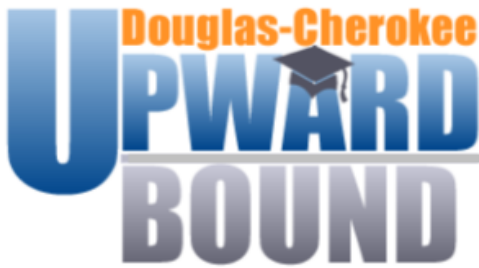


Douglas-Cherokee
UPWARD
BOUND



2025/2026 Academic Year

Student Handbook



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

August 21, 2025

Greetings! My name is David Alvis. I am the 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, non-cognitive skills, and a host of other topics.

Once per month, on Saturdays (September through April), you will meet other students and ride the bus to Carson-Newman University to participate in Saturday sessions. 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 Saturday is usually a cultural excursion as is the April Saturday.

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

PROGRAM ELIGIBILITY

- Has a 3.0 GPA (**unweighted**) 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 or program manager on their first Saturday session and must successfully complete the 60-day probationary contract **with substantial progress**, which demonstrates their commitment to the program. Once this contract has been completed, the TRIO 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. **Returning students have until September 15 of each new year to submit their required paperwork to the adviser.** On this day the adviser will scan/email these forms to the TRIO director. This includes the commitment form and the emergency medical form. Without these two forms, the student cannot participate in the program and is not eligible for stipends or trips.

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 (this is the period in which new students complete the 60-day probationary contract). Those students who have not made substantial progress in its completion will be exited from the program. Students will not be paid a stipend while on probation. If the student does complete their items and successfully comes off probation, they will then be paid the stipends they earned while on the 60 day 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 as many Saturday sessions as possible.
- 3) Attend a summer program at some point while in high school.

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 stipend reduction. Those students who fail to regularly attend weekly meetings may be exited from the program by the TRIO director.

Weekly Meeting Example of Topics

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 1ST 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) Student Handbook
- 2) Adviser/Participant Agreement Form (this must be signed and returned)
- 3) Weekly Meeting Information/Your Contact Information
- 4) Program Commitment Form (this must be signed and returned)
- 5) Emergency Medical Form (this must be signed and returned)
- 6) Drive-Ride-Transport Form (this must be signed and returned **if needed**)
- 7) 60-Day Probationary Contract (this must be signed and returned)
- 8) Saturday session Bus Schedule
- 9) Helping Hands Fund Flyer
- 10) Lee J. Jones Memorial Student Fund Flyer
- 11) 1st Saturday session Information Flyer
- 12) Senior Sash Day Flyer
- 13) Instructions on how to join the program's Remind texting system
- 14) Any additional items the adviser deems noteworthy (such as t-shirt sizes, etc.)

At this meeting, students with cell phones 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, Saturday session cancellations due to inclement weather, etc. It is also an important part of the program's emergency action plan when traveling.

To join Remind for your county:

- 1) Text _____ to 81010

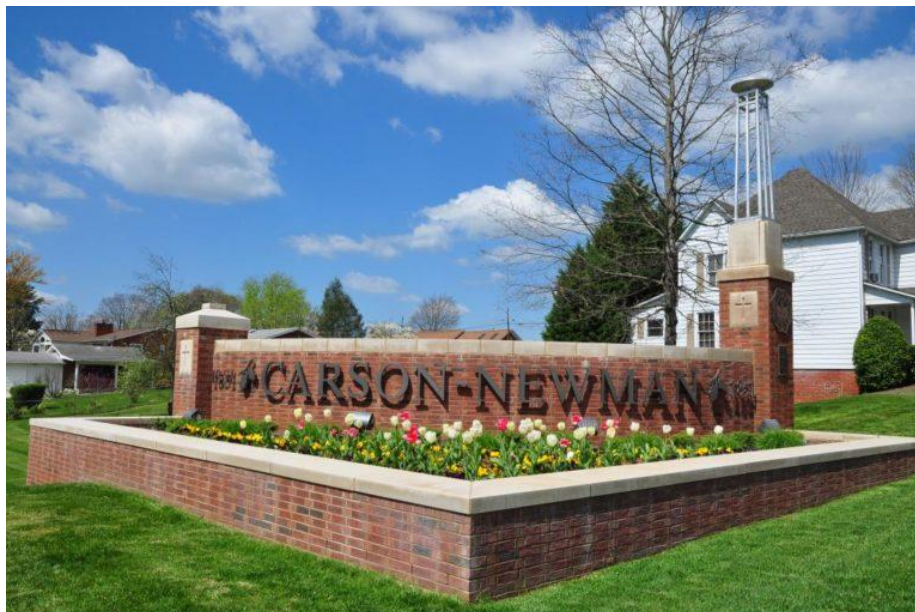
The adviser will verify all students have joined the Remind system before a stipend is issued for the first time during the academic year.

