



MISSOURI ACADEMY

Science • Mathematics • Computing

NORTHWEST MISSOURI STATE UNIVERSITY



2016–2017

Student-Parent Handbook

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I. Welcome

1. Students and Parents

Welcome to the Missouri Academy of Science, Mathematics, and Computing (Missouri Academy or MASMCM). This handbook is made available to members of the Missouri Academy community to provide information and guidance to students, parents, and other stakeholders regarding the operation of the Missouri Academy during the 2016-2017 academic year. There will be several opportunities to clarify and answer any questions concerning this *2016-2017 Student-Parent Handbook* during Summer Orientation sessions, on move-in days, throughout the Missouri Academy Bridge Program, or by contacting the Missouri Academy staff anytime throughout the year.

A form, verifying that the student and that student's parent(s)/guardian(s) have received a copy of the handbook and agree to abide by its rules and regulations, is included at the end of this handbook. This form must be signed by all Missouri Academy students and their parents or guardians, and be on file at the Missouri Academy at or prior to moving in.

Cleo Samudzi, PhD
Dean of the Missouri Academy of Science, Mathematics, and Computing

II. Introduction

1. Welcome!

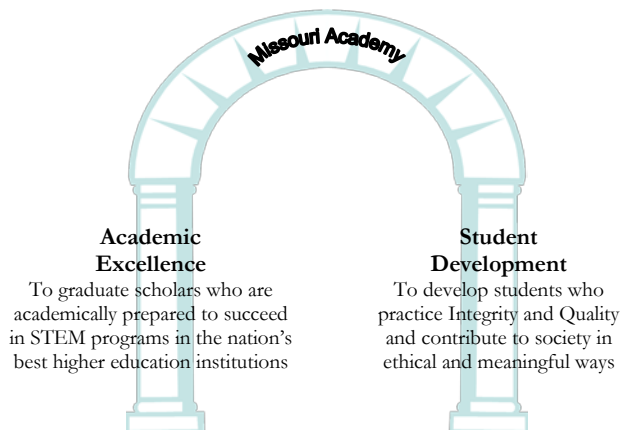
Welcome, or welcome back, to the Missouri Academy of Science, Mathematics, and Computing! Students at the Missouri Academy are part of a select group from throughout the state of Missouri and beyond who have a passion for learning and who are prepared to contribute positively to a strong, close-knit, dynamic community.

2. Mission Statement

The Missouri Academy of Science, Mathematics, and Computing is an early-entrance-to-college program at Northwest Missouri State University (Northwest or NWMSU). The Missouri Academy prepares its graduates to succeed in science, technology, engineering, and mathematics (STEM) programs and other academic fields at any higher education institution. The unique living and learning community promotes the principles of Integrity and Quality (IQ) within its students, encouraging them to contribute to society in ethical and meaningful ways.

The mission statement aligns with that of Northwest, which states that “Northwest Missouri State University focuses on student success—every student, every day.”

We have adopted the ARCH as a symbol representing our mission and ideals. Our mission is to prepare graduates who will excel in science, technology, engineering, and mathematics programs and graduates who value and practice the principles of Integrity and Quality. We believe that the Missouri Academy's mission and ideals are supported by two components represented by two pillars: Academic Excellence and Student Development. Just as one pillar alone cannot support the top of an arch, the Missouri Academy program cannot be successful without strong contributions from both pillars.



This handbook outlines the policies and procedures of the Missouri Academy, including Academic Policies, Student Development, and the Disciplinary Code. It is meant to be a guide rather than an explicit point-by-point rulebook for every possible situation that arises during the school year. It is not possible for the Missouri Academy to set a policy for every need or individual circumstance that may occur. All students and parents should contact the Missouri Academy staff for an explanation or clarification of any item in this handbook. This handbook is not, and should not be construed as, a contract between students/parents and the Missouri Academy.

Students are also subject to the general policies in the *Northwest Student Handbook*, although based on the uniqueness of the Missouri Academy, there may be some differences between the *Northwest Student Handbook* and this handbook (for example, student disciplinary hearing and appeals procedures). Students and parents should contact the Missouri Academy staff for an explanation or clarification of any item in the *Northwest Student Handbook* and its applicability to Missouri Academy students.

