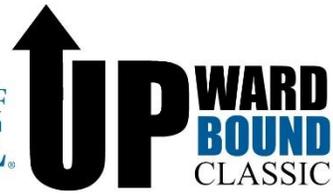


Dare to be first.



SUMMMER ACADEMY 2020

Participant Information

Summer
Academy

2020

TRIO Works!

WELCOME

June 2020

Dear TRIO Upward Bound Participant,

As a result of the COVID-19 pandemic, the Upward Bound Summer 2020 academy will be held virtually. We understand that this is not the ideal medium to engage you in summer academy, but our staff has worked diligently to ensure that high quality online learning opportunities are delivered that will create an engaging and unique experience. The curriculum, activities and services have been designed to empower you in your academic journey and personal success. This year's Virtual Summer Academy theme is "**Embracing Transformation and Change**". The Virtual Summer Academy theme aligns with our current experiences. We are currently living in unprecedented circumstances that have disrupted the traditional ways and norms of doing things. Consequently, we are being challenged to engage in learning and personal growth through different modalities that will only broaden our skills and make us stronger. On behalf of the TRIO Upward Bound Program at the University of Delaware, we welcome you to Virtual Summer Academy 2020!

This handbook has been prepared to provide you with general Summer Academy information and explain your rights, responsibilities and program expectations as a participant in the TRIO Upward Bound Program. It highlights not only the TRIO Upward Bound philosophy, but it also contains important details about the roles each participant and/or staff is anticipated to play. The handbook also has a section with calendars, schedules, and notes. We have highlighted areas we consider most important and responded to questions that are often asked. However, we do not assume we have included every detail, and as the summer unfolds, we expect that more questions will arise. When they do, just ask!

Our Summer Academy will consist of the following components, Virtual/Online Summer Academy, College Success Strategies for our juniors and seniors, workshop 101, SAT prep, tutoring and office hours. Given the COVID-19 Pandemic guidelines and restrictions, we want to assure you that the program will adhere to all health, safety and social distancing guidelines, as the health and well-being of our students and staff is of utmost priority.

We look forward to learning with you and engaging in memorable and enlightening Summer Academy experience!

TRIO Works!

Dr. John K. A. France
Academic Program Director

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TRIO History

The Federal TRIO Programs are designed to motivate and support students from disadvantaged backgrounds. TRIO includes programs that serve low-income, first-generation college and disabled students. The services provided are designed to provide students the necessary support to successfully progress from middle school to post-baccalaureate programs.

The history of TRIO began with Upward Bound when it was created in 1964 in response to President Lyndon B. Johnson's War on Poverty. Following the creation of the Upward Bound Programs, the Talent Search Program was created in 1965. Talent Search serves middle and high school students with the goal of having those students graduate from high school and attend college. In 1968, Student Support Services, designed to increase the retention and graduation rates of the college students, became the third program created. By the late 1960's, the term "TRIO" was coined to describe these three programs.

Since then, TRIO Programs have expanded and improved to provide a wider range of services to more students. In 1972 the fourth program, Educational Opportunity Centers, was added. EOC works with adults who wish to enter or continue post-secondary education. The Training Program for Federal TRIO Programs was established in 1976. In 1986, the Ronald E. McNair Post-Baccalaureate Achievement Program, whose goal is to increase the number of traditionally underrepresented individuals in graduate studies, was added. In 1990, the Upward Bound Math/Science programs was created. Later, the TRIO Dissemination Partnership program to encourage the replication of successful practices was established. There are currently more than 2,800 TRIO projects serving approximately 790,000 students across the country.

Upward Bound Program Purpose

The TRIO Upward Bound Classic Program (UBC) at the University of Delaware is designed to generate in program participants the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of postsecondary education. In addition, Upward Bound seeks to strengthen the enrichment skills of participants through a robust curriculum and hands-on experiences. Upward Bound continuously seeks to increase the academic and college ready skill set of participants while establishing a positive and caring environment in which students can grow, discover their strengths, and achieve success through academic development and support.