SATURDAY SESSIONS

Saturday sessions are held once per month. On these 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 Saturday session a student does not attend (for any reason) results in a stipend reduction. Those students who fail to regularly attend Saturday sessions may be exited from the program by the TRIO director.

2025-2026 EAGLE DAY SCHEDULE

- 1) September 20, 2025 @ C-N
- 2) October 25, 2025 @ C-N
- 3) November 15, 2025 (college visit)
- 4) December 13, 2025 (Christmas trip)
- 5) January 31, 2026 @ C-N (senior sash day)
- 6) February 21, 2026 (college visit)
- 7) March 21, 2026 @ C-N
- 8) April 4, 2026 (Spring Trip)



STIPENDS

Stipends are paid out monthly and given to students for participating in weekly in-school meetings, Saturday sessions, trips, college visits, etc. Only those stipends which are \$20.00 or more will be printed. If a student does not earn this amount, the lesser amount is forfeited and the check will not be printed as this means the student failed to participate in the majority of events that month. **Students are asked to cash their stipend as soon as they receive it.** If accounting makes staff aware that there is an uncashed stipend that must be handled, that student will not receive any future stipends until that stipend issue is cleared with accounting.

Students start earning stipends once they have:

- 1) Submitted their yearly commitment form
- 2) Submitted their yearly emergency medical form

Until the above two items are submitted, the student cannot get credit towards a stipend calculation.

Advisers have been given the authority to hold stipends for up to 30 days for those students who owe required paperwork, forms, assignments, etc. If at the end of that 30 days the paperwork hasn't been submitted, etc – the stipend will be returned to DCEA as the student is not eligible to receive it.

Stipends are usually given out on Saturdays. 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.

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 5 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 Saturday sessions via ACT Prep workshops).
- 3) Those students with < 3.0 cumulative GPA (tutored monthly on Saturday sessions via study skills 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. Students 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 10th grade, students will meet with their adviser to discuss grades, majors, etc., and the possibility of taking dual enrollment courses their 11th or 12th 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 at some point during their junior year. Upward Bound provides each junior with a waiver for the ACT.

SENIOR YEAR STUDENTS

Seniors must complete the FAFSA by March 1st and also apply to up to four colleges or universities by November 1st (one safety, two matches, one stretch). A minimum of two is mandatory.

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 graduation rates)

WCCO = 32.2%	RSCC = 34.5%	UTK = 71.7%	TTU = 58.9%
ETSU = 50.6%	TUSC = 40%	LMU = 56.9%	C-N = 53.8%

TRIP ELIGIBILITY

- Students must earn their seat on all trips. To earn a seat on the December trip, the student must attend a minimum of 2 Saturday sessions between September and November and have all required paperwork submitted to their adviser.

- To earn a seat on the spring trip, students must attend a minimum of 2 Saturday sessions between January and March.

Saturday session 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 when they return to school.**

If a student is missing a Saturday session due to a school related function, he or she should notify their adviser beforehand and the student must complete a school related absence request. This involves the student having the sponsor or teacher of the event sign the form as well. Once the student returns the form to their adviser, the adviser will present the form to the program manager on that Saturday.

For trip purposes, missing a Saturday session due to a school related function or a sickness in which a doctor's note was provided, that absence counts as the student was present for that day.

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, unless their absence is due to sickness and they provide a doctor's note. 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 1st. Failure to complete these hours by March 1st will result in the student becoming ineligible for the spring trip. 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, 8th Grade Nights, etc., may be counted as long as they were witnessed by the adviser.
- 5) The program hosts a food-drive every December which benefits local programs for senior citizens. All students are welcome and encouraged to participate.

