



Northwest Missouri State University

Academic Year Student Handbook 2024-25

TRiO

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www.nwmissouri.edu/dept/trio/upwardbound

Greetings from Upward Bound!

It is hard to believe that a new academic year is approaching! We hope you are all well-rested and energized to start the upcoming school year!

As quickly as the summer session ended, central staff began to plan an exciting and challenging academic year schedule. We hope that you take full advantage of all the opportunities that Upward Bound provides. Whether attending field tutoring or participating in a Saturday Academy, we want you to be stimulated academically and socially to experience the greatest level of success.

The end of the summer meant saying good-bye to a group of seniors who were great examples of what we look for in our Upward Bound participants. As we begin the recruitment process again, we encourage you to spread a positive word about Upward Bound in your schools. We want to help other students reach their goals just as you have, and you are our best promoters!

We are all very excited about what the upcoming AYC holds. Please read the handbook carefully and note the Saturday schedule included.

Now is a great time to get your schedule in order with work, school, and Upward Bound responsibilities. If you have any questions, please let us know if we can help you in any way.

Sincerely,

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**Saturday Academy Dates
2024-2025**

Upward Bound Saturday Academies take place from 8:30 a.m. to 12:30 p.m. on the third floor of the Administration Building at Northwest Missouri State University.

September 21th	Regular Academy / Visitors Welcome	January (TBD)	New Student & Family Orientation
October 5th	Regular Academy / Visitors Welcome	February 15th	Regular Academy / TRiO Day Celebration
November 16th	Regular Academy / Visitors Welcome	March 22nd	Regular Academy
		April 19th	Regular Academy

Bus Schedule

School	Pick Up Time	Drop Off Time	Location
King City	7:30 a.m.	2:10 p.m.	High School
Union Star	7:30 a.m.	2:10 p.m.	King City High School
Stanberry	7:45 a.m.	1:55 p.m.	High School
Northeast Nodaway	8:05 a.m.	1:35 p.m.	High School
Nodaway-Holt	7:50 a.m.	1:35 p.m.	High School
Rock Port	7:30 a.m.	2:20 p.m.	High School
Tarkio	7:45 a.m.	2:05 p.m.	High School
Fairfax	7:45 a.m.	2:05 p.m.	Tarkio High School
West Nodaway	8:10 a.m.	1:40 p.m.	High School
Arrive NWMSU	8:35 a.m.		Administration Bldg.
Leave NWMSU	**12:45 p.m.		

**** Busses typically stop at McDonald's/ Taco Bell/ Hy-Vee from 12:45-1:15 p.m.**

In case of inclement weather, be sure to check the Upward Bound social media outlets for cancellations. Also, make sure to sign up for UB texts. The website also has important information, dates, forms, etc. that can be useful to you.

The website is <http://www.nwmissouri.edu/trio/upwardbound/>.

TRANSPORTATION

BUS: On Regular scheduled Saturday Academies, Upward Bound provides bus services to and from campus for the majority of our target schools. UB participants from target schools on the UB bus route are expected to utilize this mode of transportation. Students are also expected to behave in a respectful manner while riding the bus. All UB rules are enforced while on the bus and throughout the course of the day and events thereof. Please abide by all the rules, including those set by your specific bus driver. If you ride the bus, you need to ride it for the entire route—do not get off and get in with an individual car driver.

PERSONAL CARS: If you attend a school not on the UB bus route, you must then provide your own transportation to the UB bus stop nearest you. Mileage reimbursement will **only** be paid to students from schools not on the UB bus route. Mileage reimbursement forms are available at every Saturday Academy. These forms must be completed and returned on a **monthly** basis. We strongly urge you to **carpool**. Participants on the UB bus route who choose to drive their own vehicles **are not eligible** for mileage reimbursement.

****Those students wishing to ride home with someone else must have permission by a parent or guardian with a note or a phone call.**

STIPENDS

All UB students who participate on a full-time basis will be eligible to earn stipends. Payment will be at the rate of \$15.00 per Saturday Academy during the academic year. In order to receive the stipend, the participant must demonstrate satisfactory participation in project activities. Further guidelines for payment of stipends are found in the "Expectations" section of this handbook.

Northwest Missouri State University has moved to a cashless campus system for payment of all stipends and meal vouchers. Northeast Missouri State University has contracted with Commerce Bank to provide Commerce Bank Visa cards (reloadable/reusable), at no cost, to all Upward Bound participants. All stipends (both academic year & summer) will be paid via Commerce Bank Visa cards.