3. Integrity and Quality: A Common Understanding

The success of the Missouri Academy as an institution is predicated on the foundation of Integrity and Quality (“IQ”). The only way the concept of Integrity and Quality will have value is if all members of the Missouri Academy community understand what it means. The following guidelines provide the necessary foundation for a common understanding:

- **Integrity:** honesty, sound principles, and respect
 - Honesty
 - Straightforward; free from fraud or trickery
 - Trustworthy; not given to cheating, stealing, or lying
 - Sincere; without deceit, pretense, or hypocrisy
 - Being real, genuine, and wholesome
 - Sound principles
 - A set of norms that guide human behavior to determine what is appropriate and what is inappropriate
 - Engaging in knowledge and understanding of principles of how humans establish and practice appropriate behavior, particularly in relation to other humans but not excluding the other facets of the human environment
 - Respect
 - Showing high regard or concern for fellow students, staff, property, and the environment
 - Being respectful and respectable
- **Quality:** excellence; performing at the highest possible level
 - Excellence
 - Characterized by being outstanding
 - Performing at the highest possible level
 - Meeting more than the minimum expectations
 - Completing the best work possible
 - Being proud of accomplishments

The commitment to Integrity and Quality includes five dimensions of personal and social responsibility:

- Consistently striving for personal excellence
- Cultivating personal and academic integrity
- Contributing to a larger community
- Taking the perspectives of others seriously
- Developing competence in ethical and moral reasoning

4. Role of the Missouri Academy Staff

The role of the Missouri Academy staff is to recruit and identify qualified, high-achieving high school students, to add value to the students' experiences while at the Missouri Academy, and to provide a rich environment that will promote Integrity and Quality.

The Missouri Academy provides Residential Counselors on each floor. In addition, the Missouri Academy has an administrative office staff. All of the staff at the Missouri Academy will act in the best interest of the Missouri Academy, Northwest, and each student.

5. Expectations of Missouri Academy Students

Students at the Missouri Academy are expected to have a strong commitment to the pursuit of Integrity and Quality in all aspects of their Missouri Academy life. This commitment includes living in and contributing to a diverse community of peers. It is the responsibility of all students to help make the best living and learning situation for everyone. Attendance at the Missouri Academy is a privilege and not a right.

Each member of the Missouri Academy community is expected to follow the guidelines listed below:

- Respect the rights of all Missouri Academy and Northwest students, Missouri Academy staff, University faculty and staff, and alumni and visitors to the school
- Know and follow the applicable policies and expectations as set forth by the Missouri Academy and Northwest
- Behave in ways that do not interfere with the learning of others, do not disrupt the educational process, and do not reflect negatively on the Missouri Academy community

At any time, students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment may be asked to return to their sending school.

III. General Missouri Academy Policies

1. Success at the Missouri Academy

One academic year at the Missouri Academy consists of a fall trimester (August—December), a spring trimester (January—April), and a May Session. All students who accept the invitation to enroll in the Missouri Academy agree to fully, willingly, and productively participate in the entirety of the program including the two-year continuous residential component. Specifically, students agree to follow the policies listed below:

- Live in a Missouri Academy residence hall for the duration of two successive academic years as specified by the *Missouri Academy Master Calendar*
- Earnestly work toward graduation at the conclusion of the second academic year
- Honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential experience

Students accepting the invitation to enroll who know or should know that their two-year commitment may be interrupted for any reason and do not disclose such information may be subjected to disciplinary action. Results of this disciplinary action may include but are not limited to a range of educational sanctions and dismissal from the Missouri Academy.

2. May Session

During May Session, students generally take one three to five-credit-hour course and participate in experiential learning activities. Students may not take courses on a Pass/Fail basis during the session. Students in their second academic year at the Missouri Academy are permitted to propose and participate in an alternate May Session experience, such as a one-month study abroad experience or an off-site educational or community service

experience. The Missouri Academy will pay for the alternate May Session experience an amount equivalent to what would be paid if students remain on campus.

To participate in an alternate May Session, students must meet the following expectations:

- Students must be in their second academic year and have a minimum cumulative grade point average (GPA) of 3.50
- A proposal must be submitted by the first working Monday in January during their second academic year at the Missouri Academy
- The alternate experience must carry 2–3 credits transferrable to Northwest Missouri State University
- Students are required to be back for and participate in the graduation and commencement ceremonies

A decision not to attend the Missouri Academy's May Session at the end of the first academic year is equivalent to withdrawing from the Missouri Academy.

