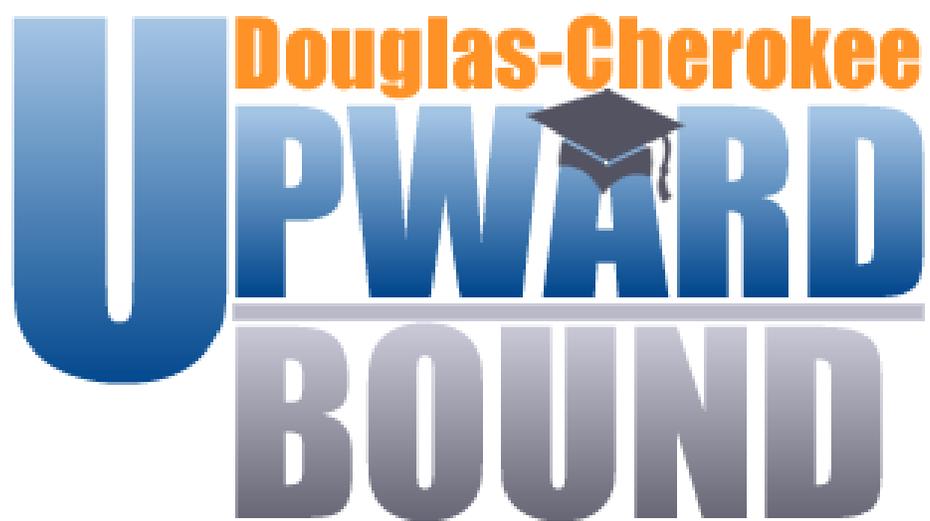
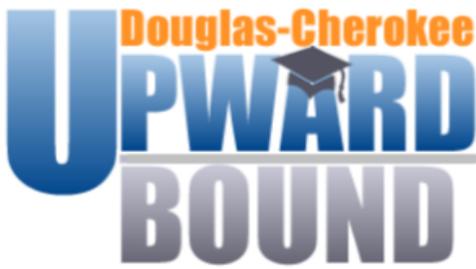


Douglas-Cherokee Economic Authority  
Upward Bound



22/23 Academic Year Handbook



David G. Alvis, Director  
602 E. 1st North Street, Morristown, Tennessee 37814  
(423) 318-6930 or Toll Free (866) 631-4120

November 16, 2022

Greetings! My name is David Alvis. I am the TRIO Director of Appalachian Upward Bound I & II, serving Grainger, Hawkins, Morgan, and Scott counties. I have been employed at Douglas-Cherokee since 2005, working with the Upward Bound programs since 2007. I am happy to welcome you to the Upward Bound program. I look forward to working with you.

Upward Bound will assist you in the following areas: assistance choosing your high school classes, graduating high school on time, career planning and exploration, choosing the right college for you, applying to colleges, choosing a “make sense” major, financial aid information and assistance completing the FAFSA, tutoring, personal counseling, ACT prep, college visits, cultural excursions, summer program, noncognitives, and a host of other topics.

Once per month, on Saturdays (September through May), you will meet other students and ride the bus to Carson-Newman University to participate in what we call Eagle Days. While at Carson-Newman you will take classes in ACT prep, noncognitive related topics, college readiness, financial literacy, senior seminar, and a host of electives. The December Eagle Day is usually a cultural excursion as is the April Eagle Day.

We also host a six-week summer program at Carson-Newman University. During the summer you will take classes in academic courses such as those offered at your high school. Some students may choose to participate in the Bridge program, gaining actual college credits. For those students who successfully complete summer program, we take a week-long trip to a fun destination.

There is no charge for any of Upward Bound’s services, however the program requires a good deal of dedication from all students we serve. Being a successful Upward Bound student requires responsibility, commitment, and adherence to all program policies.

I truly appreciate your interest in the program and will strive to continue to offer services that far surpass the ordinary call of duty. My goal is simple: I want you to complete high school, enroll in college, and obtain your degree. I think every student is capable of succeeding in any field they choose. So, set your goals high – reach for the moon – and see what you can achieve.

Sincerely,

A handwritten signature in blue ink that reads "David Alvis".

David Alvis, M.Ed.

TRIO Programs Director

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## **ABOUT US**

Appalachian Upward Bound I & II are federally funded programs that have been based at Douglas-Cherokee for 27 years. UB I (Morgan and Scott) started in 1995. UB II (Grainger and Hawkins) started in 1999. The primary goal of the Upward Bound Programs is to generate the skills and motivation necessary to complete high school and to successfully enroll in and succeed in a post-secondary education. Nationally, Upward Bound was launched in the summer of 1965 at 17 colleges and or non-profits with 2,061 participants, as a result of Lyndon Johnson's "War on Poverty." That fall, 80% of those students entered college. The program changes every five years due to an extremely competitive grant process.

