostility and violence.

### Sexual Harassment

Students should conduct themselves in a manner that promotes positive behavior and wholesome relationships. Students should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are never appropriate. Students are expected to refrain from overly flirtatious behavior, public displays of affection or promiscuous behavior. Students intentionally, knowingly, or recklessly displaying inappropriate sexual advances put their peers and the program at risk. Students will be disciplined and dismissed from the program for inappropriate behavior.

### Steps To Success - NON-SENIORS

Upward Bound is a college prep program designed to prepare students for a successful enrollment and graduation from college. To become a college graduate, students must take steps prior to college enrollment. Students who complete the **Steps To Success**, will be considered an active participant in good standing. The success of UB members relies

<table>
<thead>
<tr>
<th>MANDATORY STEPS FOR NON-SENIORS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC ADVISING - ONCE A WEEK - DISCUSS GRADES INCLUDING PROGRESS REPORT &amp; REPORT CARD WITH ADVISOR</td>
</tr>
<tr>
<td>ACADEMIC TUTORIALS - 8 HOURS A MONTH</td>
</tr>
<tr>
<td>ACT OR PRACTICE ACT - JUNIORS - TAKE ACT IN APRIL FRESH/SOPH - TAKE PRACTICE ACT IN APRIL</td>
</tr>
<tr>
<td>COLLEGE PREPS - SEPTEMBER - APRIL (1 PER MONTH)</td>
</tr>
<tr>
<td>INDIVIDUAL DEVELOPMENT PLANS - 2 TIMES - REVIEW GOALS IN FALL AND SPRING SEMESTERS</td>
</tr>
</tbody>
</table>

### ADDITIONAL MANDATORY STEP FOR 10TH GRADERS

| PSAT EXAM - REGISTER IN SEPT - OCT. (SEE HIGH SCHOOL COUNSELOR TO REGISTER.) |

### OPTIONAL STEPS FOR 9TH, 10TH, AND 11TH GRADERS

| COLLEGE TOURS/ CULTURAL EVENTS - ACTIVELY PARTICIPATE IN A COLLEGE TOUR OR OTHER UB SPONSORED FIELD TRIP |
|scholarships - search and apply for scholarships |
|UB WORKSHOPS - ATTEND AND PARTICIPATE IN WORKSHOPS |
|VOLUNTEER - VOLUNTEER IN UB SPONSORED EVENTS |
### STEPS TO SUCCESS CHART FOR 9TH, 10TH, & 11TH GRADERS

#### STEPS TO SUCCESS

<table>
<thead>
<tr>
<th>STEPS TO SUCCESS</th>
<th>MANDATORY</th>
<th>9TH</th>
<th>10TH</th>
<th>11TH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Academic Tutorials</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>ACT Exam</td>
<td>X</td>
<td>N/A</td>
<td>N/A</td>
<td>X</td>
</tr>
<tr>
<td>Practice ACT Exam</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>College Prep</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N/A</td>
</tr>
<tr>
<td>Individual Development Plans</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PSAT Exam</td>
<td>X</td>
<td>N/A</td>
<td>X</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Steps To Success - Seniors

There are additional steps seniors need to take to prepare for their college enrollment. Seniors must complete the **Steps to Success** to ensure a successful transition into a college of their choice.

### MANDATORY STEPS FOR SENIORS:

<table>
<thead>
<tr>
<th>STEPS TO SUCCESS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ACADEMIC ADVISING</strong></td>
<td>ONCE A WEEK - DISCUSS GRADES INCLUDING PROGRESS REPORT &amp; REPORT CARD WITH ADVISOR</td>
</tr>
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<td>8 HOURS A MONTH</td>
</tr>
<tr>
<td><strong>ACT EXAM</strong></td>
<td>TEST IN THE FALL</td>
</tr>
<tr>
<td><strong>BRIDGE PROGRAM</strong></td>
<td>COMPLETE LSC-NORTH HARRIS REGISTRATION BY APRIL</td>
</tr>
<tr>
<td><strong>COLLEGE APPLICATIONS</strong></td>
<td>1 LSC—NH APPLICATION - BY DECEMBER or earlier 5 COLLEGE APPLICATIONS COMPLETED BY DEC</td>
</tr>
<tr>
<td><strong>COLLEGE PREPS</strong></td>
<td>SEPTEMBER - APRIL (1 PER MONTH)</td>
</tr>
<tr>
<td><strong>EXIT INTERVIEW</strong></td>
<td>SUBMIT FOLLOW-UP DATA TO ADVISOR BY JULY</td>
</tr>
<tr>
<td><strong>FAFSA</strong></td>
<td>SUBMIT ON LINE BY MARCH OF SENIOR YEAR</td>
</tr>
<tr>
<td><strong>FAFSA FSA ID</strong></td>
<td>APPLY FOR PIN BY OCTOBER OF SENIOR YEAR</td>
</tr>
<tr>
<td><strong>HOUSING APPLIC.</strong></td>
<td>AS NEEDED - CONTACT COLLEGE FOR DATE</td>
</tr>
<tr>
<td><strong>INDIV. DEV. PLANS</strong></td>
<td>2 TIMES - REVIEW GOALS IN FALL AND SPRING</td>
</tr>
<tr>
<td><strong>SR. WORKSHOPS</strong></td>
<td>HELD AT SATURDAY PREP AND LUNCHES</td>
</tr>
<tr>
<td><strong>TSI</strong></td>
<td>AS NEEDED - TO BE COMPLETED BY MARCH</td>
</tr>
</tbody>
</table>

