



# **SESSION HANDBOOK**

**ACADEMIC SESSION  
2018-19**



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# ACADEMIC SESSION CALENDAR

## Fall Semester

September 10

September 17

September 24

**October 01 - No APPLE**

October 08

**October 15 - No APPLE**

October 22

**October 27—Saturday Session**

October 29

November 05

**November 11 – No APPLE**

November 19

November 26

December 03

December 10

## Spring Semester

January 28

February 04

February 11

February 18

February 25

March 04

March 11

**March 18—No APPLE**

March 25

April 01

April 08

**April 13 - Saturday Session**

April 15

April 22

April 29

**APPLE PROJECT UPWARD BOUND**

**LYON COLLEGE**

**PO BOX 2317**

**BATESVILLE AR 72503-2317**

**Toll-Free: 1-877-902-APPLE (1.877.902.7753)**

**Web Address: [apple.lyon.edu](http://apple.lyon.edu)**

## **FAMILY INVOLVEMENT**

Recognizing that families are vital to student success, APPLE Project Upward Bound seeks to involve families when possible. Staff members will maintain regular contact with parents/guardians through newsletters, telephone calls, emails, conferences, and meetings as needed to share information and discuss concerns. Therefore, you must keep APPLE UB updated concerning changes in your contact information (e.g. address, telephone, etc.). Also, please review this Handbook carefully as it outlines the components of APPLE UB, the student support services APPLE UB provides, and the policies that we expect students to follow.

## WHAT IS THE APPLE PROJECT UPWARD BOUND?

The APPLE Project is a federally funded Upward Bound (TRIO) program. The purpose of APPLE (Accelerated Program of Personalized Learning and Enrichment) Project UB is to prepare you for post-secondary education. There are many aspects of true educational development—the strengthening of basic academic skills, the broadening of learning fields, the exploration of career areas, the development of personal goals, the experience of small and large group communication, as well as the specific work of seeking out and applying for college or university admission. In all of these areas, APPLE UB will work with you to help you grow.



### ACADEMIC SESSION EVENING SCHEDULE

<b>SIGN-IN FOR GROUP A STUDENTS</b>	<b>3:30 – 3:55</b>
<b>EARLY ARGs (GROUP A STUDENTS)</b>	<b>4:00 – 5:00</b>
<b>SIGN-IN FOR GROUP B STUDENTS</b>	<b>4:30 – 5:15</b>
<b>SUPPER</b>	<b>4:50 – 5:30</b>
<b>STUDENT WELCOME &amp; ENRICHMENT</b>	<b>5:40 – 6:30</b>
<b>MENTORING (GROUP A &amp; B STUDENTS)</b>	<b>6:30 – 7:20</b>
<b>DEPARTURE FOR GROUP A STUDENTS</b>	<b>7:20 – 7:30</b>
<b>LATE ARGs (GROUP B STUDENTS)</b>	<b>7:20 – 8:20</b>
<b>DEPARTURE FOR GROUP B STUDENTS</b>	<b>8:20 – 8:30</b>

GROUP A STUDENTS: BATESVILLE, MIDLAND, & SOUTHSIDE

GROUP B STUDENTS: CAVE CITY, CEDAR RIDGE, JACKSON COUNTY, MOUNTAIN VIEW, &  
NEWPORT

## THE ACADEMIC COMPONENT



The primary objective of APPLE Project Upward Bound is to provide support to area high school students who are academically capable but economically and educationally disadvantaged in order to help enable them to enter, persist in, and complete a postsecondary course of study. The focus of APPLE UB's academic component is to provide supplemental support, information, and instruction as needed to empower students to recognize their academic strengths, weaknesses, and potential while working toward their own academic development and success.

### ***ACADEMIC RESOURCE GROUPS***

“The principal goal of education should be creating men and women who are capable of doing new things, not simply of repeating what other generations have done.”

*Jean Piaget, The Origins of Intelligence in Children*

“The roots of education are bitter, but the fruit is sweet.”

*Aristotle (quoted in Diogenes Laertius' Lives of Eminent Philosophers)*

*Learning, academic success, and an education* are not exactly the same; however, they are very closely related. APPLE UB strives to foster an environment that encourages students to embrace their learning experiences and use them to increase academic success. Academic success is not just based on a student's ability to recite information presented in core subjects; it often comes from a combination of critical processes and from an individual's awareness and understanding of the resources at his or her disposal. APPLE UB's Academic Resource Group (ARG) sessions are designed to complement students' individual learning experiences and provide support, information, and instruction that will increase students' ability to succeed academically at both the secondary and postsecondary levels.

Students are expected to bring materials pertinent to their ARG group(s) and to assume personal responsibility for their academic successes and failures. ARG leaders are selected by APPLE UB from among top Lyon College students and staff, who know from their own experiences what sort of challenges APPLE UB students should expect as they finish high school and prepare for college. ARG leaders are expected to be supportive of and encouraging toward APPLE UB students while firmly holding them accountable for the students' own academic successes and failures. ARGs meet for hour-long sessions on Monday nights during the academic year and may be one of two types: tutorial or seminar.

### ***ACADEMIC RESOURCE GROUPS: TUTORIAL***

“Here is the basic rule for winning success. Let’s mark it in the mind and remember it. The rule is: success depends on the support of other people. The only hurdle between you and what you want to be in is the support of other people.”