The program is academically based with course offerings in mathematics, laboratory sciences, composition/literature and foreign language. Qualified personnel serve as instructors in their respective areas. Successful college students serve as facilitators. Participants in the program work in all areas, with an emphasis on their individual weaknesses. Each year consists of two components - an extensive six (6) week summer component, an academic year component encompassing weekly meetings with Upward Bound advisers, and nine (9) Saturdays (Eagle Days) September thru May. Both components consist of the following:

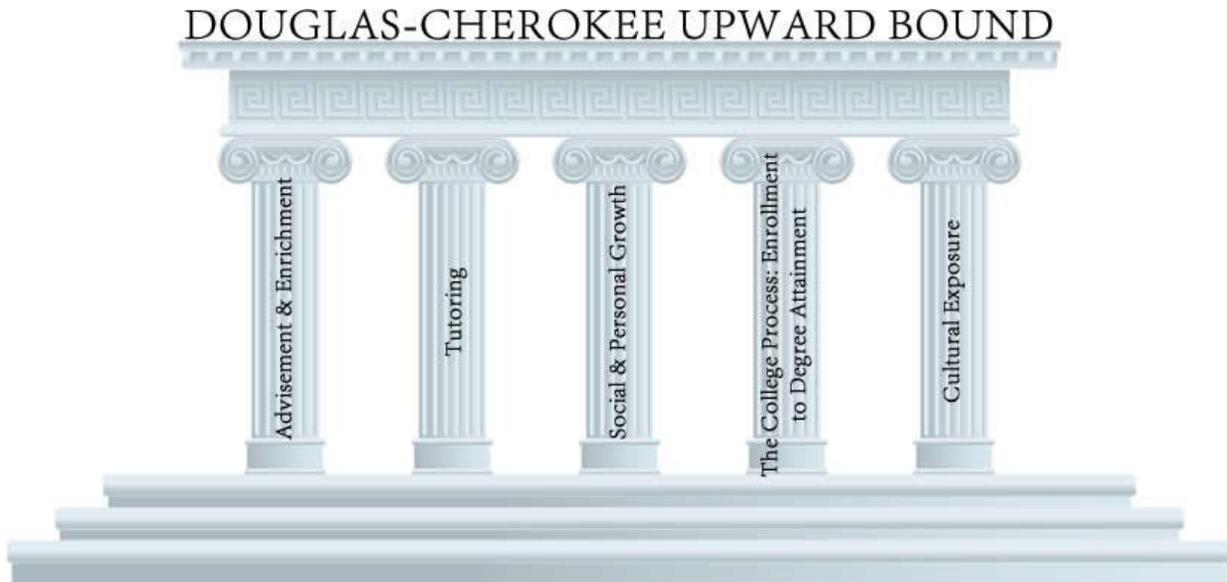
- ACT/SAT Prep
- Financial literacy training
- Academic and social counseling
- Career information and advising
- Basic skills development
- Postsecondary education orientation
- Selected motivational and cultural experiences
- Seminars and workshops

## **OUR MISSION**

Our mission is to provide fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. We serve high school students from low-income families; high school students from families in which neither parent holds a bachelor's degree (first-generation); and low-income or first-generation military veterans. Our goal is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

## **THE FIVE PILLARS**

Everything the programs do must center around or be related to one or more of five pillars. Without these pillars, the programs would not exist.



## **ABOUT OUR SPONSOR**

Both programs are sponsored by Douglas-Cherokee Economic Authority Inc., located in Morristown, Tennessee.

- In January 1964, President Lyndon B. Johnson declared a "War on Poverty."
- On February 16, 1965 the Charter of Incorporation of Morristown-Hamblen County Economic Opportunity Authority was filed with the State of Tennessee.
- The agency first opened its doors in the Morristown City Hall in March, 1965 under the name Morristown-Hamblen County Economic Opportunity Authority. Mrs. J.A. Hill (Rose), along with the City Administrator at the time, began the War on Poverty in Hamblen County by creating a single county Community Action Agency. In October 1966, the service was extended to Cocke, Jefferson, and Sevier Counties and the name became Douglas-Cherokee Economic Authority, Inc. In 1974, the State of Tennessee began an effort to reduce the number of Community Action Agencies in the State. At that time, Grainger, Blount, and Monroe Counties became a part of Douglas-Cherokee Economic Authority, Inc. Blount County decided to be a single county in 1975. However, Douglas-Cherokee continued to operate the Head Start program in Blount County and at a later date brought Union County into the Agency's Head Start program. The vision and

leadership of Mrs. Rose Hill established the means to help literally thousands of low-income individuals in our area.

- Today, Douglas-Cherokee serves low-income individuals and families in more than 30 counties, across Middle and East Tennessee, and Southeast Kentucky.

The mission of Douglas-Cherokee Economic Authority is to effectively utilize available private and public resources (local, state, and federal) to better understand and reduce local poverty in DCEA's service area by:

- Helping local communities increase their ability to coordinate programs to eliminate poverty.
- Realigning available services so that these services are more effective and efficient in assisting individuals and families to overcome specific problems.
- Formulating innovative ways of using available resources to eliminate poverty.
- Involving the target population in the development and implementation of all programs operated by DCEA.
- Encouraging business, labor, and professional groups to take a more active role in providing services and employment to the poor.

One of the Agency's greatest achievements is the ability to evolve along with the economic issues that directly affect low-income individuals and families. From the original programs experienced in fighting the War on Poverty to the newer programs adapted to help with the current challenges faces families, it is evident Douglas-Cherokee Economic Authority, Inc.'s mission will continue to be successful. The Agency receives additional funding from United Way, the East TN Foundation and EFSP.