3. Eligibility to Attend May Session

If students have a GPA below 2.25 for the spring trimester or if students on Academic Probation do not meet the requirements to remain enrolled in the Missouri Academy, they will not be permitted to remain at the Missouri Academy for the entire May Session. The impact of students' predicted performance in their May Session course on their cumulative GPA will be included in the analysis. This determination will be made as soon as official grades are available, which may be after the May Session begins.

4. Academic Materials Information

Missouri Academy students need to bring a basic, 4-function, non-graphing, non-programmable calculator and a TI-84 graphing calculator to campus. Course instructors will specify which calculator is allowed in their class.

The Missouri Academy and Northwest Missouri State University will provide the required texts and laboratory manuals for core courses. Students will be responsible for providing standard classroom materials, such as notebooks, pens, pencils, batteries for calculators, or index cards. Students will be responsible for returning the books to the Missouri Academy and Northwest Missouri State University in good condition, or they will be charged for the cost of replacement. Students will also be responsible for paying for all photocopying and printing costs. If there are additional materials, or supplemental charges associated with a class that is not a part of the core curriculum, students will be responsible for those costs as well.

Please contact the Director of Student Achievement at 877.398.4615 with any questions or concerns.

5. International Students at the Missouri Academy

The Missouri Academy welcomes all matriculated students to an environment fostering scholarly success and interpersonal responsibility. Students who live in Missouri, outside Missouri, and outside the United States who show great potential in science, technology, engineering, and mathematics have the opportunity to attend the Missouri Academy.

International Missouri Academy students will have the same opportunities and responsibilities as domestic Missouri Academy students. Parents of international students will be informed about Missouri Academy activities and will grant permission as previously agreed. The focus of the Missouri Academy is to provide an exceptional experience for every student.

6. Multiculturalism

Quality multicultural experiences are essential for functioning effectively in our global society. At Northwest Missouri State University and the Missouri Academy, multiculturalism includes everyone. We consider mutual respect, an ethic of openness, and harmonious coexistence to be important multicultural values. Through the living and learning experiences at the Missouri Academy, we celebrate diversity as an opportunity to broaden our social

and cultural experiences, enhance understanding of other cultural perspectives, and value each person's heritage.

7. Scholarships

Missouri residents will have the opportunity to qualify for room scholarships based on financial need as established by the Free Application for Federal Student Aid (FAFSA) and the resulting Expected Family Contribution (EFC) index. FAFSAs are to be filed online at www.fafsa.ed.gov by students and their parents, using Northwest's FAFSA code number 002496, by the published deadline. The Financial Assistance Office of Northwest will evaluate the FAFSAs and report the EFC indexes. The Missouri Academy will then determine the level of the room scholarship. Students and parents will be notified of the award by letter.

The room award is renewable for the second year at the Missouri Academy based upon the following criteria being met:

- Students must maintain a minimum cumulative GPA of 2.75
- The FAFSA must be received by April 1

Scholarship payments are recorded on students' monthly statements issued by Northwest's Cashiering Office. Copies of these statements should be kept for tax records.

8. Services for Students with Disabilities

The Missouri Academy and Northwest cooperate to make reasonable adjustments in its policies for qualified students with disabilities who wish to participate in the program. Northwest assists with registration and scheduling and furnishes certain educational auxiliary aids for students whose disabilities necessitate special accommodations. If students/parents believe special accommodations because of a disability are required, contact the Director of Counseling at 660-562-1056. It is the student's/parent's responsibility to request reasonable accommodations. Although requests for accommodation can be made at any time, the Missouri Academy encourages students/parents to make these requests at least 30 days prior to classes beginning so that determinations can be made in a timely fashion. The Director of Counseling will facilitate the process so that it can be determined if a student is eligible for reasonable accommodations and what accommodations, if any, will be granted. Eligibility determinations are made on a case-by-case basis. General information regarding disability services can be found at <http://www.nwmissouri.edu/swd/contact.htm>, but again, students and parents should contact the Director of Counseling to begin the process.

