

PUEBLO COMMUNITY COLLEGE

TRIO

U P W A R D B O U N D
UPWARD BOUND MATH & SCIENCE
PUEBLO COMMUNITY COLLEGE

2021-2022

COLLEGE READINESS PROGRAM
HANDBOOK

TRIO UPWARD BOUND AND UPWARD BOUND MATH & SCIENCE
PUEBLO COMMUNITY COLLEGE
900 W ORMAN AVENUE
PUEBLO, CO 81004
PHONE: 719-549-3468



WELCOME!

Dear Parents/Legal Guardians,

This handbook is designed to help you and your participant become familiar with the goals, guidelines, and code of conduct required for students participating in the TRIO Upward Bound/Upward Bound Math & Science (TRIO UB/UBMS) College Prep Program at Pueblo Community College (PCC).

This program is funded by a federal grant through the United States Department of Education. We are currently under 2017-2022 grant cycle. TRIO UB/UBMS provides services to students from Central, Centennial, Pueblo County, Dolores Huerta, East, and South.

We provide a structured and supervised environment on campus and remotely for all our students. Our goals for the TRIO UB/UBMS College Prep Program are to assist first-generation, income-eligible, and academically at-risk students by providing a safe environment that promotes academic success. Academic success may be demonstrated through an increase in GPA and scores on the SAT and Accuplacer tests, retention and completion in high school and the TRIO UB/UBMS program and placement and graduation in post-secondary education.

TRIO UB/UBMS also strives to provide a venue for all students, their families, and TRIO UB/UBMS staff to build relationships. We believe that when students have this type of positive and connected support, they can be successful in all aspects of life.

Please read and review this handbook with your TRIO UB/UBMS student. In order for your student to reap the full benefits offered by this program, it is important that we work together to support your student in becoming a successful learner and member of our community. With your assistance, we will ensure that your student attends the program services and activities regularly, comes to the program prepared and ready to learn, follows the student behavior code of conduct at all times, and should make monthly appointments with his/her Advisor or Coach.

Though some of our services may be altered due to COVID-19, we look forward to a program year filled with many great learning opportunities and activities for your student. We are excited to have you as a parent who is involved in their student's academic growth and success and as a part of the TRIO UB/UBMS College Readiness Program at Pueblo Community College.

Sincerely,

TRIO UB/UBMS Staff

TRIO UPWARD BOUND/UPWARD BOUND MATH & SCIENCE MISSION

The mission of the TRIO Upward Bound and Upward Bound Math & Science Program at PCC is to:

- Provide educational guidance, resources and foster a sense of belonging and community.
- Expose students to opportunities that they might not otherwise experience.
- Help students gain life, leadership, and critical thinking skills.
- Kindle a desire for learning and discovery.
- Challenge and empower students to recognize their full potential.

PROGRAM OBJECTIVES:

1. Academic Performance: Participants will have a cumulative GPA of 2.5 on 4 point scale.
2. Standardized Tests: Students will achieve the proficient level on English, Reading, and Math on the ACT, SAT, or Accuplacer Assessment.
3. Program Completion: Students are expected to participate in TRIO UB/UBMS throughout their entire high school career. Regardless of high school participation, students will be tracked by the TRIO UB/UBMS program for up to ten years.
4. Rigor: Students will complete rigorous course of study while in high school.
5. Secondary Retention: Students will enroll in college for the fall semester immediately following High School Graduation.
6. College Completion: Students are expected to complete an Associates or Bachelor's Degree.

OFFICE HOURS: MONDAY – FRIDAY 8:00 A.M. – 5:00 P.M.

• STAFF:

- | | |
|---|----------------------|
| • President | Dr. Patricia Erjavec |
| • Chief Student Services Officer | Dr. Heather Speed |
| • Director, Student Support & Outreach | Michael Gage |
| • Director, TRIO UB/UBMS | Gabriel Lucero |
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| • Advisors/Coaches, TRIO UB/UBMS | |
| ▪ TRIO UB Grant 1 | |
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TRIO UPWARD BOUND/UPWARD BOUND MATH & SCIENCE POLICIES AND PROCEDURES

COVID-19 GUIDELINES

TRIO UB/UBMS will follow State and PCC COVID-19 protocol as we conduct our activities and events. All guidelines below are subject to change.