### **CURRENT PROGRAMS LOCATED AT DOUGLAS-CHEROKEE**

- Head Start & Early Head Start
- Neighborhood Service Centers & LIHEAP
- Senior Nutrition
- Affordable Housing
- Talent Search
- Upward Bound I & II
- EOC
- 21<sup>st</sup> Century Community Learning Centers
- Lottery for Education: Afterschool Programs
- Teen Pregnancy Prevention
- Hamblen County Workforce Development and Education
- Community Connect

## **PROGRAM ELIGIBILITY**

- Has a 2.75 GPA or above; **and**
- First generation **and/or** financially eligible per the US. Dept. of Education's income guidelines; **and**
- Has a need for academic support and/or is high academic risk; **and**
- Is planning to seek a postsecondary degree at a 2-year or 4-year college or university and is on a college track; **and**
- Is a citizen, national, or legal resident of the United States of America; **and**
- Has completed eighth grade and is at least 13 years old, but not older than 19.

## **NEW STUDENTS**

New students are enrolled into the program once all required paperwork has been completed and submitted to the adviser. At this time the TRIO Director will approve a new student to enter the 60-day probationary period. Students will complete a new student orientation with the TRIO Director on their first Eagle Day and must successfully complete the 60-day probationary contract, which demonstrates their commitment to the program. Once this contract has been completed the director will review the student's progress, participation, attendance, behavior, and will decide to either move the student from orientation into active enrollment status or exit the student from the program.

## **RETURNING STUDENTS**

For those students who participated in Upward Bound the previous school year, a student's status in the program will be evaluated by the TRIO Director at the beginning of each new school year. Evaluations are based on six factors (attendance, participation, attitude, behavior, timeliness, and academic performance). Any student who isn't selected to participate in the program will be notified via an exit notification, as will his or her adviser.

## **GOOD STANDING**

**All students must be in good standing with the program at all times. A student may be exited from the program at any time throughout the academic year or summer program due to issues with attendance, participation, attitude, behavior, timeliness, or academic performance. It is the TRIO Director's sole discretion as to whether a student is or is not in good standing with the program. It is also the TRIO Director's sole discretion as to whether a student can or cannot participate in the program and or any specific aspect of the program, such as but not limited to trips, summer program, Bridge or work study.**

## **PROBATIONARY PERIODS**

New students = 60 days probation

## **3 SIMPLE WAYS TO SUCCEED IN UPWARD BOUND**

The success of the programs depends on the success of the students we serve.

- 1) Students must meet with their adviser weekly. Weekly meetings are an important aspect of the program with a lot of information being disseminated at these meetings.
- 2) Be present on Eagle Days and on trips.
- 3) Attend as many summer programs as possible.

## **WEEKLY MEETINGS**

Weekly meetings are held at different times at each high school we serve. All students will be given their school's weekly meeting days and times during the first weekly meeting of the year which occurs the first week of September of each school year. During weekly meetings, advisers inform students of upcoming Upward Bound functions, collect required paperwork, and most importantly go over a list of items located on yearly contact forms, which include ACT prep, non-cognitive skills, financial literacy, and more (see below for an example of the sophomore contact form). Students will sign a sign-in sheet at each weekly meeting. Each weekly meeting a student does not attend results in a \$5.00 reduction from that month's stipend. Those students who fail to regularly attend weekly meetings will be exited from the program by the TRIO Director.

Topic	Date	Initials	When
Contact Form / Intro to the AY / Forms			Sept Week 1
Sophomore Year Reflection			Sept Week 2
Time Management (Using a Day Planner)			Sept Week 3
ACT Reading Overview & Sample Questions			Sept Week 4
ACT Science Overview & Sample Questions			Oct Week 1
ACT Math Overview & Sample Questions			Oct Week 2
ACT English Overview & Sample Questions			Oct Week 3
Register for the ACT			Oct Week 4
Goal Setting			Nov Week 1
Priorities			Nov Week 2
Decision Making Skills			Nov Week 3

## **THE 1<sup>ST</sup> WEEKLY MEETING**

As stated above, during the first week of September, all Upward Bound advisers hold the program's first weekly meeting of the year. During this meeting, numerous items will be given to students. All new students will also be given this information during their first weekly meeting, regardless of what time of the year they are enrolled.

### **During the first meeting students will be given:**

1. A copy of this student handbook
2. A copy of the adviser's work schedule with weekly meeting times/locations
3. A copy of the "*Adviser / Participant Agreement Form*" (to be signed and returned)
4. A copy of the "*Client Characteristics Form*" (to be signed and returned)
5. A copy of the "*Program Commitment Form*" (to be signed and returned)
6. A copy of the "*Emergency Medical Form*" (to be signed and returned)
7. A copy of the "*Drive, Transport, Ride*" form (to be signed and returned)
8. A copy of the "*60-Day Probationary Contract*" for new students only (to be signed and returned)
9. Instructions on how to join the program's Remind texting system
10. Any additional items the adviser deems noteworthy (such as t-shirt sizes, etc.)

At this meeting, students with cellphones will also be **required to join** the program's Remind texting system. Being an active member of Upward Bound requires students stay on top of the latest information, and much of this information is sent out via Remind - such as newsletters, Eagle Day cancellations due to inclement weather, etc. It is also an important part of the program's emergency action plan when travelling.