*David Joseph Schwartz, The Magic of Thinking Big*

Tutorial ARGs are designed to help students develop in problematic academic areas and are typically limited to approximately six (6) students per group. Students in tutorial ARGs have indicated a problem area or areas in class-based subjects, such as Algebra I or Chemistry, and have requested subject-based assistance; as such, students are expected to bring work or materials from their problem area each and every week without fail, though they may also bring additional work from other subject areas. Students meet in their ARGs with an ARG leader who serves as a tutor, assisting students with problematic material and reinforcing the lessons students learn in their high school classrooms. The goal of a tutorial ARG is for students to confront their problem area, understand the difficulties they have with the subject, and—with the help of their ARG leaders—find ways to move beyond these obstacles, ultimately allowing students to grasp material and concepts they didn’t before and work in comparable areas successfully and independently in the future.

### ***ACADEMIC RESOURCE GROUPS: SEMINAR***

“Learning is not obtained by chance. It must be sought for with ardor and attended to with diligence.”

*Abigail Adams*

Knowledge and understanding of classroom subjects are not the only things that lead a student to academic success; APPLE UB’s seminar ARGs reflect the need for supplemental support, information, and instruction in areas outside a standard course load. Seminar ARGs will function like small, five-to-six week classes/workshops of up to approximately ten (10) students. Dealing with skill-based topics such as

study skills, public speaking, education-related research, and test preparation, seminar ARGs allow APPLE UB students the opportunity to develop various skill sets that will help increase the likelihood of their academic successes.

## **DEVELOPING A COMMUNITY OF LEARNING AND INTEGRITY**

“I am learning all the time. The tombstone will be my diploma.”

*Eartha Kitt*

APPLE Project Upward Bound is dedicated to fostering a community of learning and integrity, adhering to the idea that neither learning nor integrity stops outside the classroom or ends with the earning of any diploma. APPLE UB recognizes the following ideals as crucial elements in the development of a community of learning and integrity, along with the creation of lifelong learners.

### ***RESPECT AND THE NO DISCOUNT POLICY:***

All APPLE UB students and staff are expected to observe the No Discount Policy, as mutual respect among all students and staff is vital to the perpetuation of a community of learning.

### ***THE FOUR P’S: PROACTIVITY, PROGRESSION, PATIENCE, PERSONAL RESPONSIBILITY***

- ◆ ***PROACTIVITY***—Success of any sort is seldom a passive activity, and this is definitely true of academic success. While some ventures take less effort than others, students should always remain aware that there will someday come an obstacle in the way of success that will require new levels of effort on their parts. APPLE Project Upward Bound believes that students should be both active *and* proactive in their educational pursuits so that they can identify potential obstacles, which can then be evaded or readily tackled with tools needed to surpass them.
- ◆ ***PROGRESSION***—Success also seldom happens overnight, and APPLE UB strongly encourages its students to recognize that success is a work-in-progress and that what they do today will affect where they are tomorrow and in both the distant and not-so-distant future. APPLE Project Upward Bound works to help students understand that they should set goals—long and short term, concrete and abstract—and that most goals can, and should, be broken into smaller components to help make them realistically achievable. If a student’s goal is to make an A in a class he or she struggles with, the student needs to recognize that how he or she approaches each test and homework assignment for that class is a step toward or away from that goal.
- ◆ ***PATIENCE***—As Rome wasn’t built in a day, neither is a student’s success going to be achieved overnight. APPLE Project Upward Bound recognizes that progressing toward a long-term goal can be a frustrating experience and is glad to support students as they learn to temper the drive to succeed with realistic patience.



- ◆ ***PERSONAL RESPONSIBILITY***—APPLE Project Upward Bound is proud to provide supplemental support, information, and instruction to its students; however, it is not the place of APPLE UB to replace the support, information, or instruction provided to students by their families or school districts, nor is it APPLE UB's place to assume responsibility for students' academic successes or failures. APPLE Project Upward Bound believes that it is the job of each of us, as individuals, to take ownership of our individual thoughts, decisions, and actions, along with both the positive and negative consequences that come with them.

## **ACADEMIC REQUIREMENTS**

APPLE UB students are expected to actively work toward the goal of pursuing a post-secondary education. Therefore, you are required to enroll in college-preparatory courses and maintain at least a C average in all of your courses. Students failing to meet these standards will be placed on Academic Probation as outlined below.

### ***ACADEMIC PROBATION POLICY***

Following the close of each academic term, APPLE Project Upward Bound will review each participant's academic performance in the form of high school transcripts or term grade reports. Participants who have below a C in any class upon such a review will be placed on probationary status. For the purposes of this policy, the fall semester, spring semester, and summer session term have each been designated as individual academic terms.

There are two levels of probationary status. Level 1 Probation is a cautionary classification with a contractual condition that the participant must earn a C or better in all his/her classes. Level 2 Probation incorporates conditions of Level 1 Probation and comes with additional conditions that may include but are not limited to: stipend suspension, special programming completion, or participation review.