- **CAMPUS CLEAR**

PCC may utilize the #CampusClear app (also available through browser) in the coming year as in the past. If utilized, All TRIO UB/UBMS students *must* complete before every campus visit. Download the app and report any symptoms of COVID-19 you may or may not have ***before you come to campus.***

- **A student who experiences fever and/or COVID-19 symptoms (cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell) while home should not report in-person for any TRIO UB/UBMS activities. They can attend remotely, if they choose.** Otherwise, the student should contact his or her advisor to make arrangement for missed materials.
 - A student can return to in-person activities when:
 - He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
 - Any symptoms (cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell) have improved AND
 - At least ten (10) days have passed since the symptoms began.
 - Students who DID NOT have COVID-19 symptoms, but tested positive for COVID-19 and have stayed home (home isolated) can return to TRIO UB/UBMS in-person activities under the following conditions:
 - If you have not had a test to determine if you are still contagious, you can leave home after these **two** things have happened:
 - At least 10 days have passed since the date of your first positive test AND
 - You continue to have no symptoms (no cough or shortness of breath) since the test.
 - If you have had a test to determine if you are still contagious, you can leave home after you received two negative tests in a row, at least 24 hours apart. Your doctor will follow CDC recommendations.

A student may return to TRIO UB/UBMS in-person activities earlier if a doctor confirms the cause of a student's fever or other symptoms is not COVID-19 and releases the student to return to in-person activities in writing. **Please do not come to the college if you are sick. We want to keep our TRIO family safe and stop the spread of infection.**

- **FACIAL COVERINGS AND SOCIAL DISTANCING GUIDANCE**

Pursuant to guidance from the Center for Disease Control (CDC) and state and local health officials, Dr. Patty Erjavec issued a requirement **effective Thursday, Aug. 26, 2021, all employees, students, and visitors at**

Pueblo Community College – all campuses and sites – will be required to wear a mask when indoors in gathering spaces such as classrooms, labs, libraries, study areas, theaters, etc.

distancing of six feet apart and wear a face covering over their nose and mouth. This includes any indoor space on campus, including lobbies, hallways, bathrooms, break rooms, and any open office space with multiple workstations, if there are other individuals present. Face coverings are also required in any outdoor space on campus where there is a potential to encounter another individual and social distancing cannot be maintained.

PCC Administration will lead by example and strictly adhere to the Executive Order of mask wearing. Face coverings help to slow the spread of the COVID-19 virus, but they should be the last line of defense. Other preventive measures, including frequent hand washing, social distancing of six feet or greater, and minimizing the duration of contact time with others, need to be maintained even while wearing a face covering.

Wearing facial coverings may have a negative health impact on certain individuals, so we ask that you please be respectful, inclusive and understanding as you see others who are not wearing a facial covering. Individuals who cannot wear a facial covering due to disability or health reasons should contact Disability Support Services at <mailto:Disability.Resources@pueblocc.edu> or 719-549-3446 to seek an exemption or accommodation. If an accommodation is necessary students will be issued a blue lanyard to wear (if they so choose) identifying an exception to this requirement. If a student does not have a face covering or forgets to bring one to PCC, they can find facemask dispensaries inside every PCC academic building.

Additional CDC guidance on the “Use of Cloth Face Coverings to Help Slow the Spread of COVID-19” is available online. This guidance discusses wearing, cleaning and removing face coverings. This document also has instructions on how to make your own face covering.

The Order requires social distancing, which includes limited social interactions and maintaining adequate distancing from other individuals while in class and on campus.

The College is monitoring applicable laws and guidance regarding social distancing and facial coverings, and this directive is subject to change as community knowledge about the virus and prevention methods grows. If any student violates the facial coverings or social distancing requirements, they may be subject to the Student Code of Conduct.

- **WELLNESS STATIONS**

Wellness stations are strategically located throughout PCC building entrances to provide easy access to masks, tissues, and hand sanitizer. Hand sanitizer and disinfectant spray are also available throughout the TRIO suit.

