TRIDENT TECHNICAL COLLEGE

TRiO

STUDENT & PARENT HANDBOOK

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What is TRIO?

History of the Federal TRIO Programs

The history of TRIO is progressive. It began with **Upward Bound**, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's War on Poverty. In 1965, **Talent Search**, the second outreach program, was created as part of the **Higher Education Act**. In 1968, **Student Support Services**, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960's, the term "TRIO" was coined to describe these federal programs.

Over the years, the TRIO Programs have been expanded and improved to provide a wider range of services and to reach more students who need assistance. The Higher Education Amendments of 1972 added the fourth program to the TRIO group by authorizing the **Educational Opportunity Centers**. The 1976 Education Amendments authorized the **Training Program for Federal TRIO Programs**, initially known as the Training Program for Special Programs Staff and Leadership Personnel. Amendments in 1986 added the sixth program, the **Ronald E. McNair Post Baccalaureate Achievement Program**. Additionally, in 1990, the Department created the **Upward Bound Math/Science Program** to address the need for specific instruction in the fields of math and science. The Upward Bound Math/Science program is administered under the same regulations as the regular Upward Bound program, but it must be applied for separately. Finally, the Omnibus Consolidated Appropriations Act of 2001 amended the Student Support Services (SSS) program to permit the use of program funds for direct financial assistance (Grant Aid) for current SSS participants who are receiving Federal Pell Grants.

TRIO Programs

- Educational Opportunity Centers
- Ronald E. McNair Post Baccalaureate Achievement
- Student Support Services
- Talent Search
- Training Program for Federal TRIO Programs Staff
- Upward Bound
- Upward Bound Math-Science
- Veterans Upward Bound

What is Upward Bound Math & Science?

Upward Bound Math & Science (UBMS) is an **ACADEMIC** college preparatory program for high school students with a concentration in a STEM field and funded by the U.S. Department of Education, in 1990, and sponsored locally by Trident Technical College. UBMS is specifically designed to strengthen the **ACADEMIC** skills of eligible high school students and prepare them to enter college and graduate with baccalaureate degrees preferably in a STEM area.

UBMS Academic Performance Expectations

Students are required to complete all assignments and submit them during the next class meeting or by the specified deadline. It is the responsibility of the student to complete any and all make-up work missed. Students are expected to attend 100% of all scheduled classes and to be prepared for all quizzes and/or tests. Absences, tardiness, incomplete/missing work, poor performance on quizzes/tests will result in the following:

- A stipend reduction;
- Ineligibility to attend field trips;
- Probation or possible dismissal from the program.

1. **First offense**: **Verbal Warning - Incident report is submitted by staff member to administration**. Mandatory meeting with Academic Coordinator and privileges will be revoked. Parent/guardian will be notified of incident.

2. **Second offense: Written Probation Incident report is submitted by staff member to administration.**
   Mandatory meeting with Director. The student may be placed on probation. The Parent/guardian will be notified of incident.

3. **Third offense: Incident report is submitted by staff member to administration.** Mandatory meeting with parent/guardian and Director. Student may be terminated from the program.

What Not to Bring to UBMS Sessions

- Jewelry and other expensive/valuable items
- Electronic Game Devices, etc.

Please note that use of electronic game devices, etc., are prohibited at all times during any type of instruction or scheduled SC/AYC programming. Classroom instructors will confiscate any of the items listed above if students use them during class time.

- 1st Offense: Items will be collected and returned to the student at the end of the day.
- 2nd Offense: Items will be collected and returned directly to parents.

Special Note Regarding Cell Phones:

Cell phones will be allowed with certain restrictions:

- Cell phones must be either turned off or placed on vibrate during classes.
- Students are not allowed to use their cell phones and/or text message during classes. Some in-class activities may invite the use of a mobile device to participate in academic enrichment.

Parents/guardians that need to contact a student during the day should first call the UBMS Office at (843) 899-8019 and the message will be delivered to the student as soon as possible.

UBMS Stipend Policy

UBMS students are eligible to earn a stipend based on their attendance, behavior, attitude, and active participation in all program activities. Please note that stipend amounts may be reduced based on a review of the student's active participation, behavior, attitude, and attendance levels. Any issue not reported within 10 business days of distribution will not be addressed until the next stipend distribution. Should an error our part be found it will be rectified. Due to the fact that TTC uses a third party to distribute stipends payment, 30 days is required before checks can be requested for reissue. Please be mindful that the UBMS office has limited control of stipend disbursement delivery times.