If an academic performance report issued to a participant indicates failure to keep all grades at or above a C at the end of an academic term, the participant will be placed on Level 1 Probation. The participant will remain on Level 1 Probation until the end of the next academic term when grade reports are given. If the participant's next grade report indicates C's or above in all classes, he/she will be removed from probationary status. If the participant's grade report shows continued performance below C in any class, the participant will be placed on Level 2 Probation and an updated probation contract issued.

A student on Level 2 Probation will have his/her academic performance reviewed upon the receipt of the next academic term's grade report. If the participant has met all of the term of his/her Level 2 probation

contract, the student will revert to a Level 1 Probation status for close monitoring of his/her progress for an additional term and a new Level 1 probation contract issued. If the participant does not meet the terms of his/her original Level 2 contract, he/she may be granted an extension of Level 2 Probation and the terms of his/her probation contract will be revised.

In the event that a probation contract includes the withholding of a participant's stipend, the potential for recouped stipend money from the term or terms withheld will be calculated based on the student's active, continued participation in APPLE UB. Upon being removed completely from probationary status, the participant will receive a check equal to the amount of stipend money earned during the last academic term stipend money was withheld.

### ***HONOR POLICY***

Lyon College, APPLE Project Upward Bound's host institution, utilizes an honor system, which Lyon bases upon the belief that Lyon students are capable of acting maturely and taking responsibility for themselves in all academic matters; this is a belief of its students that APPLE UB shares. As are Lyon students, APPLE UB students are expected to sign the Honor Pledge, a statement made by each student to uphold the Honor Code in all matters related to academic work. The Honor Code states:

*I will abstain from all fraud in academic work. I will neither give nor receive aid on any form of test or assigned work where such aid is prohibited, nor tolerate this conduct in any member of the community. I will deal responsibly with such acts when I observe them. By my conduct and influence I will endeavor to build a high standard of honesty and truthfulness in all academic work.*

Through sharing Lyon's Honor Code with its students, APPLE UB strives to foster a community of learning founded on elements of independence, honesty, trust, respect, and academic integrity.

## THE MENTORING COMPONENT



APPLE Project Upward Bound's mentoring component affirms that all youth are capable of making positive choices, developing leadership skills, engaging meaningfully in community life, developing and testing new knowledge and skills, maintaining positive relationships with adults and peers, and experiencing success in their lives.

### ***THE ORIGINAL MENTORS***

The word mentor is of Greek origin and is defined in the *Oxford English Dictionary* as: "allusively, one who fulfills the office which the supposed Mentor fulfilled towards Telemachus. b. Hence, as common noun: An experienced and trusted advisor." The first recorded use of the term mentor was in Homer's *The Odyssey*, an epic poem that describes the journey of Odysseus, King of Ithaca, on his return from the Trojan War. Mentor is a minor figure, and one of Athene's many incarnations, who supported Odysseus' son, Telemachus, during the King's absence. Roles attributed to Mentor include that of a teacher, counselor, nurturer, protector, advisor, and role model. These qualities were cemented in the 1699 publication of Francois de La Mothe-Fenelon's *Les Adventures de Telemaque*, a sequel of-sorts to Homer's tale that emphasizes Mentor's importance to Telemachus' development.<sup>1</sup>

### ***MENTORING AT APPLE UB***

APPLE Project Upward Bound is committed to the personal growth and development of project participants. Using asset-based programming, mentors and mentees work together to strengthen each participant's ability to succeed in secondary and post-secondary education, emphasizing the importance of the five youth-development outcomes: competence, confidence, connection, character, and caring.

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<sup>1</sup> Roberts, Andy. "Homer's Mentor: Duties Fulfilled or Misconstrued." *History of Education Journal* (November, 1999).

The mentoring component of APPLE Project Upward Bound promotes participants' personal growth by strengthening their self-esteem and motivation, by introducing them to principles of healthy living and learning, and by exposing them to diverse cultural experiences. Mentoring consists of a weekly group session of approximately 10-15 students during which college-student mentors actively engage project participants in critical thinking and thought-provoking discussion. All project participants and staff sign a mentoring contract that outlines the responsibilities of both mentor and mentee. These contracts are signed at the beginning of each term (academic-fall, academic-spring, and summer) and reviewed as necessary. While mentoring is a regularly scheduled activity, it is also a mindset and way of being. Both mentor and mentee should expect to model and learn from one another within and outside of the structured mentoring group.

## WHAT IS A MENTOR?

“The fundamental task of the mentor is a liberatory task. It is not to encourage the mentor's goals and aspirations and dreams to be reproduced in the mentees, the students, but to give rise to the possibility that the students become the owners of their own history. This is how I understand the need that teachers have to transcend their merely instructive task and to assume the ethical posture of a mentor who truly believes in the total autonomy, freedom, and development of those he or she mentors.”

*Paulo Freire, Mentoring the Mentor*

The mentor's objective is to promote personal growth and development through a supportive relationship focused on helping others clarify their own thoughts and feelings while exploring various options and solutions to challenges. A mentor is not someone who solves other people's problems for them; instead, mentors help others identify and choose their own solutions, through talking, listening, and offering appropriate information so that mentees can draw their own conclusions and make stronger decisions.