- **TRAVEL**

Travel will be impacted due to COVID-19. Limited trips may be confined to the city of Pueblo. PCC administration will determine whether or not travel is permitted and provide guidelines for safe travel.

TECHNOLOGY PLATFORMS

- **BAND app** (Required) will be utilized to share calendars of upcoming TRIO UB/UBMS events, RSVP for in-person activities such as Monday night workshops, and share program updates.
- **Remind 101** (Required) will be used to deliver important announcements to students and parents/guardians via text messaging.
- **#CampusClear app** (TBD) is utilized by PCC for COVID-19 prevention. All TRIO UB/UBMS students *must* complete the very brief CampusClear survey *every time before they arrive on campus*.
- **NetTutor** gives access 24/7 virtual tutoring.
- **Navigate** will be used for students to schedule in-person and virtual advising appointments and to check into TRIO UB/UBMS in-person events.
- **Desire2Learn (D2L)** will be used by students to participate virtually in workshops and access program materials.
- **Webex** will be utilized for virtual advising meetings and other TRIO UB/UBMS events. ***You must utilize Google Chrome when accessing Webex and D2L!***

Please see the Technology Handbook for more details regarding the use of each technology platform.

PROGRAM SCHEDULE

- **MONDAY THROUGH FRIDAY**

TRIO UB/UBMS provides a College Readiness Lab for tutoring/ homework assistance, computer lab time for research, term papers, etc. In order to maintain proper physically distancing capacity restrictions will apply to lab use. Please refer to the College Readiness Lab schedule for hours and availability. Virtual tutoring will be provided 24/7 through NetTutor.

- **WORKSHOPS**

Evening workshops will begin promptly at 5:30 p.m. and last until 7:00 p.m. Because of COVID-19 limitations, workshops may be offered both in-person and virtually. To attend an in-person workshop students must abide by the COVID-19 guidelines, outlined above, at all times. Students that do not participate in the in-person workshop may have the opportunity to participate live remotely or watch the recording later using D2L.

- **STEM FRIDAY WORKSHOPS**

Students will have the opportunity to participate in our STEM Friday workshops, which will facilitate a variety of projects and activities. STEM Friday workshops will be mostly offered remotely, but some in-person workshops may occur. If an in-person STEM Friday workshop does occur, only 9 students from each grant will be able to attend in-person. Students will have the opportunity to register to attend in-person workshops in advance using the BAND app. To attend an in-person workshop students must abide by the COVID-19 guidelines, outlined above, at all times. Students may have the opportunity to participate remotely using D2L.

- **SPECIAL WORKSHOPS AND EVENTS**

Students have the opportunity to participate in special workshops including STEM Center events, Future Fridays, virtual campus tours, service learning events, cultural events, etc.

- **CAMPUS TOURS**

TRIO UB/UBMS will provide students the opportunity to participate in virtual college campus tours. In-person campus tours will resume this year, but may be affected by COVID-19 guidelines

STUDENT EXPECTATIONS

- **WORKSHOPS**

Students are highly encouraged to attend/participate in all workshops scheduled by the TRIO UB/UBMS program. While there is no minimum attendance requirement for workshops, the amount that a student receives on a participation stipend will take into consideration the number of workshops the student has attended during the semester.

- **TRIO LAB AND REMOTE TUTORING**

Students should be utilizing the TRIO Lab and/or virtual tutoring. This time can be used for homework assistance, computer lab time for research, term papers, etc. Students can access virtual tutoring 24/7 via NetTutor. Attending the TRIO lab and utilizing remote tutoring will count toward your semester stipends.

- **ADVISING APPOINTMENTS**

Students are encouraged to meet with their advisor at least once per month and meet with their advisor and parent (parent/student conference) once per semester. These meetings can be scheduled in-person or virtually. Students can make an in-person advising appointment or a virtual advising appointment with their advisor through Navigate. All virtual appointments will be conducted using Webex.

