

Northeast Texas Community College

Grow a Tutor

Handbook

For Students, Parents, and Staff

TRiO

A Federally Funded Program

NORTHEAST TEXAS COMMUNITY COLLEGE

GENERAL INFORMATION

I. Purpose Statement

The purpose of the Upward Bound Program of Northeast Texas Community College is to provide low-income and/or potential first generation students acce

Upward Bound Objectives

The UB program is funded yearly through the Department of Education. The following objectives are used to evaluate our program for future funding.

OBJECTIVE 1: ACADEMIC PERFORMANCE GRADE POINT AVERAGE (GPA)

65% of Participants served during the project year will have a cumulative GPA of 2.5 or better on a four point scale at the end of the school year.

OBJECTIVE 2: ACADEMIC PERFORMANCE ON STANDARDIZED TESTS

85% of UB Seniors served during the project year will have achieved at the proficient level on state assessments in Reading/Language Arts and Math.

OBJECTIVE 3: SECONDARY SCHOOL RETENTION AND GRADUATION

95% of all UB participants served during the project period will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a recommended school diploma.

OBJECTIVE 4: SECONDARY SCHOOL GRADUATION (RIGOROUS SECONDARY SCHOOL PROGRAM OF STUDY)

35% of all UB participants who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

OBJECTIVE 5: POSTSECONDARY ENROLLMENT

50%

function that is scheduled during school hours.

STIPEND POLICY

Stipends are given to students as follows:

- Seniors –Summer (P.E.A.K.) Students are awarded work study stipends, as available

EXPECTATIONS & REGULATIONS

As a part of the Upward Bound program, our personal philosophy is to ensure that each UB participant is at their best at all times. With this philosophy, the ability to become personally responsible and self-disciplined is our goal. At Upward Bound, we will provide opportunities for each participant to foster an inner strength to make good choices, foster social skills, learn conflict resolution, develop leadership skills, and learn to be culturally and socially sensitive to others.

- Students must maintain satisfactory school progress (above 75 in all classes or tutorials will be mandatory).
- Students must attend and/or participate in all scheduled presentations and activities.

-
- *Students must submit an absentee form for any missed event to the UB coordinator or office during the month of the absence*

- Student must use the "I" statement and never blame.
- Students must be attentive and treat all students equally.
- Students must watch their tone of voice and never engage in an argument.
- Students must s

A limited number of on campus work study positions will be available for seniors during the Summer P.E.A.K. program. Eligible students will have the opportunity to complete an application to be considered to work. Selections will be made at the Director and Coordinator's discretion. Decisions will be based on attendance, interest, commitment, and participation at campus meetings, tutorials and monthly meetings throughout the school year.

Upward Bound will also assist in finding employers interested in obtaining volunteer help and will place the student in a suitable position. Students will be considered volunteer help to the employer and will be paid a stipend from the Upward Bound grant funds for duration of the P.E.A.K Summer Program. Hours will vary.

INSTRUCTORS

The instructors are well qualified and will provide individual assistance when needed. The instructional staff is composed of teachers from the various public school systems, Northeast Texas Community College, and the community.

This staff assumes full responsibility for classroom instruction and evaluation. The academic areas covered are math, lab science, composition, literature, and foreign language. Additionally, special interest courses are also a part of the curriculum.

TEAM LEADER

- Team Leaders are responsible for 12-15 students from grades ten through twelve.
- Team Leaders are to assist students in following their daily schedules, times and locations of classes, cleaning dorm rooms, study lounges and hallways, meals and activities. This also includes check-in and check-out day and time. Team Leaders are involved in the daily schedule of each of their assigned students.

RESIDENTIAL SUPERVISOR

- The residential supervisor

beyond their knowledge base and they must seek appropriate resources to help the student.

- If at any point a student has harmed self or others or has showcased any behavior that jeopardizes his or her safety,

requirements at all times.

- Absolutely no visitors of the opposite sex are allowed in the dorms. If a student has visitors, the lounge area is appropriate for visitors. Absolutely no visitors are allowed in the dorms. Parents are allowed to visit students in dorms. As a courtesy, we request that parents of the opposite sex be gracious and notify office if they are going to visit their child. All visitors are asked to check in at the UB office or with a team leader.
- Resident Team Leader will reside on the same floor as their students.
- Each Resident Team Leader will have a copy of the room assignments for students and staff. This will also include your assigned students.
- Residential Halls are places for study as well as living. **Quietness shall prevail at all times.** Voices, radios, televisions, cell phones, and other entertainment must be kept low so that they cannot hinder others from learning or resting.
- Each person is responsible for the cleanliness of his/her room at all times. Room checks will be conducted. Anyone who has been warned twice about the care of the room will be subject to social restrictions or disciplinary actions.
- Upward Bound students are expected to be inside the dorm by 9:00 p.m. Lights are expected to be off by 10:00 p.m. There will be room checks by team leaders. All hours designated by the Upward Bound staff must be respected.
- Students will have access to the lounge to watch TV, play cards, talk, etc. Students and Team Leaders may bring in laptops, although computers will be available in the study lounge for use.
- TRiO Upward Bound is not responsible for anything you bring that is lost or stolen.
- The building is equipped with wireless Internet and cable access. Check with the front desk if you experience any problems.
- Team Leaders will constantly monitor students at all locations during free time: Approved locations: SUB, LRC, Dorm, Lobby, UB Lab, or any pre-approved location scheduled with team leader.