### ***MENTOR RESPONSIBILITIES INCLUDE:***

- ◆ Attend weekly training session according to mentor certification guidelines.
- ◆ Prepare for weekly mentoring session by reading and engaging with all materials.
- ◆ Facilitate weekly mentoring sessions according to the provided mentoring plans.
- ◆ Complete weekly mentoring paperwork and provide feedback to Student Support/Outreach Coordinator.
- ◆ Attend staff meetings at the end of each evening session and participate in APPLE UB events as requested by the Student Support/Outreach Coordinator
- ◆ Model positive attitude and behavior to all APPLE UB students and staff.

- ◆ Motivate students to participate during enrichment and mentoring.
- ◆ Uphold the privacy and confidentiality of the APPLE UB students except in cases where abuse/neglect/illegal behaviors are disclosed.
- ◆ Respect the ideas, feelings, opinions, and values of all APPLE UB students, co-mentors, and staff as described in the *No Discount Policy*.
- ◆ Demonstrate responsible, cooperative, supportive, and dependable behavior. Specifically, strive towards punctuality for all required activities and deadlines, complete and submit required paperwork in a timely manner, check Lyon email account daily for APPLE UB reminders, promptly respond when a reply is requested, and complete time sheet by the 16<sup>th</sup> of each month with the understanding that failure to do so will result in loss or delay of pay.
- ◆ Participate in all assigned activities unless having arranged for a suitable replacement and having contacted the Student Support/Outreach Coordinator at least 24 hours in advance.
- ◆ Evaluate student participation and progress.
- ◆ Act mindfully, knowing that the sole purpose of this program is to provide students with the social, academic, and life skills necessary to succeed in post-secondary education and in life.

## **WHAT IS A MENTEE?**

“It is important that students bring a certain ragamuffin, barefoot irreverence to their studies; they are not here to worship what is known, but to question it.”

*Jacob Bronowski*

The mentee’s objective is to learn with and from mentors and fellow project participants by actively listening to others’ opinions, articulating one’s own thoughts and ideas, and by discerning personal truths and values through a collaborative process.

### ***MENTEE RESPONSIBILITIES INCLUDE:***

- ◆ Respect the ideas, feelings, opinions, and values of fellow APPLE UB students and mentors according to the *No Discount Policy*.
- ◆ Participate in group discussions and activities and encourage the active participation of other group members by listening to them and allowing everyone the opportunity to talk.
- ◆ Honor the privacy and confidentiality of fellow APPLE UB students by not telling others outside of the group what was shared during mentoring.
- ◆ Avoid interruptions, gossip, and creating distractions during mentoring.
- ◆ Remember that mentors prioritize the emotional, social, and intellectual growth of project participants.
- ◆ Acknowledge that the main goal of the mentoring component is self-exploration and discovery
- ◆ Seek guidance and support from APPLE UB students and staff.

## WHAT IS A MENTORING GROUP?

“The virtues, like the Muses, are always seen in groups. A good principle was never found solitary in any breast.”

*Gautama Siddharta*

A mentoring group consists of 10-15 students and two college-student mentors who will explore topics and engage in various activities together. These groups should strive for a strong sense of group-identity, as defined by each participant’s active and vocal participation. Every mentoring group will write and be governed by its own statement and rules, which will be read before each mentoring session.

Group member responsibilities include those that govern both mentor and mentee.

## ENRICHMENT

Enrichment is a thirty-minute period that typically introduces the mentoring topic. Enrichment speakers expose students to academic opportunities, community resources, personal reflection, and cultural diversity. Enrichment speakers are scheduled according to the following rotation:

### ***ACADEMIC ENRICHMENT***

Academic Enrichment will involve a faculty member from Lyon College, or another local institution, who will speak about his/her academic field and current research. The goal of academic enrichment is to expose APPLE UB participants to a wide variety of academic disciplines.

### ***COMMUNITY ENRICHMENT***

Community Enrichment will involve a member of the local community who will represent his/her profession, place of business, or community interest. The goal of community enrichment is to expose APPLE UB participants to the resources and opportunities in their own communities.

### ***PERSONAL ENRICHMENT***

Personal Enrichment will focus on the growth and development of each APPLE UB participant and will address topics relating to the physical and mental well-being of the students.

### ***CULTURAL ENRICHMENT***

Cultural Enrichment will explore diversity within the region and expose students to their own cultural bias and prejudice.

### ***DOCUMENTARY NIGHT***

Documentary Night will feature the screening of a documentary, followed by a large-group discussion. Documentaries offer insight into a variety of topics and issues relevant to APPLE UB participants.

**\*THIS ROTATION IS SUBJECT TO CHANGE, BASED ON PROGRAMMING AND SCHEDULING NEEDS.\***

## **ETHICAL PRINCIPLES FOR APPLE PROJECT UB MENTORING AND ENRICHMENT**

### **1. BENEFICENCE AND NONMALEFICENCE:**

#### **Promote the Welfare and Safety of the Young Person**

The APPLE UB mentoring component strives to promote the welfare and safety of all project participants by working to benefit each student and by upholding the obligation to do no harm.

*Mentors establish healthy, student-centered relationships with the mentees.*

### **2. FIDELITY AND RESPONSIBILITY:**

#### **Be Trustworthy and Responsible**

The APPLE UB mentoring component honors its commitment to serve all project participants for the duration of their participation.