To join Remind for your county:

- 1) Text \_\_\_\_\_ to 81010

The adviser will verify all students have joined the Remind system before a stipend is issued for the first time during the academic year.

## **EAGLE DAYS**

Eagle Days are held once per month, on Saturday. On Eagle Days, students meet their adviser in their county and ride the bus to Carson-Newman University. While at Carson-Newman students take courses in ACT Prep, Financial Literacy, Study Skills, Leadership, Senior Seminar, Find the Fit, and a host of electives. Afterwards, students eat lunch on campus in the dining hall (or off campus if the dining hall is closed) and return home. Each Eagle Day a student does not attend (for any reason) results in a \$20.00 reduction from that month's stipend. Those students who fail to regularly attend Eagle Days will be exited from the program by the TRIO Director.

**2022-2023 EAGLE DAY SCHEDULE**

- 1) September 17, 2022
- 2) October 29, 2022
- 3) November 12, 2022
- 4) December 10, 2022
- 5) January 21, 2023
- 6) February 25, 2023
- 7) March 18, 2023
- 8) April 1, 2023
- 9) May 6, 2023

**EAGLE DAY BUS TIMES**

COUNTY	MORNING	AFTERNOON
Grainger	8:30 AM – Depart GHS 9:00 AM – Arrive at CNU	1:30 PM – Depart CNU 2:00 PM – Arrive at GHS
Hawkins	7:45 AM – Meet at Cherokee High School (library side) 8:00 AM – Bus leaves Cherokee 9:00 AM – Bus arrives at CNU	1:30 PM – Bus leaves CNU 2:30 PM – Bus arrives at Cherokee High School
Morgan	7:00 AM – Depart Sunbright (Pilot Mountain Church) 7:15 AM – Depart Central High 7:30 AM – Depart Oliver Springs (Coal Creek Grill parking lot) 9:15 AM – Arrive at CNU	1:30 PM – Depart CNU 3:10 PM – Arrive at Oliver Springs (Coal Creek Grill parking lot) 3:30 PM – Arrive at Central High 3:45 PM – Arrive at Sunbright (Pilot Mountain Church)
Scott	7:15 AM – Depart Bus Garage 7:30 AM – Depart Fairview Elementary 9:15 AM – Arrive at CNU	1:30- Depart CNU 3:00 p.m.- Arrive at Fairview Elementary 3:15 p.m.- Arrive at Bus Garage

## **STIPENDS**

Stipends are given to students each month for participating in weekly meetings and Eagle Days. The maximum amount allowed during the academic year is \$40.00 per month. As stated above, failure to attend weekly meetings will result in a \$5.00 reduction of stipends for each week absent. Failure to attend an Eagle Day will result in a \$20.00 reduction of stipends. A weekly meeting or Eagle Day absence, **for any reason**, will result in a stipend reduction. New students start earning stipends on the day they are enrolled into the program. Advisers have been given the authority to hold stipends for up to 30 days for those students who owe required paperwork, forms, assignments, etc.

Stipends are usually given out on Eagle Days. Sometimes, however, they are placed in the mail. It is very important for students to keep their adviser updated on any address changes occurring throughout the year. This will prevent a stipend from being mailed to the wrong address.

Students should always cash their stipend checks as soon as they get them. There is a deadline printed on each check. If a student loses a check or the check is destroyed, they should let their adviser know as quickly as possible.

## **ACADEMIC OR COMPLIANCE PROBATION**

Advisers will place a student on academic probation for 30 days any time the student receives a score below an 80% in any class, be it a regular class or a dual-enrollment class, on a progress report or on a report card. Being placed on academic probation does not affect a student's stipend. Being placed on academic probation simply means tutoring is required and the student needs to show improvement in their coursework.

If a student fails to complete tutoring, they are then placed on compliance probation for a period of 30 days. The adviser will contact the TRIO Director when seeking to place a student on compliance probation. Students may also be placed on compliance probation for issues with attendance, participation, attitude, behavior, or timeliness. Compliance probation stops all stipends for a minimum of 30 days.

## **TUTORING**

Tutoring is one of the most important aspects of the Upward Bound program. It is one of the five pillars and is assigned for the following reasons:

- 1) Student scored < 80% in any class on a progress report or on a report card (tutored weekly in the high school for a minimum of 30 minutes per week until the grade rises to 80% or >).
- 2) Seniors who did not score an 18 in ACT English, or a 19 in ACT Math or Reading their junior year (tutored monthly on Eagle Days via ACT Prep workshops).
- 3) Those students with < 3.0 cumulative GPA (tutored monthly on Eagle Days via study skills workshops).

- 4) Those students who did not score proficient on the most recent year's TN Ready / EOC state assessments (tutored monthly on Eagle Days via TN Ready Core Curriculum workshops).

If tutoring is needed, the adviser and the student will fill out and sign a tutoring contract. This contract will detail what the student needs to do in order to satisfy their tutoring requirements.

***Below an 80% in any course:***

If a grade  $< 80\%$  is shown on a progress report or a report card in any course, be it a regular class or a dual-enrollment class, the student will tutor at least 30 minutes per week until the adviser is satisfied this grade has risen to  $80\%$  or  $>$ . The adviser will seek the student's average from the classroom teacher. Tutoring can occur in several places as we are flexible. It can occur in the school in a teacher's classroom, in the Upward Bound office, at home via worksheets and KHAN academy lessons prepared by the adviser. Tutoring in some form is available 5 days per week.