- **ABSENCES FOR SCHOOL-SPONSORED SPORTS OR CLUBS**

Extracurricular Activity Forms (to be completed by the student and parent) are available if a student is unable to attend workshops and/or complete TRIO Lab hours due to participation in school-sponsored sport or club. With an excused absence form, to remain in good standing with the TRIO UB/UBMS Program, student must have a GPA of 2.5 or higher and be passing all classes with a C or better. AN EXTRACURRICULAR ACTIVITY FORM DOES NOT QUALIFY A STUDENT FOR WORKSHOP/TRIO LAB PORTION OF STIPEND. *However, any missed workshop can be made up at a later date by accessing the material available on D2L.*

- **BEHAVIOR AT TRIO UB/UBMS EVENTS**

Active participation is a requirement. If a student refuses to participate and/or is not abiding by program policies and procedures and terms of program contract, parents/guardians will be called, student will be dismissed and will not receive credit for attending that particular workshop.

- **GPA REQUIREMENTS**

Students must maintain a 2.50 cumulative GPA and/or increase cumulative GPA annually.

- **SERVICE LEARNING ACTIVITIES**

Service Learning requirements vary by school/district. Typically, TRIO UB/UBMS requests that students participate in a minimum of one (1) service learning event coordinated by TRIO UB/UBMS per year. However, TRIO UB/UBMS may be forced to forgo service learning activities if COVID-19 conditions do not improve.

- **SUMMER PROGRAM**

Incoming sophomores, juniors, and seniors are encouraged to participate in the full 6-week summer program hosted by the TRIO UB/UBMS Program.

- **SUMMER BRIDGE**

Graduating seniors are highly encouraged to attend the Summer Bridge Program at PCC directly following high school graduation to earn up to six (6) college credits. Tuition and fees are paid for by the TRIO UB/UBMS Program.

- **STUDENT STIPENDS**

All new students are considered pending for the first sixty day (2 month) probationary period and are therefore ineligible to receive a stipend. After completion of the probationary period, if a student has demonstrated active participation, he/she becomes eligible for the following.

- **Participation Stipend**

- All students are eligible to receive up to \$30.00 per month (paid at the end of each semester) during the school year based upon attendance and participation in workshops, hours logged at the College Readiness Lab at PCC or their high school, monthly Advisor check-ins, and college campus visits.

Participation stipend opportunity breakdown:

Stipend Rubric	
Opportunity Type	Maximum Points per Opportunity
Workshops	10
STEM Events	10
Campus Tours	10
Cultural Enrichment	10
Tutoring	5 per hour
Advising	2 per check-in
Max Participation Stipend Amounts	
To earn a full participation stipend, students must earn 100 pts in D2L each semester	
Fall Participation	\$120
Spring Participation	\$150
Max GPA Stipend Amounts	
To earn a full GPA stipend, students must earn a cumulative unweighted GPA of 2.5, with no D's or F's for the most recent semester	
Fall GPA	\$40
Spring GPA	\$50

*Stipend rubric is subject to change

- **GPA Stipend**

- At the end of each academic semester, all students are eligible to receive a GPA stipend of \$40/Fall semester and \$50/Spring semester, provided that they meet the following criteria:
 - Earn a 2.50 GPA or better and not received a D or F in the semester for which the stipend applies. This includes high school, concurrent enrollment, dual enrollment or any other college course. We may refer to your school's handbook for guidance.
 - Earn above a 2.00 and below 2.50, but have raised their cumulative GPA with grades from the just-completed semester, and not received a D or F in the semester for which the stipend applies.

- **NO CALL NO SHOW**

Students who sign up for a TRIO UB/UBMS event (campus tour, extracurricular activity, etc.) and do not give prior notice of their absence may not participate in the following activity and may lose part of their stipend for that semester. The TRIO UB/UBMS program pays in advance for these trips and prior notice will help keep cost down.

PARENT EXPECTATIONS

ATTENDANCE AND PARTICIPATION IS APPRECIATED.

YOUR SUPPORT IS NEEDED AND VERY IMPORTANT TO THE SUCCESS OF YOUR STUDENT.

- **PARENT/STUDENT ORIENTATION**

Parents/legal guardians with their student(s) are encouraged to participate in program orientations held in September and May each year.

- **PARENT/STUDENT ADVISOR CONFERENCES - MEETING WITH ADVISOR EACH SEMESTER**

Parent/student should meet with advisor (in-person or virtually) at minimum once each semester. If a student is failing or experiencing other challenges, more meetings may be required.