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.

BRIDGE (during summer program)

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 12th grade or a graduated senior who has not already started college.
- Applicants must complete a bridge program application by March 1st.
- Applicants must have completed 5 hours of community service by March 1st.
- Applicants must have a 3.0 GPA or higher and a 19 or above on the ACT test.
- Applicants must submit at least 2 letters of college acceptance.
- Applicants must have completed their FAFSA with the SAI on file.
- As stated above, applicants must have completed the requirements listed under the “*Senior Year Students*” section of this handbook.
- 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 seniors the opportunity to work in a department at Carson-Newman University, for up to 60 hours. 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 are not eligible for work study positions. Work study positions are very limited but are sometimes opened to juniors as well. 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)

	TOTAL POINTS
-	# of Eagle Day absences accrued this year for any reason (multiplied by 1.5)
=	GRAND TOTAL (this is the student's work study score)

- To apply for career work study a student must be in the 11th or 12th grade.
- Seniors must have applied to the bridge program by March 1st.
- Applicants must have completed 5 hours of community service by March 1st.
- Juniors must have completed the ACT.
- Applicants must be in good standing with the Upward Bound program.
- If selected, applicants must sign a work study contract with the TRIO director.

CODE OF CONDUCT

- 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.
- C-N 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 C-N 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.
- 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.
- Non-natural hair colors are not permitted.
- 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 Saturday sessions. For this reason, students are expected to ride the bus from and to the high schools on Saturdays. 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 8 Eagle Day Saturdays (September through April) will be designated as All-Star students. These students are rewarded for their achievement and dedication to the program. Any Saturday session absence, whether SRA or NSRA will disqualify a student from receiving this status.

STUDENT GOVERNMENT ASSOCIATION

This year, the DCEA UB SGA will be reinstated. Being a member of the SGA is a great way for students to gain leadership, planning, career, and organizational skills. It's also a great way to add items to your resume. SGA members will also take a small trip each year that is not available to other students. Students will meet once per month whenever the Saturday session is at C-N.

TIMETABLE OF IMPORTANT DATES

November 1st	Deadline for seniors to have applied to TN Promise
November 1st	Deadline for seniors to have applied to 4 colleges – 2 minimum (proof will be required.)
October 1st	Advisers start helping seniors to complete the FAFSA
January 15th	Advisers begin distributing summer program paperwork to students
March 1st	Deadline to have completed the FAFSA (proof will be required.)
March 1st	Deadline for 5 hours of community service to have been completed (proof will be required.)
March 1st	Deadline to have submitted summer program permission forms, bridge applications, and work study applications.

STAFF DIRECTORY**David Alvis, TRIO Programs Director**

602 E 1st N Street | Morristown, TN 37814

Office: 423-318-6930 | Cell: 423-312-1561 | Fax: 423-586-9449

Email: davidalvis@douglascherokee.org

Hannah Ballas, Adviser (Serving Grainger High School)

2201 Hwy 11W S | Rutledge, TN 37861

Cell: 865-469-0958

Email: ubgrainger@outlook.com

Kristi Coleman, Upward Bound Program Manager

602 E 1st N Street | Morristown, TN 37814

Office: 423-318-6917 | Cell: 423-736-9956 | Fax: 423-586-9449

Email: kcoleman@douglascherokee.org

Shannon Goodman, Adviser (Serving Scott High School)

355 Schoolhouse Road, Robbins, TN 37852

Cell: 423-223-6319

Email: ubscott@douglascherokee.org

Julie Hudson, Adviser (Serving Central High School)

1119 Knoxville Highway | Wartburg, TN 37887

Cell: 423-223-6308

Email: ubmorgan@douglascherokee.org

Destiny Lawson, Adviser (Serving Coalfield and Sunbright Schools)

1720 Coal Hill Road, Harriman, TN 37748

Cell: 423-223-6094

Email: ubmorgan2@douglascherokee.org

Britton Anne McCracken, Adviser (Serving Cherokee High School)

2927 Hwy 66S | Rogersville, TN 37857

Cell: 423-754-3154

Email: ubhawkins@douglascherokee.org