Summer University 2020 Goal and Theme

Goal

To prepare students academically to undertake rigorous courses of study for the 2020-2021 academic year, and to ensure students are developing the essential skills to become self-sufficient, problem-solvers and critical thinkers.

Theme

This year's Virtual Summer Academy theme is "**Embracing Transformation and Change**". The Virtual Summer Academy theme aligns with our current experiences. We are currently living in unprecedented circumstances that have disrupted the traditional ways and norms of doing things. Consequently, we are being challenged to engage in learning and personal growth through different modalities that will only broaden our skills and make us stronger.

Summer Academy

Purpose of Summer Academy

Summer Academy is the defining experience of TRIO Upward Bound. The goal is to provide an intense academic experience as well as an introduction to the experience of what it is to take courses and live on a college campus. An exposure that is intended to prepare Upward Bound participants to envision themselves as successful students on a college campus.

General Structure

Traditionally, the Summer Academy is a six-week program, with a 3-week commuter component and a one-week residential component for our seniors. However, this year as a result of the COVID-19 Pandemic guidance and restriction, Summer Academy will be held Virtually/Online.

The curriculum, services, and activities provide participants with intense academic instruction and enrichment activities in core academic subjects.

Participants spend time in the campus residence halls, eat breakfast, lunch and dinner in the on-campus dining facility and take classes in the classrooms on campus.

Participants must be signed-in and ready to begin instruction according to their assigned schedule.

Summer Eligibility

Any student who has fulfilled the requirements and has successfully satisfied program guidelines and submits the Summer Academy intent to participate by the established deadline will earn a space in the summer program. New students are **REQUIRED** to attend the six-week Summer Academy, unless previously approved by the Program Director.

Students who failed any class are expected to make-up that course in summer school and will not be eligible for **Summer Academy**. Enrollment is required and will be verified contingent on summer school availability.

The only reason for which a student may forgo and/or waive their participation in the summer component is for:

- Obtaining dual enrollment credit
- Attending summer school to makeup credits
- Attending another summer program for an academic purpose

Scheduling & Courses

3 day Classes & Scheduling

Every participant in Upward Bound will be placed in the following courses:

- **English Language & Composition**
- **Integrated Chemistry and Physics**
- **Spanish**
- **Integrated Math**
- **College Success/Readiness**
- **Advanced Senior Project Modules**
- **SAT Prep**

Virtual/Online Daily Schedule

Class 1	10:00-10:50
Class II	11:00-11:50
Lunch Break	12:00-1:00
Class III	01:00-01:50
Class IV	02:00-02:50

SAT Prep for Juniors only

Office Hours

1:00-03:00

Virtual Workshop

11:00-11:50

Office Hours

Tuesdays and Thursday Only

Check-in 10:00

Check-out 11:00

Senior University Schedule

June 15 - July 24th, 2020

Wednesdays AM/PM Sessions

Given, the COVID-19 Pandemic, the Summer Schedule has been modified. Each participant will receive their individual schedule by the first day of instruction.

*schedule(s) are subject to change

Course Descriptions

English Language & Composition

Course is designed to develop critical thinking and writing skills through sequential development and integration of communication skills in four major areas: reading, writing, speaking, and listening.

Integrated Chemistry and Physics:

This course will cover basic concepts found in chemistry and physics. Topics included in this course are matter, motion and forces, work and energy, electricity and magnetism, and waves. Throughout the course, students will have opportunities to observe simulations, investigate ideas, and solve problems, both online and away from the computer.

Spanish:

The course is designed for students to learn Spanish words and expressions used in greetings, farewells, requests, talking about yourself etc. There is also basic information about different particularities of Spanish grammar: gender, number, cases and verbs conjugation. The course consists of 6 lessons which include vocabulary lists, exercises and tests.