*Mentors and mentees acknowledge their responsibility to fulfill their contractual obligations, understanding that consistency and reliability serve as a basis for trust, the cornerstone of a mentoring relationship.*

### **3. INTEGRITY:**

#### **Act with Integrity**

The APPLE UB mentoring component acts with integrity in all situations, avoiding false expectations and emphasizing thoughtful and forthright communication.

*Mentors and mentees will honor their obligations to one another and to communicate directly at all times. Third-party communication is actively discouraged.*

### **4. JUSTICE:**

#### **Promote Justice for Young People**

The APPLE UB mentoring component is committed to serving all students equally and does not condone prejudicial treatment of any kind. As a youth service program, APPLE UB is committed to advocating for health and well-being of all project participants.

*Mentors will recognize their cultural bias and work to create an environment conducive to the wellbeing of all project participants. Mentors will support mentees in advocating for their needs.*

### **5. RIGHTS AND DIGNITY:**

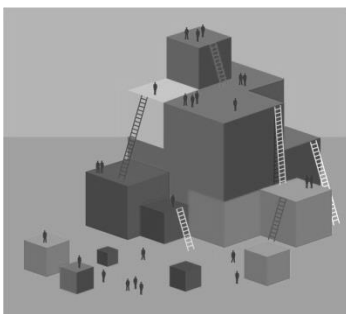
#### **Respect for the Young Person's Rights and Dignity**

The APPLE UB mentoring component is rooted in the principal of self-determination and respects a student's right to make his or her own choices. Except in extreme situations (e.g. abuse, neglect, endangerment, etc.), APPLE UB respects the choices and lifestyle of its participants.

*Mentors will work to understand each participant's goals, desires, and values and will not undermine the student's capacity to make his or her own decisions.*



# STUDENT SUPPORT SERVICES



APPLE Project Upward Bound is committed to helping participants achieve success during their high school years and beyond and as a result offers the following student support services.

## ADVISING

### *FORMAL ADVISING*

Over the course of the academic year, you will meet with the Director, Assistant Director/Academic Coordinator or Student Support/Outreach Coordinator. This meeting will be scheduled at your school, so that the staff have the opportunity to meet your guidance counselor and to see your school environment. If you are absent on the date of the site visit, you will meet with one of the coordinators during a Monday evening session. During the meeting, you will review your PLAN or ACT scores, your academic progress in high school, and will discuss your academic needs, situations that are affecting your academic performance, and any questions you have about high school and college work. You will also set academic and personal goals, including post-secondary educational plans.

### *INFORMAL ADVISING*

APPLE UB staff encourage regular communication with project participants and interact with students via the APPLE UB Facebook group, telephone, and email. Staff are also available during Monday evening programming to address any student questions and concerns.

## APPLE AMBASSADORS

The primary responsibility of the APPLE Ambassadors is to serve as strong student representatives for the program. Staff may ask Ambassadors to help plan and execute with project activities and events, as

well as provide assistance and feedback on on-going programming. Ambassadors will be selected from mentoring groups and will serve for the full academic year.

## **COMPUTER NETWORK ACCESS**

You will be issued a Lyon College computer network username and password only after you and your parents/guardians have read, signed and returned the Internet Acceptable Use Policy. Our goal in providing internet access is to promote educational excellence in the program by facilitating resource sharing, innovation, and communication. The smooth operation of the network relies upon the proper conduct of students and staff who must adhere to strict guidelines. As an APPLE UB participant, you must adhere to these guidelines, or your account will be terminated, and continued participation in the program will be reviewed.

## **ID CARDS**

All APPLES are issued photo IDs through Lyon College upon joining the program and are required to have their ID on them at all times they are present on the Lyon College campus and when participating in any Project sponsored activity. Students who lose their ID cards will be charged a fee for replacement.

Students will be required to show their ID when signing in for a Project session and when picking up their weekly stipend. Students not having their ID will have their stipend held until they can provide their ID card. Stipends held for “No-ID” must be reclaimed in two weeks or will be forfeited.

With their valid ID card, APPLE UB students are admitted free of charge to all campus events for which Lyon College students are given free admission and are able to use their ID cards to access academic resources in Lyon’s Mabee-Simpson Library per APPLE UB policy. In addition, APPLE UB students are able to use their ID cards for Lyon League discounts within the local area. Please see the following web link for participating businesses: <http://www.lyon.edu/lyon-league.htm>

## INCENTIVE PROGRAM

APPLE Project Upward Bound strives to encourage and reward students for positive behaviors such as good attendance and academic achievement through the **APPLEbucks** incentive program. Electronic **APPLEbucks** will be awarded to students based on the following guidelines:

- ◆ Each week, ARG Leaders and Mentors will nominate one person from their group to receive **1 APPLEbuck**.
- ◆ ARG Leaders and Mentors may also recommend a student for **APPLEbucks** as a reward for outstanding behavior and/or participation during a regular evening session.
- ◆ Students who earn a 3.0 or higher GPA will be awarded **5 APPLEbucks** for each nine-week grading period.
- ◆ Students who have perfect attendance at APPLE UB will be awarded **5 APPLEbucks** for each semester. (Three tardies will count as an absence.)
- ◆ Students who attend a Saturday Session will be awarded **5 APPLEbucks**.
- ◆ Students who improve their ACT Composite Score will receive **2 APPLEbucks** for each point increased.
- ◆ Students not making the Honor Roll, but showing an increase in their cumulative GPA will be awarded **3 APPLEbucks**.
- ◆ Students may also earn **APPLEbucks** for helping with tasks when not asked to do so or displaying “general awesomeness” during APPLE UB activities.