Upward Bound participants are expected to retain these cards for the duration of their participation with Upward Bound. Each participant is issued a card assigned to them, and should make every effort to keep the cards secure. The Visa cards will be issued using information provided by participants/their families (name, phone number, NW issued email address and SSN). Participants are welcome to update their phone number or add an additional email address for notifications, but must not change the mailing address, which is currently set to Northwest Missouri State University's address for security reasons. Should a participant find that their card has been lost or stolen, it is the participant's responsibility to reach out immediately to Upward Bound Central Staff or the Northwest Missouri State University Student Account Services staff to report the lost/stolen card. This allows the existing funds to be secured and transferred to a new account, if necessary. Participants must sign an "Acceptance of Responsibility" form to receive their card and are encouraged to read all provided information that is issued with their card.

Academic Year Stipends will be uploaded to student cards on the first Business day following each Saturday Academy. If students have an excused absence from Saturday Academy, the earned stipend will be uploaded after their next attendance at an Upward Bound Saturday Academy. Stipends for any other UB activity during the Academic Year will be paid at the same time as the next Saturday Academy's stipend.

Please contact Upward Bound Central Staff if there are any questions or concerns regarding the Commerce Bank Visa cards.

EXPECTATIONS

- 1) You will be expected to behave at all times in a manner that reflects respect and consideration for each other, the program, the University and its personnel, and yourself. Physical violence, theft, the use of drugs, alcohol, or tobacco, and sexual misconduct are not only against the spirit of Upward Bound but against the law and Upward Bound policy as well. They are **very** serious offenses which **will** result in your immediate dismissal from the program.
- 2) Students must attend the Saturday Academy to receive the monthly stipend unless a completed absence form is returned to us prior to the missed Saturday Academy, verifying participation in a school-sponsored activity. No stipend for that absence will be paid if the form is not received before the missed Saturday Academy. (Absence forms can be obtained from a UB Central Staff member or printed from the UB website.)
 - A) Academic year stipends will not be paid to students who are not meeting minimum grade requirements (i.e. 2.5 GPA)
 - B) *A student must attend and participate in the entire Saturday Academy to receive the full stipend.*
 - C) *Anyone who arrives after 8:30 a.m. or leaves before 12:30 p.m. with prior approval will lose a proportional share of their stipend. Stipends will also be dependent on Field Tutoring attendance and participation.*
 - D) Failure to follow any of the above regulations for Saturday absences will result in the loss of the full stipend.
- 3) Students must document all absences by completing an absence report form before the missed Saturday Academy.
- 4) Students are expected to attend each Saturday Academy, including large group college visits. Students will be allowed one absence per semester not related to a school activity.
- 5) College and cultural visits – Students need to return permission slips in a timely manner. If a student agrees to attend a visit and are a no-show the cost of the visit will be deducted from their stipend.
- 6) **Field Tutoring** - All UB students are required to attend at least one hour of weekly tutoring at their high school. **If a student misses multiple field tutoring sessions for any unexcused reason their UB participation will be reconsidered.** We understand that some of you have extra-curricular activities; however, we require you to check in with your tutor and communicate your needs and/or comments to them weekly prior to the scheduled field tutoring session. Excessive excuses to avoid field tutoring will **NOT** be tolerated.

Excused absences for school activities include:

- Sports
- Band
- Music
- Academic Bowl and other related activities
- FBLA, FFA, etc.
- Church activities
- Doctor/Dentist

Students will not be excused for the following:

- Work
- Not having a ride
- School punishment (suspension, detention, etc)
- Babysitting (we understand there are some circumstances where this is necessary, but it should not cause you to miss tutoring on a weekly basis)

* This list is not absolute, and other activities not listed may be deemed excused or unexcused at the UB Central Staff's discretion. If a student is unsure whether an activity is excused or unexcused, they should contact the UB office for clarification before the absence.