Integrated Mathematics:

The course includes concepts in Number and Quantity, Algebra, Functions, Modeling, Geometry, and Statistics and Probability. In it, students will gain solid experience with polynomials, quadratic functions, permutations and combinations, methods of formal proof, congruent figures, and trigonometric basics.

College Success and Readiness Enrichment:

Students will be grouped together based on grade level. Topics may include test prep, career exploration, college application procedures, scholarship applications and A-G requirements.

All students (even those not participating in the UB summer component) are encouraged to attend the College Readiness Enrichment classes

Academic Expectations & Acknowledgments

Academic Work

Academic work is the students' first priority. Make sure that all assignments are completed on time and are of high quality. Students are expected to be attentive and participate fully in all classes and workshops.

Homework

It is expected that all students will complete all assignments in and out of class.

Grading

Students will earn a grade in each course. Grades will then be averaged and students may receive up to **ten total credits**. The standard grading scale will be employed:

90%-100% - A

80%-89.99% - B

70%-79.99% - C

Below 70% - no credit awarded

**please note that students who earn less than 70% may also be placed on UB academic probation.

Plagiarism

Plagiarism will not be tolerated. Plagiarism is defined as an act of dishonesty such as cheating; where one publishes borrowed or copied literary work as original. Any student who is found plagiarizing will face possible expulsion from the summer program.

Weekly Progress Meetings

Weekly meetings are held between instructors and UB staff. Student progress, achievements and academic concerns are discussed. The Coordinator, at her discretion, will then develop an appropriate plan of action to notify parents and students if further action is needed.

Student of the Week

Each week the UB staff, in collaboration with all instructors, selects a student(s) to be identified as Student(s) of the Week. Selection is based on several criteria including academic performance, citizenship, attitude, and progress.

UB Stipends

UB Stipends will be instituted as part of the Summer Academy experience. Participants will be able to earn up to \$120 for participating in the entire Summer Component. Stipend criteria and details will be provided to participants through the orientation process. Students can earn the Stipend by:

- ✓ Meeting the Stipend Criteria
- ✓ Attendance, Participation and Engagement

Stipends will be disbursed to students at the conclusion of the Summer Program.

Poster Presentation/Symposium

The TRIO UB Program will host poster symposium and closing celebration on the last instructional Summer Academy. Selected students will present projects completed throughout the summer. Additionally, instructors and UB staff will identify outstanding participants to be recognized. Parents are encouraged to attend. Details with location and time will follow. See calendar for date.

Senior University 2020

Senior University is a summer program for all rising Seniors. This accelerated summer program will provide crucial information for the postsecondary admissions process. Summer Academy Senior U will be held on **Wednesdays** with Ms. T and Bri Bryson during Summer Academy. During this time, rising seniors will focus on critical components of the college admissions process such as financial aid and financing a college education, college admission exams, writing personal insight questions for U/C's, and other helpful information that will help students get a head start on their college applications for senior year.

Summer Bridge New

This year UBC will work with its first summer bridge student. Summer Bridge is an opportunity for graduating seniors to receive guidance and coaching to ensure a successful transition into college.

Participation

Absences & Tardies

Students are expected to attend all classes and activities during Summer Academy. Unexcused absences will result in dismissal from Summer Academy and Probation in Upward Bound.

Absence Procedures

For Scheduled Absences: The student must submit an absence request form to the coordinator at least one week in advance of a scheduled activity. It is the student's/parent's responsibility to ensure that the coordinator has reviewed and passed on to program director to approve the absence before the student misses a day. Absence requests forms can be found in the front office or can be obtained from the program coordinator.

For emergency/illness: Parents are required to call the Upward Bound Office at (302)831-6667 or email us, if students are unable to attend a scheduled online learning session. After hours, leave a message on the voicemail that includes your name, phone number as well as the reason you will not be able to attend. Upon return, the student must submit documentation verifying absence.