An **APPLEbucks** account will be maintained for each student, and the student with the most **APPLEbucks** at the end of each semester of the Academic Session will receive a reward.

## PARTICIPATION

Once a student has enrolled in APPLE UB, he/she is expected to actively participate in APPLE UB through high school graduation. Participants and their families must understand that they are making a long-term commitment to participate in APPLE UB just as APPLE UB is making a long-term commitment and investment in its participants. Students who fail to meet the required level of participation will no longer be eligible to receive program services.

In the event that a student experiences a challenge (family, school, health, etc.) that would make it difficult to continue participating in regular program activities, the student or his/her family must contact the Director to discuss the situation as well as possible alternatives.

## **SERVICE LEARNING**

APPLE Project Upward Bound values the strong connection that we have with the community around us and encourages our students to become actively involved within this community through service learning. APPLE UB organizes service learning projects during the session that allow students to not only give back in meaningful ways but also learn valuable knowledge and skills. Through service learning participation, students gain a sense of personal inner satisfaction while positively contributing to the community.

## **\$TIPEND\$**

APPLE UB students who are in good standing in the program—meaning that they are not on probation for either academic or conduct reasons—will receive a stipend each week at sign-in providing they show their ID. First year students receive \$5 per week and returning students receive \$7 per week. Students not having their ID will have their stipend withheld until they show their ID. Students who do not attend a session forfeit that session's stipend. Stipends will also be withheld from students who are on probation until the requirements outlined in the probation contract have been fully met. In addition, stipends will not be issued to a newly admitted participant until he or she has completed the provisional period of 60 days in the academic year. Upon completion of the provisional period and continuation in the program, back stipends will be issued based on attendance.

## **TESTING & EVALUATION**

As applicable, students may complete assessments and surveys such as personality inventories or college and career planning evaluations that will help APPLE UB staff provide program services. In addition, Project staff members analyze the PLAN test for sophomores so that our tutors can work with each student in his/her areas of academic need. Juniors and seniors are expected to take the ACT twice each year, and those who are thinking of attending an out-of-state college should take the SAT as well. You should check with the Academic Coordinator or the Director about registering for test dates and securing funding from APPLE UB for testing fees. Finally, near the end of every semester, each student will also receive an evaluation of his/her work in APPLE UB. These evaluations are used to determine students' progress in meeting their academic and personal goals and may also be used to determine eligibility for participation in the Bridge summer.

## TRACKING

As a federally funded program, APPLE Project Upward Bound is required to submit an annual report with information about our current and former participants. We are required to report on our participants through high school and then on alumni for up to six years following their high school graduation. To assist in our collection of data, all participants are required to sign a Participant Information Release and Tracking Commitment upon their acceptance into the program. This allows us to verify enrollment/completion and is vital for our continued funding. Please see the material included at the end of the handbook for more information on Alumni Services.

## TRANSPORTATION

During scheduled evening sessions, APPLE UB provides transportation services to participants. The mode of transportation (school bus or Lyon van) and the transportation schedule for weekly evening sessions is determined by which school you attend. Families who prefer to provide their student's transportation rather than have them use the provided transportation must contact APPLE UB to make arrangements. No students are allowed to get into, ride in, or drive vehicles on campus without permission from the Director and prior approval from their parents or guardians. Each session you will be required to complete a Lyon College Trip Waiver & Release of Liability form ***before*** you are allowed to use transportation provided by the Project.

## PROJECT POLICIES



### ATTENDANCE

Regular weekly attendance is very important and is expected of all APPLE UB participants. Understandably there are times that a school event, illness or appointment may prevent a student from attending a weekly session. Therefore, it is necessary that APPLE UB be notified in advance by either the student or a parent/guardian when the student is going to be absent for an evening session. **APPLE UB is unable to accept an absence report on one student by another student.**

Absences will be tracked as either Reported or Unreported. Any student who accumulates three Unreported Absences may be placed on probation. If a student accumulates five or more absences, Reported or Unreported, his or her participation in the program will come under review.

### TO NOTIFY US ABOUT AN ABSENCE

**Call us at 870.307.7428 or**

**Toll free at 1-877-90-APPLE (1.877.902.7753)**

Students who may need to miss our regular evening sessions routinely due to school events, athletic activities, or extended illness need to complete a Short Term Exemption Form. This form allows APPLE UB to keep the student on the current roster. Students are not allowed to be exempt for the entire academic year.

During winter weather season, if the student's school is closed or closes early on a Monday due to inclement weather then he or she will not attend APPLE UB on that evening. In the event that Lyon College is closed on a Monday due to inclement weather then APPLE UB will also be cancelled for that day.