- 7) **3.5 GPA Field Tutoring Waiver** - When we receive your quarterly report cards, we will put them into our academic reporting program (note that this is based on our program and can sometimes differ slightly *from the schools' programs. This means that just because your report card says you have a 3.5 does not mean our program will say the same thing. Ex: In most schools a B+, B, and B- all count for 3.0 towards your GPA. In our system, a B+ is 3.33, B is 3.0, and B- is 2.67. This is more reflective of the college system for which we are preparing all of you*). Any student with a 3.5 GPA or higher will be notified by The Academic Coordinator and not be required to attend field tutoring. You will still have to check-in with your field tutor and the Academic Coordinator on a weekly basis. Each grade check from that point on will determine if you need to attend field tutoring or not. Again, do not take it upon

yourself to assume that you do not need to attend field tutoring. The Academic Coordinator will notify you if you meet the requirements to not attend field tutoring. At the beginning of 2nd semester, all students who did not have to attend field tutoring at the end of 1st semester will not have to attend tutoring until we get the first grade check. Each student will be evaluated at that time. This **does not apply to first year participants**. All first year participants **must attend** field tutoring regardless of their GPA.

- 8) **Supplemental Tutoring** - Any student receiving a grade of C- or below, or a GPA below a 2.5 on midterm reports or a quarterly grade report will attend supplemental tutoring in their high school until the next grade report period. This additional tutoring will be discussed with the student, Field Tutor and Academic Coordinator. Any student placed on supplemental tutoring **will not be excused** from tutoring sessions for extra-curricular activities. A student can only be removed from supplemental tutoring status if subsequent official midterm and quarterly grade reports reflect appropriate academic progress. The student and field tutor will receive an email from the UB office releasing them from supplemental tutoring.

****If you hold a job, we request that you get your work schedule adjusted, so it does not interfere with weekly field tutoring and/or Saturday Academies. Upward Bound should be treated like any other extra-curricular activities, in which case you would adjust your schedule. If you have any concerns and/or comments about this, notify a Central Staff member.*

- 9) If a student is excused from Field Tutoring because of behavioral problems, they will report **directly** to the UB Project Director. The student's parents will be notified and other appropriate action will be taken.
- 10) **Participant Checklist** – Each grade level will have a checklist of specific activities they are to complete and items they are to turn in. Each student will be responsible for completing each item on the checklist by the deadline that is listed. If a student fails to complete all items on the checklist by the deadline set for each item, then they face the likelihood that they will not be invited to attend the end of summer cultural trip. Checklists are provided using Northwest's Canvas online course system. Each UB student will need to use his or her Northwest login to access Canvas to complete the checklist items. Each student should monitor their own progress of when these items are due.

CLASS ATTENDANCE AND CLASSROOM POLICIES

The following procedures will be used for Upward Bound classroom policies. It is a simple plan that will be monitored by all teachers. This plan is designed to promote learning in all classes.

Requirements:

1. Attend all classes.
2. Be punctual.
3. Be cooperative and respectful in the classroom and hallways.
4. Complete assignments on time and as requested.
5. Participate in activities and discussions.

Consequences:

1. Verbal Warning, stipend deduction, central staff informed by teacher and/or tutor. (level 1)
2. Written report from academic teacher/staff member to UB Project Director. (level 2)
 - A. Notification of Parents
 - B. Appearance before SAC
 - C. Probation is a strong possibility
3. Upon receipt of second written report, the following actions will be taken:
 - A. Notification of Parents
 - B. Student will meet with Central Staff
 - C. Distinct possibility of dismissal

DISCIPLINARY PROCEDURES

UB Staff

Every UB member, student, faculty and staff has the authority and responsibility to report violations of program rules. Violations should be reported to one of the following individuals: Upward Bound Project Director or Coordinator of Counseling.