Emergency/Illness while at UB: If a student becomes ill while in the online learning session/class, he or she must notify the UB Staff/instructor. Student will then be excused by program staff and/or online learning instructor to leave the online learning session/class.

All Absences: The student must make up all work that is missed due to an absence within the time specified by the staff.

3 Tardies = 1 Absence

2 Absences = Dismissal from the Summer Program

Technology

Given the COVID-19 pandemic, technology supplies will be made available to participants as needed. Arrangements will be made to disseminate any supplies requested and/or need for online instruction. All online learning/instruction will be held via Zoom, Google Classroom, YouTube and other modalities. However, the program will ensure that all participants have access to the online learning platforms. As part of the Summer Academy Orientation, participants will have the opportunity to request technology supplies (i.e. Chromebooks) to be used on an on-loan basis during the duration of the Summer Academy distance learning. Once the participant has made the technology supplies request, a pick/delivery date and time will be scheduled. The program will provide the requested supplies while adhering to COVID-19 social distancing, health and safety guidelines.

Field Trips

Given the COVID-19 Pandemic guidelines and restrictions, the Upward Bound Program Summer Academy will not include field trips and/or activities that require direct student contact. We apologize for the inconvenience but the well-being and safety of our students and staff is of utmost priority.

Transportation

Transportation will be needed for students to pick up Summer Academy supplies. However, all Summer Academy activities will be held virtually. Thus, no transportation is required to participate in 2020 Summer Academy from June 15th through July 24th. S Summer Academy supplies pick up dates will be scheduled prior to Summer Academy distance learning beginning. Participants will be informed of their scheduled pick up date and time. If a student does not have access to private transportation, the Summer Academy supplies will be delivered while adhering to COVID-19 social distancing, health and safety guidelines.

Bus Pass: Bus passes will be made available to those students that rely on public transportation to pick up other necessities.

Residential Week

Given the COVID-19 Pandemic guidelines and restrictions, the Upward Bound Program Summer Academy will not include a residential component. We apologize for the inconvenience but the well-being and safety of our students and staff is of utmost priority.

Respectful Behavior

Dress Code

Appropriate clothing is expected of students at all times. Clothing with suggestive, explicit, offensive, or obscene slogans; that advertise alcohol, drugs, weapons or tobacco; that inadequately cover the body; that exposes undergarments; or that is disruptive, disrespectful or distracting is not appropriate. The program's dress code policy was provided to all participants. Students choosing to violate the dress code will be subject to wear loaner clothes and/or be sent home and counted as an absence. Multiple offenses will result in further disciplinary action up to and including termination.

Dating

Dating between participants is strongly discouraged. Under no circumstances will the Upward Bound staff tolerate public displays of affection (hugging, kissing, holding hands, etc.), as this behavior interferes with a student's ability to stay focused on their classroom assignments and the program's goals and objectives.

Language

The use of profanity is prohibited on and offcampus. Also, derogatory comments of any sort, including epithets, slurs and jokes will not be permitted and will result in disciplinary action.

Noise

At any time, excessive noise and other disruptive behaviors are not permitted while engaged in distance learning sessions.

Cell Phones

Cell phones and all other electronic devices that are not intended to support your distance learning participation should not be used. Headphones should only be used as part of your distance learning equipment.

Conduct

It is expected that all staff members, students, and the campus community are treated with respect. Adhere to all standards of good moral conduct. Be polite to speakers and guest and attentive during all presentations, workshops, and classes.

Bullying and Cyberbullying

The Upward Bound Program has a zero-tolerance policy for cyberbullying. Instances of bullying and cyberbullying are grounds for immediate suspension/dismissal from the program.

UB Policies and Guidelines

Students were provided with the Upward Bound Program policies and guidelines at Summer Academy Orientation. Thus, it is expected that all Summer Academy participants adhere to the established policies and guidelines. Failure to comply with program policies and guidelines may result in dismissal from Summer Academy and the TRIO Upward Bound Program.