- Fall Semester Conferences: September-November
- Spring Semester Conferences: February-April
- Appointments will be scheduled by your student's advisor

- **ANNUAL AWARDS BANQUET**

Attendance is very important by both parent/guardian and student as we honor and celebrate all of their accomplishments. A banquet will be held every year to celebrate the accomplishments of TRIO UB/UBMS students.

- **MAINTAIN CONTACT WITH THE TRIO UPWARD BOUND/UPWARD BOUND MATH & SCIENCE STAFF**

Address student's attendance and academic progress. Communicate change of address or phone number as it occurs. Inform a staff member if student will not be in attendance at an event.

- **MAILINGS, EMAILS AND PHONE NOTIFICATIONS**

Constant and up-to-date communication is VITAL– Keep Yearly Calendar visible and accessible

- Please read monthly activities calendar along with any updates provided. All calendars are accessible on the TRIO UB/UBMS website and BAND app.
- Please read/respond to all emails, Remind and BAND app notifications.
- Please RSVP and/or sign-up in a timely manner to all events and activities.
- All students/parents are required to utilize the Remind and BAND app to receive TRIO UB/UBMS communications.

PARTICIPATION & ATTENDANCE REQUIREMENTS

Students are encouraged to participate in as many TRIO UB/UBMS workshops and events as possible.

Students are expected to be on time. When a student attends any TRIO UB/UBMS event, he/she is required to check-in to receive credit. If students are participating in after-school extracurricular activities and the student is in good standing, the student and parent are asked to complete and submit the Extracurricular Activity form.

▪ **PROGRAM DISMISSAL/PICK UP TIME**

Parents are responsible and expected to promptly pick up their students following TRIO UB/UBMS events.

▪ **MEDICATION**

The parent/legal guardian and the student are responsible for dispensing medication. Medication must be in original container with RX label. Written instructions signed by parents and physician shall be required and must include:

1. Student's name
2. Name of medication
3. Purpose of medication
4. Time the medication is to be dispensed
5. Dosage
6. Possible side effects
7. Termination date for dispensing the medication
8. Waiver of claim

▪ **ACCIDENTS**

Should the student be injured during program time, a parent/guardian will be contacted by program staff, and an accident report will be filled out.

▪ **ILLNESS**

Should your student become ill, a parent or guardian will need to notify the TRIO UB/UBMS advisor of the absence (prior to the absence).

▪ **HOLIDAYS/SCHOOL BREAKS**

TRIO UB/UBMS uses your student's school academic calendar to plan our calendar accordingly. Certain events will be scheduled during school breaks, including but not limited to ACT/SAT prep, workshops, supplemental academic instruction, and college campus tours.

▪ **VIRTUAL PROGRAM RULES**

- Show respect for teachers, other students, staff, materials, etc.
- Be on time and prepared for activities/class.
- Be polite.
- Be a good listener and speak one at a time.
- We expect 100% participation in activities.
- Have a positive, "can do" attitude.

▪ **TRANSPORTATION**

For safety reasons, all students are expected to conduct themselves in an appropriate manner while riding the vehicle to and from program activities.

- Inappropriate language or any type of verbal abuse towards the bus driver, other students, or program staff may result in, but are not limited to, loss of transportation privileges.
- Yelling and shouting will not be allowed.
- Students are not permitted to stand or to leave their seats while the vehicle is in motion.
- Hands and head should be inside the vehicle at all times.

▪ STUDENT BEHAVIOR

- In general:
 - Any time a student is on the PCC campus they must wear a face covering at all times and maintain proper social distancing of 6 feet or more.
 - Treat all others at TRIO UB/UBMS with dignity and respect.
 - Anti-Bullying—bullying of any type (including through social media) will not be tolerated. Refrain from any behavior that constitutes bullying, including, but not limited to: *Name-calling, hitting, threatening or intimidating, maliciously teasing and taunting, making sexual remarks, stealing or damaging others' belongings, spreading rumors about others, or encouraging others to reject or exclude someone.*

- Specifically, the following pages contain the Student Code of Conduct from the PCC manual. Please read carefully with your parent(s)/guardian(s) and, if you have any questions or concerns, please bring them to the attention of the TRIO UB/UBMS staff. **All TRIO UB/UBMS students are obligated to follow the Pueblo Community College Student Code of Conduct when on campus and when participating in TRIO UB/UBMS events off campus.**