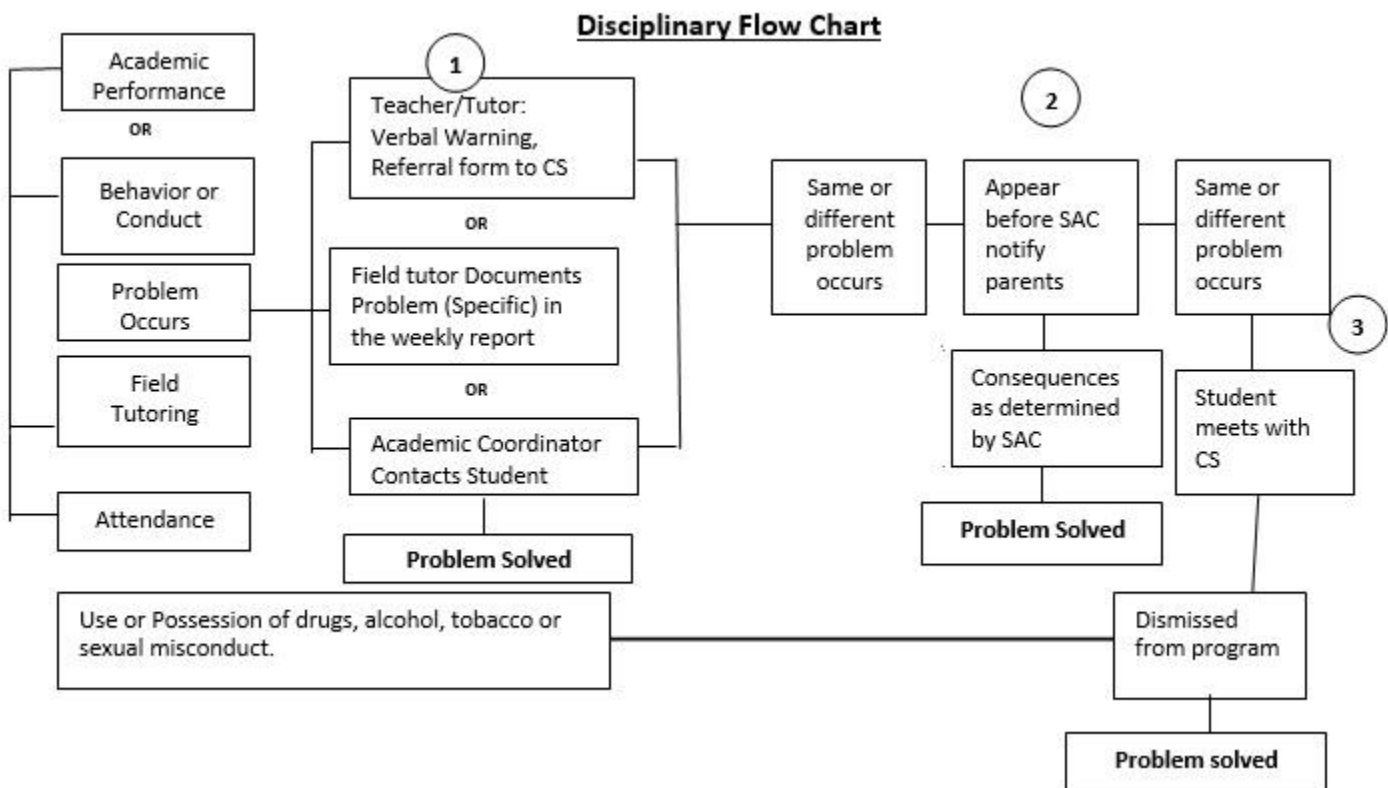
UB Student Advisory Council

An Upward Bound Student Advisory Council consisting of representatives from the upper three grade levels, who have completed a minimum of one summer session, will be formed to provide students the opportunity to voice their opinion in the decision-making processes that affect all Upward Bounders. The council will serve as a sounding board for student discipline and make recommendations for appropriate disciplinary actions. Students who have violated Upward Bound rules or regulations will appear in front of the council for appropriate action/assistance.

Probationary Status

Students can be placed on probationary status for violating program rules and expectations. Being placed on probation is a warning to the student of needed improvement in grades, behavior, attendance, attitude or a combination thereof. The standard length of the probationary period is one quarter but can vary depending upon the severity of the violation. If a student is placed on probation, the Central Staff will communicate clearly with parents and students regarding the requirements necessary to be removed from probation. The purpose of the probationary period is to allow the student the opportunity to rectify his or her situation before being asked to leave the program. Students may be asked to appear before SAC because of academic violations, as well as violations of rules and regulations. Probation is not an option for a student who violates any aspect of Rule #1 (see page 4). Those violations warrant immediate dismissal from the program.

The disciplinary flow chart is an outline of the procedures followed when a student has difficulty adhering to program rules and regulations. The philosophy behind this chart is "three strikes and you're out," unless engaging in activities which warrant immediate dismissal (see Rule #1, page 4). It is also important to note that the disciplinary flow chart is in place for the entire year; inclusive of the AYC and SC. This is to say that if a student appeared before SAC during AYC 2024-25 and that same student experiences a problem during SC 2025, they would automatically be at point 3 on the flow chart and need to meet with Central Staff. The disciplinary flow chart starts over at the beginning of AYC 2025-26, unless the probation period, established by Central Staff, continues into the beginning of the following year. Probationary status may continue into the beginning of the next academic year if deemed necessary by Central Staff.