UBMS Virtual Experience

The UBMS virtual experience is designed to simulate the college experience. UBMS students will be working through a hybrid model that was designed during the COVID-19 pandemic. As a result of positive feedback and increased engagement, the program made the decision to adopt virtual service delivery as a permanent method of student engagement in addition to the in-person services that are traditional to Upward Bound. UBMS staff will provide a fun online and/or on campus experience and will be responsible for ensuring that each student receives the full benefit of each program experience. The UBMS staff is there to supervise and assist you with all things UBMS; not only role model but enforce the UBMS policies.

UBMS In- Person Attendance & Tardy Policy

Attendance Policy

Due to the high cost ($5,000 per student) of providing UBMS services each year on a limited budget, all UBMS students are expected to arrive on time and attend every day of the Summer/Academic Component. Attendance is mandatory!

Therefore, no unexcused absences will be allowed. Allowable excused absences include student illness which must be verified in writing by parent and/or doctor; Academic enrichment activities such as Girls/Boys State, SR/JR Project or any other verifiable activity that qualifies as academic enrichment. Please note that the student's parent must call or make contact (email or text) with the UBMS office and speak to one of

them directly prior to or immediately after the starting time of the day the student will be missing. Death of a family member (parents, siblings, or grandparents) qualifies as an excused absence.

Please note that students that miss more than three (3) unexcused days may be removed from the program and may not be allowed to continue in UBMS. Unexcused absences include: church related activities, work or job obligations, athletics camps, etc., absence without written notification or phone contact with the director or UBMS staff. Sending messages by students are not excused absences.

Please note that students that miss more than two (2) academic field trips due to their failure to meet the academic, attendance, and conduct/behavior requirements, or personal decision to forfeit the trip opportunity. Students may also have all travel privileges completely revoked until satisfactory attendance has been noted. Students may also be dismissed from the program due to non-compliant participation.

Virtual Attendance Policy

- Students should be prepared to participate in a virtual setting with a camera on when possible. The digital devices provided are zoom compatible and support the use of a background to protect the privacy of the participant.
- Due to the nature of the ACT workshop and/or having a limited number of days, the program has a maximum of three (3) days in which a student can be absent; exceeding **allowable** absences will lead to dismissal from the ACT workshop.
- Educational materials needed for participation (i.e., pens, pencils, notebooks, etc.)
- UBMS Office should be informed by written document, in advance of any days your child may have to leave campus for a doctor's visit or other appointments.
- Students will be participating remotely in a virtual format by an electronic device, preferably one with a camera and keyboard. Computers have been provided to all UBMS participants. Please click here for the UBMS digital device policy.
- Computer camera may capture the student's environment; therefore, the

student should try to find a private location.

- TTC UBMS is not responsible for what is captured on any live sessions on any student or special guest camera.

Tardy Policy

Students are expected to arrive promptly, actively participate in all activities, and remain until the entire session has concluded. Students will be considered tardy if they are not in their assigned classroom/logged in by the time that "roll" is taken.

Please note that students that are tardy more than three (3) times during each component will have their stipends reduced and may be placed on probation.

Three (3) "tardies" will equal to one (1) class absence and result in a stipend reduction.

Students who are consistently tardy to any given class will not be eligible to attend the field trips and/or may face disciplinary actions.

Monitoring of Academic Progress

- High school grades viewed in UBMS are only for the purpose of UBMS staff evaluations of students' academic progress.
- If monthly review reveals an unsatisfactory grade report (below C grade) in any class, tutoring is required until grade is above C average.
- UBMS courses in the summer will also be graded and monitored for satisfactory performance. Any final grade, in any summer course below the requirement (see below) will count as an automatic disqualification from the summer trip. Students have access to tutoring on demand as well as instructors and counselors as a program participant. In an effort to simulate the college environment, we encourage the student to use every resource at their disposal to ensure optimal classroom results.
- Summer grading system
    - 50% from grades (grades from summer classes)
    - 25% from attendance (an excuse must be provided)
    - 25% from volunteer hours (hours due by June 20th)

UBMS Dress Code

Each UBMS student's appearance on campus reflects the entire UBMS Program and we want that reflection to be a positive one. Therefore, most T-shirts, jeans, and tennis shoes are acceptable UBMS dress attire.

What Not to Wear

- NO "short" shorts, "short" skirts or "short" dresses.
- NO "muscle" shirts/tops or sagging shorts/pants that expose bare skin or underwear.
- NO mid drift or backless shirts or dresses of any kind.
- NO wearing of clothing with offensive language alcohol/drug wording, pictures, or slogans.
- Pants or shorts with holes must be worn with tights or an appropriate skin coverage
- NO low-cut tank tops or halter tops.
- NO baseball hats and caps are allowed inside classrooms.
- ABSOLUTELY! NO flip flops, slides or sandals on field trips for safety purposes! (Many places we might visit in industry require certain attire to engage in group tours.)