Bullying and Cyberbullying Policy

The Upward Bound Program has a zero tolerance for bullying and cyberbullying. As a result, and student engaged in this behavior will be suspended/dismissed immediately. Because the Upward Bound Program served students in 9-12th grade, we are adopting the information found in the Education Code Section 48900 that refers to “bullying” and cyberbullying”

In the K-12 context, there are definitions of “bullying” and “electronic act” (i.e., “cyber”) that can contribute to a general description for behavior that could be described as cyberbullying:

Education Code Section 48900

(1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil’s physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil’s academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2) (A) “Electronic act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network internet website, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph

(1). “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

New Requirement to Include Information About Cyberbullying in New Student Orientation Page 3 | 3

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile

RULES & REGULATIONS

The following set of expectations represents non-negotiable norms of behavior for participants in TRIO Upward Bound. Violation will result in immediate termination from the program and possible reporting to University Police:

1. The possession, presumed possession and/or use of alcohol, non-prescribed drugs, drugs, tobacco or weapons.
2. Sexual Activity
3. Theft or possession of stolen property
4. Any type of harassment (sexual, verbal and/or physical)
5. Vandalism
6. Bullying and Cyberbullying
7. Virtual Fighting

DISCIPLINARY POLICIES

Dismissal

Dismissal from Summer Academy and from TRIO Upward Bound

Suspension

For the purposes of the TRIO Upward Bound Program, suspension means that a student may not attend any Upward Bound Program activities for a designated amount of time. The amount of time may vary according to the reason for suspension. The student is invited to continue their participation after the designated time and will be assigned a new program standing or be reinstated to the previous program status.

Termination

Termination from the program means that a student is no longer permitted to attend any program activities and all contact from the program will cease. The student will receive a termination letter and may be required to submit an exit interview form.

If termination from the program happens during Summer Academy, the dismissed student is to bring all belongings to the Campus Police office and be picked up by a parent/guardian.

A student may appeal the termination decision but must follow the procedures designated by the TRIO Upward Bound Office.

Appeal Process

In accordance with Federal Law and U.S. Department of Agriculture Policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.). To initiate the appeals process, a student/parent must submit a written request to the Program Director requesting a review of the decision.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720- 5964 (voice and TDD). USDA is an equal opportunity provider and employer.

EMERGENCY PROCEDURES

Emergencies

Emergencies can occur at any time with little or no warning. Please follow the emergency plan that your family has developed.

If the emergency situation arises while you are on campus, please follow these guidelines to report an emergency and obtain assistance, no matter your location on campus.

What to Do

1. **NOTIFY:** University Police- CALL 911 from any on-campus phone immediately. NOTE: 911 calls made from cellular phones are routed to the Newark Police and then to the University Police
2. **COMPLY** with University Police: ALWAYS immediately follow all emergency instructions given by police or emergency personnel
3. **ASSIST OTHERS:** Always provide assistance to disabled persons in your vicinity
4. **BUILDING REENTRY: DO NOT RE- ENTER** any building until it is cleared by University Police, Facilities Services Personnel, or other emergency personnel.

Evacuations

If you ever find yourself on campus during an evacuation, please proceed to evacuation zones as instructed by the TRIO Upward Bound staff or other Udel personnel.

USDA SUMMER FOOD SERVICE PROGRAM

Given the COVID-19 Pandemic guidelines and restrictions, the Upward Bound Program Summer University will not be participating in the Summer Food Service Program. We apologize for the inconvenience but the well-being and safety of our students and staff is of utmost priority.

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The Upward Bound Program is a TRIO Program funded by the U. S. Department of Education designed to prepare students with academic potential for success in college. The program assists low-income, first generation, and educationally at risk students who are currently attending, Christiana, Glasgow, Thomas McKean, and John Dickinson High Schools.