All residents of the campus housing facility are asked to obey all rules of conduct and procedures established by Upward Bound and Northeast Texas Community College. Responsibility for the enforcement will be with the Upward Bound Staff and infractions will be considered adequate reason for dismissal from the residence hall and in some instances, from the Upward Bound Program.

MEALS

- Stud001 Tc 0.0

&@x

- No offensive logos, beer or cigarettes advertisements, absolutely no profanity, drug paraphernalia on clothing, jewelry, hats or backpacks.
- All clothing must cover shoulders, back, stomach, bottoms, and chest.
- No crop tops, halter tops, strapless shirts. Girls must wear appropriate undergarments at all times.
- No short shorts or skirts.
- No facial jewelry/piercings are allowed on boys and girls during the P.E.A.K. Summer Program, at any time.
- All tattoos must be discreet and will be asked to be covered if they are a hindrance to the learning process.
- No saggy pants; underwear should be concealed at all times.
- Hats, caps, bandanas cannot be worn to classes or UB special activities.
- Practice good personal hygiene and grooming at all times.
- Team leaders will monitor student's style of dress before leaving the dormitory.

LIBRARY REGULATIONS

The Library (LRC) is open to Upward Bound Students for studying and/or information access.

A student will d(n)-4 (g)2 rm g1re opr1 LinfP ()J7.

- Students are asked to not have any company/companions/friends during times designated for student activities. Absolv

ENTRY, SEARCH, and SEIZURE

3. Avoid causing panic.
4. Move quietly and quickly. Never run or push.
5. After leaving the building; move away from it.
6. Do not open the door if the door or the knob is hot to the touch (it is a sure sign that the fire is directly outside the door).
7. Stuff any openings around the door with rags, towels, etc. (to prevent the smoke and heat from entering the room).
8. Place a sheet or other large noticeable object out your window. (It will alert someone that you are trapped).
9. Stay near the window you are identified with.
10. If smoke accumulates in your room, crouch down to the floor near the window. Stay about one foot above the floor (many gases accumulate on the floor).
11. Cover your body and/or face with water soaked towels or blankets to minimize breathing in smoke and heated air.

Fire prevention regulations - The following items are prohibited because of their potential as fire hazards:

- Use or possession of fireworks or explosives
- Christmas trees or other flammable materials
- Flammable liquids or fuels
- Overloaded electrical extension cords or multiple adapters

Anyone who alters a smoke detection/fire prevention device or deliberately sets off a false alarm will be subject to immediate disciplinary action and/or legal sanctions

TORNADO/SHELTER SAFETY

Tornado warnings are sounded with the Housing Facility Fire Alarm and are identified as such by three short blasts followed by a long blast. In the event the alarm system is inoperative, the warning will be given by the housing staff. All those in the housing facility should move to the designated tornado shelter as quickly as possible and report to your designated staff

Follow these instructions:

1. Know the designated safety rooms and listen for the alarm via the NTCC warning system. Each building will have a designated safe room and a building monitor to help you.
2. Calmly go or follow team leaders/building monitor to designated safe area.
3. Take appropriate shelter under tables or desks.
4. Wait for designated warning to pass before resuming normal schedule.

PHYSICAL SAFETY/INJURY

Follow these instructions:

1. Immediately call 911, if the student is unresponsive, visually injured or in pain, or if you as a Student think that immediate medical attention needs to be administered.
2. Always function on the side of safety...do not hesitate to call 911 for medical assistance.
3. Notify next person in charge.
4. Maintain calmness.
5. Remove other students from situation.
6. Monitor and try to keep individual calm.

THEFT AND VANDALISM

Any student found guilty of stealing or vandalism is subject to removal from housing and dismissal from the college. If a theft or vandalism occurs in a student's room, contact the housing staff immediately to fill out the appropriate report forms. Any theft should be reported to the Team Leader immediately and to the Dorm Supervisor at the next available opportunity. Upward Bound and/or Northeast Texas Community College are not responsible for lost or stolen personal items. Suite mates should keep room doors locked at all times to protect fellow student's property.