DISCIPLINARY ACTIONS

When an Upward Bound participant experiences difficulty in abiding by the program rules and regulations, the participant must face ownership of their actions and some consequences. The consequences listed below are designed to allow the participant an opportunity to reflect upon and learn from their actions. We believe that each consequence is appropriate and fair for whatever type of violation occurs.

These disciplinary actions go into effect when a participant has had a second violation of UB rules and regulations and goes before SAC. SAC members will review each individual situation and discuss with the participant the problems they are having with the rules and regulations. They will then decide upon which of (or a combination of) the consequences are most appropriate for that particular situation. If this procedure is not clear, or if you have any questions regarding UB disciplinary actions, please speak to a Central Staff member.

ACADEMIC YEAR COMPONENT CONSEQUENCES:

1. Probationary period only
2. Reduction of stipend for a specified period of time
3. Loss of stipend for a specified period of time
4. A combination of any of the above
5. If serious offense, immediate dismissal



Academic Year Component College Visit Clothing Attire

The Upward Bound program at Northwest Missouri State University believes that a student's attire and mindset are directly related to student success. A student who is professionally dressed for school, extracurricular events and field trips is more mentally prepared to be a productive student leader in and outside of the classroom. To assist students in preparing for the postsecondary transition, Upward Bound offers opportunities to visit prospective colleges during the academic year as a large group or smaller individual groups to meet with the Admissions office, Financial Assistance office, faculty and other academic support departments. This service ensures a final postsecondary enrollment decision is the best decision for the student and their future occupational goals. All college visits scheduled by Upward Bound staff ensure that the college is aware that the students visiting are prospective students from Northwest and are in fact connected to Upward Bound, a federally-funded TRiO program.

To represent Upward Bound, Northwest and most importantly you as a student leader, the Upward Bound staff asks for you to consider the following when planning to attend Saturday Academies and college visits with your Upward Bound program. Please consider how you are representing yourself – one interaction with a college professional can lead you to a scholarship and potential job opportunity!

One of our major objectives for UB is to emphasize respect for one's self and for others. Toward that end, we do have a dress code for UB. While you are participating in UB classes and activities, you represent UB as well as yourself.

Students should feel welcome to wear comfortable school clothing and items that appropriately convey the spirit of UB. Clothing may not expose the torso, midriff, navel, buttocks, cleavage, or underwear. All apparel may not promote or glorify negativism, drugs, tobacco, alcohol, and/or sexual innuendoes.

Examples of Business Casual Attire to Consider for college visits:

- Nice jeans, cargo pants, dress pants, khakis, or casual skirt paired with a blouse, polo shirt, or other nice shirt
- Casual dress
- Comfortable walking shoes
- Sunglasses



Academic Year Component Dress Code

The Upward Bound staff is committed to promoting a healthy, safe, and positive learning environment for every student. Students should feel welcome to wear comfortable school clothing and items that appropriately convey the spirit of UB. Clothing may not expose torso, midriff, navel, buttocks, cleavage, or underwear. All apparel may not promote or glorify negativism, drugs, tobacco, alcohol, and/or sexual innuendoes.

- Hats, sunglasses, and hoods should be removed when entering buildings as a sign of respect.
- Headphones may be worn throughout the day but not during academic time or activities unless an exception is made by a staff member.

The Central Staff has the final say for appropriateness and will ask students to change inappropriate clothing.

ACT DATES	
TEST DATE	REGISTRATION DEADLINE
September 14	August 9
October 26	September 20
December 14	November 8
February 8	January 3
April 5	February 28
June 14	May 9
July 12	June 6

Providing the tools needed and encouraging high school students to strive for academic excellence, give back to the community, graduate from high school, and go on to earn a college education.

SATURDAY ACADEMIES	
September 21	Regular Session Visitors Welcome
October 5	Regular Session Visitors Welcome
November 16	Regular Session Visitors Welcome
December	No Saturday Session
January	No Saturday Session
February 15	TRiO Day
March 22	Regular Session
April 19	Regular Session

CONTACT UPWARD BOUND:

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