## **CODE OF CONDUCT**

As a student who has accepted the opportunity to participate in APPLE UB, you must also accept the responsibility of following all program standards. Therefore, you are expected to conduct yourself in an appropriate manner at all times. Aggressive, profane, vulgar, or sexually explicit language or behavior is not appropriate at any time and will not be tolerated. If you fail to follow standards of the program or demonstrate behaviors that prevent yourself or others from fully benefiting from the program, your ongoing participation in the program will be reviewed. If under review for behavior, you may be immediately dismissed from the program or may be placed on a *Behavioral Probation Contract* with the understanding that you must fulfill the requirements specified in the contract to remain in good standing. If you fail to meet the requirements of the contract or show poor effort in fulfilling them, you will be dismissed from the program.

## **CELL PHONES**

Students may bring a cell phone to campus only if they and their parents/guardians have read, signed, and returned the Cell Phone Policy form included in the student mailing. Unauthorized or misused cell phones will be taken up and held until the end of the evening and then returned to the student so that he or she may take it home. Students who violate the cell phone policy will not be allowed to bring their phones for the remainder of the year.

## **DIRECT COMMUNICATION**

As a community, APPLE UB is committed to direct communication at all times. If you have a concern or need, APPLE UB staff will support you in addressing those concerns with the individual(s) in question. APPLE UB does not condone gossiping or slander. Instead, we promote communication based on trust and honesty.

## **GUESTS**

Students wishing to have guests accompany them to campus must receive permission in advance from the Director, and required paperwork must be on file in the APPLE UB office. APPLE UB will not provide transportation or meals for a student's guest. Each APPLE UB student may arrange for one guest during the school year.

## **NO DISCOUNT**

APPLE Project Upward Bound expects your active participation and strives to create an environment conducive to academic and personal growth. While APPLE UB acknowledges each individual's right to their own ideas and feelings, it also values the importance of differing opinions and perspectives. In support of intellectual inquiry and debate, all participants and staff will abide by the following *No Discount Policy* which affirms the inherent worth of each person and that person's well-being. This policy encompasses all forms of communication, including face-to-face and electronic exchanges.

- ◆ We will not discount each other or ourselves.
- ◆ We will not disregard our own needs or those of others.
- ◆ We will not tolerate the discounting of others, both APPLE UB and non-Project participants.
- ◆ We will communicate directly with others and will avoid gossiping, bullying, and other forms of verbal misconduct.

As a community, we strive to be positive and encouraging toward each other and ourselves, resulting in a safe and respectful environment.

APPLE UB requires that you commit to the "No Discount Policy. By agreeing to live by this policy, you will not discount yourself or others. Sometimes, we must remind each other that we are slipping into the habit of discounting. If you observe someone discounting him/herself, another individual, or the group as a whole, you are obliged to give that person immediate feedback by saying "No Discount." The goal of this policy is to ensure that we all strive to be positive and encouraging toward one another and ourselves. In this way, we can all feel safe to be ourselves and can count on others to be caring and respectful.



## **PERSONAL APPEARANCE AND DRESS**

As an APPLE UB student, you are required to pay close attention to your personal appearance and hygiene and to dress appropriately for all activities. Please keep in mind that an APPLE UB Academic Session is an academic endeavor, and clothing should not detract from your ability, or the ability of others, to participate in all APPLE UB activities. Clothing must not include images, logos, or slogans that are aggressive, profane, vulgar, suggestive, or discounts one's self or others.

Shorts and skirts must be of modest length and can be no shorter than 6" above the knee. Students may not wear shirts or blouses that are cropped, transparent, cut-out, have necklines that reveal cleavage, or have hemlines/arm holes that reveal midriff. In addition, all tops must have shoulder straps that are 1 ½ to 2 inches wide, so no spaghetti straps, halter style, backless, or strapless tops are allowed. Undergarments must be worn but must not be visible at any time. Spandex or similarly tight apparel must be covered by other appropriate clothing. Hats, caps, hoods, or sunglasses must be removed and remain off once a student has entered a building.

Choosing to repeatedly dress inappropriately will result in disciplinary action.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

As an academic program, APPLE Project Upward Bound emphasizes healthy, friendly, non-romantic relationships among APPLE UB students. APPLE UB discourages romantic relationships between APPLE UB students and does not allow any form of inappropriate physical contact among students. These inappropriate behaviors include but are not limited to: kissing, romantic hugging or touching, or more intimate behaviors. Hand-holding is allowed but should not detract from the academic purpose of your participation. Inappropriate PDA will be considered a violation of APPLE UB policy and treated accordingly.

## **SUBSTANCE-FREE ENVIRONMENT**

In the interest of educating and encouraging you to adopt a healthy and positive lifestyle, APPLE Project Upward Bound abides by federal guidelines in offering a substance-free environment. Smoking, including electronic smoking devices, and the use or possession of any tobacco products will not be permitted during an APPLE UB Summer Session. Likewise, in accordance with the laws of the State of Arkansas, the

policies of Lyon College, and the regulations of APPLE UB, the use of or possession of alcoholic beverages or illegal drugs is prohibited. Violation of this regulation will be handled by the law and/or the APPLE UB Director. Any student abusing the alcohol/drug code will be dismissed.

## **SUMMER ATTENDANCE**

A major part of the educational program APPLE Project Upward Bound provides is its Summer Session—offering college-credit classes, study skills development, and a true college-going experience. You should begin now to schedule your family, work, or activity arrangements around this six-week period. For first year participants, attendance at Summer Session is required for continuation in the Project, except if an emergency leave is granted. For returning students, attendance at Summer Session is expected for continuation in the Project, unless an exemption is granted.