Any person having inquiries concerning the compliance of either the Missouri Academy or Northwest Missouri State University with the Americans with Disabilities Act, the 1973 Rehabilitation Act, or the Individuals with Disabilities in Education Act should contact the President's office by mail at Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, or by phone at 660.562.1110.

9. Nondiscrimination Policy

Northwest Missouri State University and the Missouri Academy do not discriminate on the basis of race, color, national origin, religion, creed, sex, gender identity, sexual orientation, age, or handicap in admissions, access to, or treatment in its programs and activities. Please refer to the *Northwest Student Handbook* for additional information on nondiscrimination and the Americans with Disabilities Act.

The Missouri Academy will not tolerate discrimination, including but not limited to discrimination on the basis of sexual orientation, verbal abuse, racial slurs, sexual innuendoes, or the threat of physical abuse, expressed verbally or in written or electronic communication. Discrimination of any kind is contrary to the most important values of our society. Furthermore, discrimination is contrary to the principles upon which the Missouri Academy and Northwest were founded and which continue to guide us in our continuing search for Integrity and Quality.

Any person having inquiries concerning the compliance of either the Missouri Academy or Northwest Missouri State University with the Nondiscrimination Policy should contact the President's office by mail at Northwest

Missouri State University, 800 University Drive, Maryville, MO 64468-6001, or by phone at 660.562.1110. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding either institution's compliance with these regulations.

Gender Inclusive Housing and Facilities

It is the policy of the Missouri Academy and Northwest Missouri State University to comply with Title IX of the *Education Amendments of 1972* and its implementing regulations, which prohibit discrimination based on sex in the University's educational programs and activities.

As such, the Missouri Academy and Northwest Missouri State University agrees that they will not exclude, separate, deny benefits to, or otherwise treat differently on the basis of sex any person in its educational programs or activities unless expressly authorized to do so under Title IX or its implementing regulations. The U.S. Departments of Justice and Education treat a student's gender identity as the student's sex for purposes of Title IX and its implementing regulations. This means that a school must not treat a transgender student differently from the way it treats other students of the same gender identity.

The Departments interpret Title IX to require that when a student or the student's parent or guardian, as appropriate, notifies the school administration that the student will assert a gender identity that differs from previous representations or records, the school will begin treating the student consistent with the student's gender identity. Under Title IX, there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity. Because transgender students often are unable to obtain identification documents that reflect their gender identity (*e.g.*, due to restrictions imposed by state or local law in their place of birth or residence), requiring students to produce such identification documents in order to treat them consistent with their gender identity may violate Title IX when doing so has the practical effect of limiting or denying students equal access to an educational program or activity.

A school's Title IX obligation to ensure nondiscrimination on the basis of sex requires schools to provide transgender students equal access to educational programs and activities even in circumstances in which other students, parents, or community members raise objections or concerns. As is consistently recognized in civil rights cases, the desire to accommodate others' discomfort cannot justify a policy that singles out and disadvantages a particular class of students.

Title IX's implementing regulations permit the Missouri Academy to provide gender identity-segregated restrooms and housing. Title IX regulations also assert that transgender students must be allowed and able to access such facilities consistent with their gender identity and the Missouri Academy's policy on housing a restroom access is consistent with these regulations.

The Missouri Academy will not require transgender students to use facilities inconsistent with their gender identity or require transgender students to use individual-user facilities when other students are not required to do so. The Missouri Academy will also not require transgender students to stay in single-occupancy accommodations or disclose personal information when not required of other students.

Protecting transgender students' privacy is critical to ensuring they are treated consistent with their gender identity. The Departments may find a Title IX violation when a school limits students' educational rights or opportunities by failing to take reasonable steps to protect students' privacy related to their transgender status, including their birth name or sex assigned at birth. Nonconsensual disclosure of personally identifiable information (PII), such as a student's birth name or sex assigned at birth, could be harmful to or invade the privacy of transgender students and may also violate the Family Educational Rights and Privacy Act (FERPA). The Missouri Academy will maintain records with this information, but such records are kept confidential.

For more information about Title IX of the Education Amendments of 1972 please visit the U.S. Department of Justice website at <https://www.justice.gov/>.

10. Meningococcal Vaccination Policy

It is the policy of Northwest Missouri State University that meningococcal vaccination documentation is required for all freshmen students who will be residing on campus for the first time, including first-year Missouri Academy students. Documentation of immunization is required from a health care provider.