**Priority Tutoring = Classroom Teachers** (Students should always seek tutoring from their classroom teachers first, as the teacher knows the curriculum.)

Secondary Tutoring = Advisers (If your classroom teacher or another teacher at your school does not provide tutoring, your Upward Bound adviser can tutor you before, during, or after-school.)

Upward Bound also provides peer tutoring in your school. See your adviser to find out more information about peer tutoring. Peer tutoring must be completed in the Upward Bound office at your school; it cannot be completed at home.

All tutoring sessions must be documented and signed by the classroom teacher or adviser. Each adviser has laptops and a tablet for students to check-out at any time.

The goal of tutoring is to raise the student's grade, not punish them. Advisers will work every possible angle to ensure tutoring is a smooth and useful process for all students.

## DUAL ENROLLMENT

Dual enrollment courses allow students to get a jump start on college credits. Student can earn actual college credits while still in high school. Dual enrollment is offered in all of the high schools we serve and many offer little to no cost courses. Students are highly encouraged to participate in as many dual enrollment courses as possible while in high school. Beginning in the 10<sup>th</sup> grade, students will meet with their adviser to discuss grades, majors, etc., and the possibility of taking dual enrollment courses their 11<sup>th</sup> or 12<sup>th</sup> grade years. Statistics show the more dual enrollment hours a student earns while in high school the more likely they are to obtain a 2- or 4-year college degree.

## JUNIOR YEAR STUDENTS

All juniors must take the ACT by April 1<sup>st</sup>. Upward Bound provides each junior with a waiver for the ACT. It is required you take the test in the fall or winter using the Upward Bound ACT waiver, as you can take the ACT again at your high school in March for free.

## ACT TEST DATES FOR 2022-2023



The graphic features the text "TEST DATES" in large blue letters, with "United States, US Territories, and Puerto Rico" underneath. To the right is the "The ACT" logo. Below this is "2022|2023" and a table with two main columns: "TEST DATES" and "REGISTRATION DEADLINES". The table lists test dates from September 2022 to July 2023, with corresponding regular, late, and photo upload standby deadlines.

TEST DATES	REGISTRATION DEADLINES		
	Regular Deadline	Late Deadline	Photo Upload Standby Deadline
<b>September 10, 2022</b>	<b>August 5</b>	August 19	September 2
<b>October 22, 2022</b>	<b>September 16</b>	September 30	October 14
<b>December 10, 2022</b>	<b>November 4</b>	November 11	December 2
<b>February 11, 2023</b>	<b>January 6</b>	January 20	February 3
<b>April 15, 2023</b>	<b>March 10</b>	March 24	April 7
<b>June 10, 2023</b>	<b>May 5</b>	May 19	June 2
<b>July 15, 2023*</b>	<b>June 16</b>	June 23	July 7

\*No test centers are scheduled in New York for the July test date.

## **SENIOR YEAR STUDENTS**

Seniors must complete the FAFSA by November 1<sup>st</sup> and also apply to four colleges or universities by November 1<sup>st</sup> (one safety, two matches, one stretch). Any senior wishing to apply to the Bridge program in summer should apply to Carson-Newman as one of their four schools. Seniors must have four college acceptance letters or college account screenshots turned in by March 1<sup>st</sup> in order to qualify for the Bridge program.

## **FIND THE FIT (FTF)**

Find the Fit is designed to ensure each student selects the correct college, along with the correct major, in an effort to maximize his or her chance of graduating from college. Students will study graduations rates at their prospective colleges, graduation rates of specific college majors, job statistics, and look in depth at financial aid options/award packages. *(FTF research shows that 75% of first-time, full-time, bachelor's degree seeking students will graduate within 6 years if they attend a very selective college, while only 32% will graduate within 6 years if they attend a less selective college).* - US Dept. of Education

### **FTF example: (latest available 6-year graduations rates)**

WSSC = 30.8%	RSCC = 30.7%	UTK = 72.1%	TTU = 60.5%
ETSU = 43.8%	TUSC = 50%	LMU = 59.6%	CNU = 51%

## **TRIP ELIGIBILITY**

- Students are allowed to have no more than one Eagle Day absence to attend the Christmas trip.
- Students are allowed to have no more than two Eagle Day absences (Christmas trip included) to attend the Spring trip and must have completed at least 5 hours of community service by March 1<sup>st</sup>.

Eagle Day absences due to sickness or school-related events (such as band, cheerleading, sports, robotics, Beta Club, HOSA, etc.) will be excused and will not count against a trip as long as the student submits a doctor's note or a school related absence form.

All cultural trips, planned or unplanned trips, or college visits are a privilege. Students must be in good standing with the program, as participation to these events will depend upon the student's attendance, participation, attitude, and behavior. The TRIO Director reserves the right to deny travel privileges for any student at any time.

Students who turn in permission forms to attend trips and do not show up on the day of the trip will have their trip privileges denied for the remainder of the academic year. They will also have

to pay for any costs the Upward Bound program accrued as a result (non-refundable tickets). These costs will be subtracted from future stipends.