## **TRANSPORTATION**

During scheduled APPLE Project Upward Bound evenings, students are not allowed to get into, ride in, or drive vehicles without permission from the Director and prior approval from their parents or guardians. Transportation forms are available upon request.

Your mode of transportation and the transportation schedule will be determined by which school you attend. A Parent/Guardian may contact APPLE UB to make arrangements to have you dropped off or picked up rather than use the APPLE UB sponsored transportation.

Insurance factors require that you consistently use the mode of transportation that has been agreed on for you unless a parent/guardian makes prior arrangements with APPLE UB. Keep in mind that the individuals driving the APPLE UB sponsored transportation are representing APPLE UB and have the authority to report students who abuse the privilege of this transportation. Not following the rules will result in disciplinary action.

Each session you will be required to complete a Lyon College Trip Waiver & Release of Liability form *before* you are allowed to use transportation provided by the Project.

## **VIOLATIONS OF POLICY**

### ***DISCIPLINARY ACTION***

To ensure participant safety and success, you will be expected to abide by all APPLE Project Upward Bound rules and guidelines. If you fail to do so, staff will immediately address your behavior, explaining the problem at hand. You will be expected to correct your behavior so that it adheres to APPLE UB policy. For those violations that could warrant disciplinary action, staff will present their concerns to the Director or Coordinators. The Director and/or Coordinators will then follow up with the identified students and if necessary, assign a disciplinary action.

### ***GROUND'S FOR DISMISSAL***

APPLE Project Upward Bound is responsible for your safety and well-being during the time you are present for APPLE UB activities. The decisions and judgments of the Director regarding all APPLE UB concerns will be final. The following situations will not be tolerated:

- ◆ Possession or use of alcohol or illegal drugs.\*
- ◆ Possession or use of tobacco products or electronic smoking devices.
- ◆ Riding in unauthorized vehicles.
- ◆ Leaving campus at unauthorized times.
- ◆ Entering any of the campus residence halls/houses/apartments that are off-limits to summer session participants.
- ◆ Failing to report for a scheduled activity while present on campus.
- ◆ Failing to meet terms of probation (academic, behavioral, or attendance) contract.
- ◆ Fighting or aggressive behavior (e.g. threatening language, physical threats, etc.).
- ◆ Using profane, vulgar, or sexually explicit language or displaying such behavior.
- ◆ Engaging in any form of sexual activity, including but not limited to kissing, inappropriate hugging or touching, or more intimate behaviors.

*\*Alcoholic Beverages and Drugs: In accordance with the laws of the State of Arkansas, the policies of Lyon College, and the regulations of APPLE UB, the use of or possession of alcoholic beverages or illegal drugs is prohibited. Violation of these regulations will be handled by the law and/or the APPLE UB Director, the designated authority for APPLE UB.*

## **NOTICE TO PARENTS: DIRECTORY INFORMATION**

Certain information about APPLE Project Upward Bound students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. Please note, if you do not want APPLE UB to disclose directory information from your child's records without your prior written consent, you must notify the project in writing by November 15, 2018. APPLE Project Upward Bound has designated the following information as directory information:

1. Name
2. Photograph
3. Participation in officially recognized activities
4. Dates of attendance
5. Current school attending
6. Grade level
7. Enrollment status
8. Honors and awards received in school
9. Most recent previous school attended

## KEEPING IN TOUCH WITH US



### ALUMNI SERVICES

It is important that you stay in touch with us after you are no longer participating in APPLE UB. This means whether you have moved and are now attending a new high school, you are enrolled in college, serving in the military, working, or just building your lives after your participation in APPLE UB. Our interest in you doesn't stop once we are no longer required to track you for federal reporting. We consider our alumni a vital resource for our program. We hope that all of you will consider coming back to visit, not just in the near future but over the years. Once you have accomplished your goals, you are the best example we can give our current students of all that can be accomplished after APPLE UB. Knowing what you are doing and where you are in life gives us all joy in your achievements. It also allows us to consider you for nomination as a TRIO Achiever. TRIO Achievers are selected from former TRIO project participants who (1) were enrolled in and successfully completed a TRIO program, (2) were enrolled in and successfully completed a postsecondary program of study resulting in a baccalaureate or terminal degree from an accredited institution of higher education, (3) are persons of high stature within their profession or have received recognition for outstanding academic achievement, (4) are currently employed above the entry level designation for their profession or enrolled in a program for a degree above the baccalaureate degree (Special preference is given to nominees who have been out of school for five or more years.), (5) have made significant civic, community, or professional contributions, and (6) acknowledge participation in the TRIO project had significant impact upon them in obtaining their educational and/or professional objectives.

You have several options to keep us updated. You can reach us via telephone toll-free at 1.877.90APPLE (1.877.902.7753), via e-mail at [appleub@lyon.edu](mailto:appleub@lyon.edu), via our website: [apple.lyon.edu](http://apple.lyon.edu), or via our Facebook group page: APPLE Project Upward Bound. Current issues of our alumni e-newsletter, *The APPLeCore*, are available online at [apple.lyon.edu](http://apple.lyon.edu) on the Current Participants and Alumni page.