When in doubt, ask before you wear it.

The UBMS Program reserves the right to send any student home to change their clothing due to his/her failure to adhere to the UBMS dress code.

Online dress code and behavior

- Students should follow the same dress code and behavior policy for in-person session(s) in the online environment.
- Clothing should be respectful to self, program, teachers, peers, and college personnel at all times.
- Hair must be neatly groomed at all times.
- Head scarfs, bonnets nor sunglasses may be worn online unless instructed by UBMS staff.
- No holes, tears, or rips in shirts. **Please be fully clothed while logged on.**
- Students may be asked to refrain from certain attire at any time by the program staff.

- Violations of the dress code and behavioral code of conduct, may lead to dismissal for the academic year and reevaluation to return to the UBMS program.

Student Behavior & Conduct Standards

Students selected for participation in UBMS program have a high standard of good behavior and conduct to uphold. It is very important to remember that each individual's actions may impact the entire UBMS program. Through their association with UBMS, students have accepted the responsibility of maintaining the program's good reputation on campus and in the community.

Some of the general behavior and conduct standards of the UBMS program are listed on the following pages. Appropriate disciplinary action (including stipend reduction/loss and probation/termination) and parental notification will be the consequence of any infraction of these rules. Actions taken on first offense may include Termination from the program should the offense be deemed worthy of said action.

- Students will treat UBMS staff members (including program teachers & bus drivers) and fellow students respectfully at all times. **Violations of this rule will result in immediate disciplinary action.**
- Fighting, theft, and bullying will not be tolerated. **Students will be terminated from the program immediately and their parents will be notified.**
- Profanity is unacceptable. Students will refrain from using profane language at all times. **Violations of this rule may result in immediate disciplinary action.**
- Alcoholic beverages, illegal drugs, weapons, tobacco products, and cigarettes are not permitted at any time. **Any student found to be under the influence or in possession of these items will be terminated from the program immediately and their parents will be notified.**
- Public displays of affection (PDA) will not be permitted! Sexual misconduct of any kind is prohibited. **Violations of this rule may result in immediate disciplinary action.**

- Students are not permitted to ride home in any other vehicles unless the Director has received written permission from their parents. UBMS staff is not permitted to transport students in their personal vehicles. **Violations of this rule may result in immediate disciplinary action.**

- Students are not permitted to have visitors (except their parents) during regularly scheduled hours. **Violations of this rule may result in immediate disciplinary action.**

- Possession of weapons (guns, knives, Tasers, etc.) or fireworks is not permitted at any time. **If any of these items are found in a student's possession, they will be confiscated, turned over to the proper authorities and immediate termination from the UBMS program will occur.**

- Students should be honest at all times. **If it is determined that a student is being untruthful to the detriment of themselves and/or others, it may result in disciplinary action to include immediate Termination.**

    - Practical jokes and/or pranks are not appropriate behavior at any time. **Violations of this rule may result in immediate disciplinary action.**

    - Students and their parents will be held responsible for damages to College furniture, fixtures, classrooms, facilities, equipment, computers, etc.

    - Failure to follow staff instructions and directions will not be allowed nor tolerated at any time. **Violations of this rule may result in immediate disciplinary action.**

In addition, the following conduct/behavior will not be permitted at any time and will be subject to disciplinary action included **Termination** from the program:

- Littering or vandalizing the Trident Technical College Campus
- Violation of the UBMS Dress Code
- Absent/Tardy to classes and activities
- Failure to complete homework and/or projects assigned
- Failure to bring requested books, supplies, & homework assignments

- Sleeping during classes and activities

Disciplinary Procedures for Attendance, Academic Performance, and other Violations & Misconduct. If and or when necessary, Termination of student participant eligibility to continue the UBMS program is always a disciplinary action option and determined by the director.

Disciplinary procedures include the following:

1. **First offense**: **Verbal Warning - Incident report is submitted by staff member to administration**. Mandatory meeting with Associate Director and privileges will be revoked. Parent/guardian will be notified of incident.

2. Second offense: Written Probation or Termination - Incident report is submitted by staff member to administration. **Mandatory meeting with Director. The student may be placed on probation or terminated. The Director and parent/guardian will be notified of incident.**

3. **Third offense: Incident report is submitted by staff member to administration.** Mandatory meeting with parent/guardian and Director. Student may be terminated from the program.

UBMS Meals

Breakfast, lunch and dinner will be provided on field trips. Breakfast and lunch will be provided daily during the summer, unless otherwise notified. Please be aware that UBMS cannot accommodate special dietary needs. Students are encouraged to bring your own meals should you have to accommodate dietary needs.

UBMS Transportation

1. Those students who will be driving are required to notify UBMS staff prior to driving and a driver's form must be completed as well.