### **COMMUNITY SERVICE HOURS**

Each year Upward Bound students donate time in their community to give back. Students are expected to complete 5 hours of community service by March 1<sup>st</sup>. Failure to complete these hours by March 1<sup>st</sup> will result in the student becoming ineligible for the spring trip and the summer Bridge/career work study program. Students may donate time to any **501c3 non-profit** organization, and must follow the guidelines below.

- 1) Hours may be donated to non-profits, churches, schools, animal shelters, Boys & Girls Clubs, food pantries, homeless shelters, etc.
- 2) Hours may not be dual purpose (meaning if a student completed 5 hours of community service for HOSA or band, those hours will not count for Upward Bound, the student must complete 5 additional hours).
- 3) Peer tutoring hours may be counted as long as they took place in the Upward Bound office, for the Upward Bound program, and were witnessed by the adviser.
- 4) Hours spent representing the Upward Bound program with an adviser such as Open Houses, 8<sup>th</sup> Grade Nights, etc., may be counted as long as they were witnessed by the adviser.

Advisers may give community service hours for two reasons only (#3 and #4 above). If a student has a particular question about a type of business and or whether those hours will count, please contact the TRIO Director for clarification.

### **SUMMER PROGRAM**

Summer program is designed to give students a real-life college simulation. Students live on the campus of Carson-Newman University for 5 weeks, going home every Friday and returning on Sunday. During the week students take courses in English, Math, Science, and Foreign Language. Graduated Seniors (those students who graduate in May before summer program begins) can apply to participate in the Bridge program, getting actual college credits. At the end of summer program, those students who **score an 80% or above** in their classes **and are in good standing with the program** attend a week-long cultural trip. Some past destinations include Williamsburg, Boston, New York City, Chicago, New Orleans, Houston, Orlando, Charleston, Philadelphia, and Washington, DC, just to name a few!

In addition to this handbook (AY), a summer program handbook (SY) is released each spring which details the policies concerning summer program.

## **SUMMER PROGRAM ELIGIBILITY**

- Students must be in good standing with the program. All summer permission forms must be turned in by the deadline. It is the TRIO Director's sole discretion as to whether a student can or cannot participate in the program.
- Student attendance, participation, attitude, and behavior during the academic year and any previously attended summer programs are considered when determining a student's summer program eligibility.
- Juniors must have taken the ACT by April 1<sup>st</sup> in order to participate in the summer program. Proof of completion will be sent to the TRIO Director by the adviser.
- Seniors must have completed the requirements listed under the "*Senior Year Students*" section of this handbook (pg. 14) to participate in the Bridge Program. Proof of completion will be sent to the TRIO Director by the adviser.
- Because Upward Bound student positions are limited, those students who do not attend summer program are not guaranteed a position within the program once the new school year begins.

## **BRIDGE**

The Bridge program allows selected students to take an actual college course during summer program. These courses will transfer to other institutions as an elective or a core class, depending on the course title offered. To transfer, students must make a C or higher in the course. Bridge course fees, supplies, and books are paid for by the Upward Bound program.

- To apply for Bridge, a student must be in the 12<sup>th</sup> grade.
- Applicants must complete a Bridge program application by March 1<sup>st</sup>.
- Applicants must have completed 5 hours of community service by March 1<sup>st</sup>.
- Applicants must have a 2.75 GPA or higher and a 19 or above on the ACT test.
- Applicants must submit at least 4 letters of college acceptance.
- Applicants must have a SAR on file.
- As stated above, applicants must have completed the requirements listed under the "*Senior Year Students*" section of this handbook (pg. 14). Proof of completion will be sent to the TRIO Director by the adviser.
- Applicants must be in good standing with the Upward Bound program.
- If selected, applicants must sign a Bridge program contract with the TRIO Director and Carson-Newman University.

## **WORK STUDY**

- The work study program allows selected juniors the opportunity to work in a department at Carson-Newman University, for up to 60 hours at \$7.25 per hour. Work study allows students to explore, discover, and experience professional fields in a real-life setting. The purpose of the work study program is to prepare students for the professional work force while exposing them to professional fields of employment in a hands-on environment.

Students will also attend a work study seminar held once per week which focuses on resumes, job skills, the interview process, and more. Students typically work Monday through Thursday for 4 hours each day until they reach 60 hours. First year students or students who are attending their first summer program since enrollment are not eligible for work study positions. Work study positions are very limited. The TRIO Director fills the positions using a “*Work Study Rubric*” score (see the rubric below).

	# of months student has been enrolled in Upward Bound
+	
	# of summer programs the student has completed (multiplied by 5)
	<b>TOTAL POINTS</b>
-	# of Eagle Day absences accrued this year for any reason (multiplied by 1.5)
=	<b>GRAND TOTAL</b> (this is the student’s work study score)

- To apply for career work study a student must be in the 11<sup>th</sup> grade.
- Applicants must have applied to the Bridge program by March 1<sup>st</sup>.
- Applicants must have completed 5 hours of community service by March 1<sup>st</sup>.
- Applicants must have completed the ACT by April 1<sup>st</sup>.
- Applicants must be in good standing with the Upward Bound program.
- If selected, applicants must sign a work study contract with the TRIO Director.