TRIO UPWARD BOUND/UPWARD BOUND MATH & SCIENCE / PUEBLO COMMUNITY COLLEGE CODE OF CONDUCT

INTRODUCTION

A PCC student is not exempt from local, state, or federal laws and PCC students have the additional obligation of abiding by all of PCC's regulations. It is the personal responsibility of every member of the PCC College community not only to protect his/her own rights, but also to respect the rights of others, and to conduct themselves in a manner conducive to learning in an educational environment.

DEFINITION

The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the college (including adjacent streets and sidewalks).

PROSCRIBED CONDUCT

Violation of any municipal ordinance, law or regulation of the State of Colorado, or law or regulation of the United States, which may cause harm or endangerment to self or others, or somehow compromises the educational mission of the College, may result in disciplinary action. The College does not normally take disciplinary action for off-campus violations, but it retains the right to act in special cases. Disciplinary action imposed by Pueblo Community College may precede and be in addition to, any penalty that might be imposed by an off-campus authority.

MISCONDUCT

Actual or threatened physical injury to any person (including self) on College-owned or College-controlled property or at a College-sponsored or supervised function, or conduct that endangers the health or safety of a person.

Engaging in individual or group conduct that is violent, abusive, indecent, unreasonably loud, or similar disorderly conduct that infringes upon the privacy, rights, or privileges of others or disturbs the peace or the orderly process of education on campus, or aiding, abetting, or procuring another person to engage in the aforementioned activities.

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, hazing, and/or other conduct which threatens or endangers the health or safety of any person.

Unauthorized use, possession, or storage of any firearm, weapon, dangerous chemical, or explosive (including fireworks) on College premises or at College-sponsored activities.

Forgery, falsification, counterfeiting, alterations, or misuse of any College record, document, or identification card of a nonacademic nature (e.g. admissions applications or parking permits).

Stealing or malicious destruction of another student's notes or materials (including computer file materials) or having in possession such materials without the owner's permission.

Unauthorized entry into, or alteration of, any College computer records; theft or abuse of computer time; theft or abuse of computer account privileges, equipment, software, or network resources; or violation of Computer Center policies.

Reporting the presence of a fire, bomb, or explosive or incendiary device on the College campus without good reason to believe the facts reported are true.

Unlawful possession, use, distribution, or sale of any narcotic or dangerous drug (as defined by the statutes of the State of Colorado) on College-owned or College-controlled property or at any function sponsored, authorized, or supervised by the College.

Attempted or actual theft of, or unwarranted damage to College-owned or College-controlled property or property of any member of the College community.

Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and wellbeing of students.

Entry into or use of any building, facility, or room or other College-owned or College-controlled property or grounds without authorized approval. This also includes the unauthorized possession, duplication, or use of College keys, lock combinations, or other access codes.

Participation in illegal gambling activities on College-owned or college-controlled property or at a function identified with the College.

Possession, or consumption, of alcoholic beverages (or being under the influence of alcohol or illicit drugs, including intoxication) on College-owned or College-controlled property.

Entering or attempting to enter any dance, social event, or other College event without proper credentials for admission (e.g. ticket, identification card, or invitation).

Failure to comply with College traffic rules and regulations.

Smoking in classrooms, building, or other unauthorized campus areas. Smoking is prohibited, by law, for all TRIO UB/UBMS participants under the age of 18.

Obtaining money or personal property from a person by force, by intimidation, or by undue or illegal power.

Abuse or misuse of the campus telephone or telecommunications systems, or violations of the College Computers: Electronic Communications policy.

Sexual Misconduct:

Sexual misconduct, including sexual assault and sexual abuse, by any UB/UBMS student of the college community will not be tolerated. The College will respond in a firm and judicious manner to all reports of alleged incidents of sexual misconduct.

Pueblo Community College Student Handbook

<https://www.pueblocc.edu/WorkArea/DownloadAsset.aspx?id=673>

THANK YOU FOR YOUR CONTINUED SUPPORT, COMMITMENT, ATTENDANCE, AND PARTICIPATION!