2. Students will be provided transportation to and from Trident Technical College. School buses or charter buses will be provided for field trips. Pick up times & locations will be provided.

Driver: Mrs. Wanda Robinson	
Times:	**Location:**
7:00 AM	Cane Bay High School
7:45 AM	Goose Creek High School

Driver: Yvonne Woods	
Times:	**Location:**
7:00 AM	Cross High School
7:45 AM	Timberland High School
8:15 AM	Berkeley High School

Driver: Dorchester Driver	
Times:	**Location:**
7:20 AM	Woodland High School

UBMS Student Drop Off & Pickup Policy

Students that do not participate in UBMS sponsored transportation to and from Trident Technical College must arrive no later than 8:45 a.m. to the campus and be picked up no later than 2:30 p.m. from the campus. All classes start at 9:00 a.m.

At the conclusion of any trip in which UBMS provides transportation, all students must be signed out by a parent, guardian, or person designated to pick them up. Students who drive or have permission to ride with another student will sign themselves out at the conclusion of the trip. (New Student Release Policy)

The UBMS Office must receive a phone call from a parent/legal guardian and/or obtain written permission from that parent/legal guardian if someone else will be picking up a student and transporting him/her off campus.

Leaving the Trident Technical College Campus Policy

Students will not be allowed to go off-campus unless accompanied by a UBMS staff member or person designated by a signed document from their parent/guardian. There are no exceptions to this rule. If your child will be riding with another student, their need to be a signed document in the UBMS office that indicates who the student is allowed to travel with. This includes the student who will be riding as well. Documentation on all students must be on file.

End of Summer Field Trip

Eligible UBMS students will be invited to participate in the End of Summer Component Field Trip. Eligibility to participate in this all-expense paid trip will be determined by an assessment of students' attendance, academic performance, and behavior/conduct during the Summer/Academic Year Component. More details regarding this trip will be provided. Breakfast, lunch and dinner will be provided as required on field trip.

Summary of UBMS Program Rules

All participants MUST abide by the following rules and regulations. Violations may result in a reduction in stipend and/or termination from the UBMS Program.

- Students are to be present at all assigned classes and ON TIME.
- All class work/assignments are to be completed and turned in.
- Students are to be prepared for and do their best on all quizzes/tests.
- Students may not leave the campus during the hours unless previously approved.
- Proper conduct (in and out of class!!) is required at all times. UBMS students are not allowed to go running in the halls, loud noises, excessive talking, inappropriate PDA, or congregating in unauthorized areas. Regular college classes will be going on. Be considerate!!!
- Students will eat all meals in the designated areas of the TTC campus. No food or drinks are allowed at any time in the labs and/or classrooms.
- Parents must call 843.899.8019 and speak to the UBMS Office staff by 8:30 a.m. If a student is going to be tardy or absent.

- Respect to self, teachers, and UBMS personnel, UBMS class, and another persons' property is expected;
- Follow all codes of conduct and be active in all UBMS activities
- Virtua program interruptions due to unforeseen circumstances such as inclement weather, technology failure and/or disruptions will be handled accordingly.
- A student's stipend may be reduced for absences or violations of rules at the discretion of the program staff.
- Please refrain from sharing any access codes or passwords for any UBMS activities or events for the safety of all participants.

Meet the UBMS Staff

UBMS Program Staff Information

Antonio Robinson, UBMS Director
Office: 843-899-8005
Email: Antonio.robinson@tridenttech.edu
Room: 166L

Program Assistant/Office Manager
Office: 843-899-8019
Fax: 843-899-8006
Email: @tridenttech.edu
Room: 166M

Lakeisha M. Brown, Academic Coordinator UBMS #1
Office: 843-899-8031
Email: Lakeisha.brown@tridenttech.edu
Room: 166N

Leonard T. Montgomery, Academic Coordinator UBMS #2
Office: 843-899-8035
Email: Leonard.montgmery@tridenttech.edu
Room: 166F

UBMS Instructional Staff Information

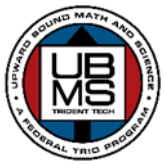
Gerrin Harrison, Personal Development Instructor
Email: gerrinlh@gmail.com

Shawda Stroud Willis, Resilience Instructor
Email: shawdastroud@gmail.com

Vera Johnson, ELA/Public Speaking Instructor
Email: vjohnson458@gmail.com

Simona Spinner, STEM/Math Instructor
Email: simonaspinner@gmail.com

Shanna Robinson, Virtual Engagement Specialist
Email: Shanna.Robinson@tridenttech.edu


UPWARD BOUND MATH AND SCIENCE
UBMS
TRIDENT TECH
A FEDERAL TRIO PROGRAM