### **PROGRAM RULES**

- Everyone in this program will follow the Golden Rule at all times.
- Students should conduct themselves and dress in an appropriate manner – being courteous, respectful, and professional at all times.
- The use of vulgar or distasteful language either verbal or on clothing will not be tolerated.
- No fighting or horseplay
- Destruction of property, writing on walls or desktops, is vandalism. The student’s parent will be responsible for fixing/paying for any damage caused.
- CNU classrooms, buildings, dorms, bathrooms, etc., are to be kept clean and respected. We are guests on the campus and will respect and care for campus property.
- No pocket-knives
- No chains on clothing (such as chain wallets, etc.)
- No tobacco products or vapes
- No alcohol or drugs
- No littering; clean up after yourself.

- Each person is responsible for his or her own belongings. DCEA Upward Bound and CNU are not responsible for any property damage or loss.
- Proper conduct is also expected while on buses or any other Upward Bound sponsored function.
- Attitudes or disrespect towards any member of Upward Bound staff will not be tolerated.
- Students who are dating other students should maintain appropriate conduct in regards to any public displays of affection. Other than holding hands, all other forms of PDA is forbidden.

The TRIO Director reserves the right to address/remedy any inappropriate behavior and/or conduct not aforementioned on a case-by-case basis. Students found to be in violation of any part of this handbook, program rule, or policy, be it a written rule or a verbal rule, are subject to compliance probation or expulsion from the program, depending on the severity of the offense. It is the TRIO Director's sole discretion as to whether a student can or cannot participate in the program.

### **APPEARANCE**

- Clothing must not imply or exhibit written or pictorial references to drugs or alcohol, other illegal substances, shall not contain slogans that are sexually suggestive, politically charged, contain or imply obscenities, or include negative or disruptive phrases or pictorials. Students will be asked to change by staff.
- Unless in a pool, males must always wear shirts just like everyone else.
- Belts must be worn with saggy or baggy pants or shorts.
- Shorts and skirts must be of appropriate length (middle finger-tip length).
- No see-through clothing is permitted. Do not wear tight athletic pants or shorts, leggings or jeggings, or LuLaRoe type spandex/stretch/skinny pants unless you are also wearing an appropriate length (middle finger-tip length) dress or top.
- Tank-tops, belly, or backless shirts are not permitted.
- Some sort of shoe must always be worn. No bare feet.
- Hats and caps are allowed, unless asked to remove them by a staff member.
- Body/facial painting and or non-natural hair colors are not permitted.
- While piercings are allowed, gauges are not. If you have a gauged piercing, always use a flesh toned skin plug and wear it at all times.
- Tattoos are permitted if they are not obscene in nature.
- Certain events may require specific dress codes. In the event of a special event dress code you will be notified in advance by the TRIO Director.

### **CLASSROOM POLICIES**

- Students are expected to show respect to staff and each other and act in a courteous manner at all times.
- No food or drink is allowed in any Ted Russ or Blye Poteat classroom. If you bring food or drink with you, leave it on the bus; do not bring it inside the buildings.

- Do not write or doodle on desktops, chairs, walls, etc.
- Do not move chairs, desks, podium or other items.
- Students must get permission before he or she leaves a classroom for any reason.
- Cellphones are okay to have in your pocket, but not out during class. Put them on silent or vibrate and leave them in your pocket until the class is over.
- Always bring a pen or pencil with you, as you will need them.
- The TRIO Director will make reasonable accommodations for any student who is physically challenged or has a learning disability. Any student with a specific need should address this with their adviser.

### **DRIVE, TRANSPORT, RIDE**

Transportation is provided for students on Eagle Days. For this reason, students are expected to ride the bus from and to the high schools on Eagle Days. Driving to Carson-Newman is permitted only with the TRIO Director's prior approval. Those students driving to the high school or Carson-Newman or riding with another student to the high school or Carson-Newman will need a "Drive, Transport, Ride" form filled out, signed, and returned to the adviser.

### **ALL-STAR STUDENTS**

Those students who attend all 9 Eagle Day Saturdays (September through May) will be designated as All-Star students. These students are rewarded for their achievement and dedication to the program. Any Eagle Day absence, whether SRA or NSRA will disqualify a student from receiving this status.

### **TIMETABLE OF IMPORTANT DATES**

<b>October 1<sup>st</sup></b>	Advisers start helping seniors to complete the FAFSA
<b>November 1<sup>st</sup></b>	Deadline to have completed the FAFSA (Proof will be required.)
<b>November 1<sup>st</sup></b>	Deadline for seniors to have applied to TN Promise
<b>November 1<sup>st</sup></b>	Deadline for seniors to have applied to 4 colleges (Proof will be required.)
<b>February 3<sup>rd</sup></b>	Advisers begin distributing summer program paperwork to students
<b>March 1<sup>st</sup></b>	Deadline for 5 hours of community service to have been completed (Proof will be required.)
<b>March 1<sup>st</sup></b>	Deadline to have submitted summer program permission forms, Bridge applications, and work study applications.
<b>April 1<sup>st</sup></b>	Deadline for juniors to have completed the ACT test

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## **SOCIAL MEDIA INFORMATION**

Facebook: [www.facebook.com/dceaub](http://www.facebook.com/dceaub)

Twitter: @dcupwardbound

Instagram: dceaub



## **SMOKE/TOBACCO FREE CAMPUS POLICY**

Upward Bound students are not permitted to be in possession of any tobacco product, electronic cigarette product, or vapor product at any time while participating in an Upward Bound function, be it on campus or elsewhere.