#### OPTIONAL STEPS FOR SENIORS

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<thead>
<tr>
<th>STEPS TO SUCCESS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLLEGE TOURS/CULTURAL EVENTS</strong></td>
<td>ACTIVELY PARTICIPATE IN A COLLEGE TOUR OR OTHER UB SPONSORED FIELD TRIP</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS</strong></td>
<td>SEARCH AND APPLY FOR SCHOLARSHIPS</td>
</tr>
<tr>
<td><strong>UB WORKSHOPS</strong></td>
<td>ATTEND AND PARTICIPATE IN WORKSHOPS</td>
</tr>
<tr>
<td><strong>VOLUNTEER</strong></td>
<td>VOLUNTEER IN A UB SPONSORED EVENT</td>
</tr>
</tbody>
</table>
### STEPS TO SUCCESS CHART FOR SENIORS

<table>
<thead>
<tr>
<th>STEPS TO SUCCESS</th>
<th>MANDATORY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>X</td>
<td>EVERY WEEK</td>
</tr>
<tr>
<td>Academic Tutorials</td>
<td>X</td>
<td>EVERY WEEK</td>
</tr>
<tr>
<td>ACT Exam</td>
<td>X</td>
<td>FALL</td>
</tr>
<tr>
<td>Bridge Program Registration</td>
<td>X* (If Applicable)</td>
<td>APRIL</td>
</tr>
<tr>
<td>College Applications</td>
<td>X</td>
<td>DEC (or earlier)</td>
</tr>
<tr>
<td>College Prep</td>
<td>X</td>
<td>Sept - May</td>
</tr>
<tr>
<td>Exit Interview</td>
<td>X</td>
<td>June-July</td>
</tr>
<tr>
<td>FAFSA - On Line</td>
<td>X</td>
<td>March</td>
</tr>
<tr>
<td>Housing Application - College</td>
<td>X* (If Applicable)</td>
<td>Varies</td>
</tr>
<tr>
<td>Individual Development Plans</td>
<td>X</td>
<td>Fall/Spring</td>
</tr>
<tr>
<td>Senior Workshops</td>
<td>X</td>
<td>Monthly</td>
</tr>
<tr>
<td>TSI</td>
<td>X* (If Applicable)</td>
<td>March</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STEPS TO SUCCESS</th>
<th>OPTIONAL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Tours</td>
<td>X</td>
<td>Monthly</td>
</tr>
<tr>
<td>Cultural Field Trips</td>
<td>X</td>
<td>As Offered</td>
</tr>
<tr>
<td>Scholarships</td>
<td>X</td>
<td>Monthly</td>
</tr>
<tr>
<td>Volunteer</td>
<td>X</td>
<td>As Offered</td>
</tr>
</tbody>
</table>

### Stipends

Students have the opportunity to earn a stipend for completing 8 hours of tutorials within a month and attending the monthly Saturday College Prep meetings during the academic year. During the summer attendance to the summer component and participation will earn their stipend. Stipends will be distributed monthly in the form of a check and may be held due to behavioral issues or used as compensation for damages or losses to equipment, textbooks or other LSC-North Harris program property.

Students may earn up to $40.00 per month during the academic year and a maximum of $60.00 per month during the summer program.

### Tardy Policy

Class attendance is mandatory at scheduled Saturday College Preps. Students are expected to arrive at all assigned courses on time. Upward Bound instructors are responsible for monitoring students’ tardies to class. Disciplinary action will be taken on students with excessive tardies.

**Tardies will result in a stipend reduction and a call to parents.**

### Transportation

Transportation will be provided for Saturday College Preps and field trips. Students must arrive at their designated high school pickup location on time. Students are expected to respect the rules designated by the bus driver and chaperone. Any student violations of these rules or displaying disrespectful behavior will result in parents or guardians being called. Students who choose to drive to LSC for Saturday College Prep meetings may park in the designated LSC-North Harris student parking lots.
Upward Bound Services

Upward Bound provides the following services to eligible, motivated participants to ensure students are prepared to college from college. To be considered an active participant, students are expected to take full advantage of Upward Bound provided services:

- One-on-one academic advising
- Academic tutorials
- Standardized test preparation
- College preparatory courses in math, English, science and foreign language
- College tours
- Cultural enrichment field trips
- Financial aid and scholarship search assistance
- Summer academic component
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