The following was taken from Carson-Newman University's student handbook:

The use of tobacco products, including chewing tobacco, and the use of personal vaporizing devices is prohibited on campus, including all campus buildings, facilities and parking lots. Smoking devices including, but not limited to, cigarettes, pipes, bongos, electronic cigarettes, vapor devices and hookas, are not permitted in the residence hall buildings, even if the device is not lit or in use.

## **DRUG AND ALCOHOL POLICY – ZERO TOLERANCE**

Upward Bound students are not permitted to possess or consume alcoholic beverages or illegal/illicit drugs at any time while participating in an Upward Bound function, be it on campus or elsewhere.

## **SEXUAL HARASSMENT – ZERO TOLERANCE**

Douglas-Cherokee Economic Authority reaffirms their commitment to the maintenance of study and work environments free of inappropriate and disrespectful conduct of a sexually harassing nature. Sexual harassment of any member of the DCEA community by another will have adverse effects on these environments and, furthermore, may be interpreted to be in violation of Title VI of the Civil Rights Act of 1964 and Title IX of the 1972 Education Amendments. It is the policy of DCEA that no member of the DCEA community may sexually harass another. Anyone who violates this policy will be subject to disciplinary action which may include suspension or termination. Sexual harassment refers to behavior which is not welcome, which is personally

offensive, which debilitates morale and which interferes with the academic or work effectiveness of its victims. It is usually imposed on a person in an unequal power relationship through abuse of authority. Central to this concept is the use of implied solution to some; victims need to recognize the continued stress this option represents. The following circumstances are indicative of situations involving sexual harassment:

- When submission to, or tolerance of, sexual misconduct is an explicit or implicit term or condition of appointment, employment, admission or academic evaluation;
- When submission to or rejection of sexual misconduct results in a personal decision or an academic evaluation affecting an individual; and
- When misconduct has the intent or effect of interfering with an employee's otherwise normal working environment.

**Example:** A DCEA employee solicits a member of the faculty, staff or student population for social or sexual intimacy, referencing career advancement. One common reality shared by victims is the violation of their person which leaves the victim with a sense of humiliation.

Fear is the companion of intimidation, and fear is the great disabler to growth. The emotional impact of sexual harassment cannot be gauged merely by the initial reactions provoked, but must also be considered in terms of residual effects, including degeneration of trust, destruction of self-worth and impairment to future social bonds.

### **OTHER TYPES OF DISCRIMINATORY HARASSMENT – ZERO TOLERANCE**

- Other discriminatory harassment includes, but is not limited to, repetitious verbal or physical conduct that denigrates or shows hostility or aversion towards an individual because of race, color, religion, national origin, pregnancy, age, military status, disability, or other protected discriminatory factor, when such conduct (1) has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or academic opportunities.
- Examples of discriminatory harassing conduct include, but are not limited to, using epithets, slurs, negative stereotyping, threatening, intimidating or hostile acts or words, or showing, exhibiting or creating written or graphic material that denigrates or shows aversion or hostility toward an individual or group because of race, color, religion, national origin, pregnancy, age, military status, or disability.

## HAZING – ZERO TOLERANCE

Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. In years past, hazing practices were typically considered harmless pranks or comical antics associated with young men in college fraternities.

Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include personal servitude, sleep deprivation, restrictions on personal hygiene, yelling, swearing and insulting new members/rookies, being forced to wear embarrassing or humiliating attire in public, consumption of vile substances or smearing of such on one's skin, brandings, physical beatings, binge drinking and drinking games, sexual simulation and sexual assault. Today we know that hazing extends far beyond college fraternities and is experienced by boys/men and girls/women in school groups, university organizations, athletic teams, the military, and other social and professional organizations. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

- If you have to ask if it's hazing, it is.
- If in doubt, call your adviser/program manager/director.
- If you haze, you have low self-esteem.
- If you allow hazing to occur, you are a 'hazing enabler.'
- Failure to stop hazing can result in death..."

## BULLYING – ZERO TOLERANCE

Bullying among children is commonly defined as intentional, repetitious, hurtful acts, words or other behavior, such as name calling, threatening and/or shunning committed by one or more children against another. These negative acts are not intentionally provoked by the victims, and for such acts to be defined as bullying, an imbalance in real or perceived power must exist between the bully and the victim.

Bullying may be physical, verbal, emotional or sexual in nature. For example:

- **Physical Bullying** includes punching, poking, strangling, hair pulling, beating, biting and excessive tickling.
- **Verbal Bullying** includes such acts as hurtful name calling, teasing and gossip.
- **Emotional Bullying** includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.

- **Sexual bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault.

### **COMPLAINT PROCEDURE**

Complaints of sexual harassment, discriminatory harassment, hazing, or bullying by or of any member of the Upward Bound program, should be addressed to the TRIO Director. The TRIO Director will inform the complainant of both the informal and formal procedures and will give complete consideration to the due process rights and confidentiality of both the complainant and the accused.

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