All first-time students are provided with information about meningococcal disease. If students choose not to have the vaccine, they must provide a signed waiver along with a waiver acknowledgment signed by a parent or guardian.

The University Wellness Center continues to strongly recommend the meningococcal vaccine for all students and provides ongoing education in support of said recommendation. Contact the University Wellness Center at 600.562.1348 for additional information and questions.

11. When a Student Turns 18

Since participation in the Missouri Academy program is a privilege, we require that all students, regardless of age, follow all policies and procedures. Some students have mistakenly assumed that after they turn 18 years old they will no longer need parental permission and parents or guardians will no longer be sent disciplinary notices. On the contrary, the Missouri Academy requires that a parent, legal guardian, or responsible adult family member serve as a contact for permission, emergencies, and routine correspondence—regardless of students' age, emancipation from or relationship with their parents or guardians, or financial independence from their parents or guardians.

IV. Academic Policies

1. Introduction

This section of the *Student-Parent Handbook* describes the academic policies of the Missouri Academy. However, as noted before, it is not possible to describe every circumstance that might arise. The Director of Student Achievement has the authority to determine the best course of action in instances not specifically described below.

The Missouri Academy uses criteria such as cumulative GPA from ninth and tenth grades, class rank, ACT scores, teacher evaluations, essays, and school disciplinary records in its admissions process to select high school sophomores who are most likely to succeed in the academically-challenging environment at Northwest Missouri State University. The Missouri Academy staff, in cooperation with Northwest Missouri State University professors, is committed to the success of all students who enroll. Most Missouri Academy students excel in their courses at Northwest. Many have been included on the President's and Academic Honor Rolls of Northwest Missouri State University, meaning that their minimum trimester GPA was 3.50.

Unfortunately, a few Missouri Academy students do not perform as well as predicted by their high school records or by other admissions indicators. This section outlines procedures for handling these cases as well as a variety of other academic issues.

All Missouri Academy students must maintain a minimum GPA. A GPA below 2.25 for any single trimester or below 2.75 for any two consecutive trimesters is grounds for dismissal from the Missouri Academy. All students must maintain a credit load of at least 14 hours per trimester or they will be subject to dismissal.

The Missouri Academy staff will make every effort to keep parents informed about the academic progress of their students throughout the school year. Unofficial grade reports are available online via CatPaws twice a semester. The Missouri Academy's Behavioral Information Team (BIT) meets weekly and discusses action plans for students who may be having difficulties. The Missouri Academy believes in open communication among staff, students, parents, and stakeholders. Parents are encouraged to contact the Missouri Academy at any time with questions or concerns.

2. Academic Integrity

Missouri Academy students are expected to maintain high levels of Integrity and Quality in all of their academic pursuits. Cheating of any kind on any exam, quiz, lab, test, homework, or any other type of examination, as well as plagiarism of thoughts, words, or ideas, is prohibited.

According to the *Northwest Student Handbook*, there are eight areas of academic dishonesty:

- Obtaining unauthorized aid or information
- Giving unauthorized aid or information
- Committing plagiarism from written, electronic, or internet sources
- Misrepresenting facts or data
- Offering bribes
- Using library resources unethically
- Using computer resources unethically
- Knowingly assisting in any of the above practices

Cheating includes but is not limited to the following practices:

- Using any unauthorized assistance in taking quizzes, tests, or examinations
- Depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- Acquiring tests or other academic material belonging to a faculty or staff member of the Missouri Academy or Northwest without permission

Plagiarism includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism can be avoided by observing the following rules:

- Using another writer's ideas or facts must be indicated in a footnote
- Using another writer's phrasing must be indicated by a footnote and by quotation marks or indentation
- Using other appropriate acknowledgment as directed by an instructor

Acts of academic dishonesty will remain on students' permanent records at the Missouri Academy. If at any time students are found to be involved in an incident of academic dishonesty, they will be subject to sanctions from the academic department and the Missouri Academy, possibly including immediate dismissal.

3. Academic Requirements

The Missouri Academy curriculum is composed of two parts – the core courses and the tracks. The core courses consist of 54 credit hours in science, mathematics, computer science, English, communication, social science, and humanities. All students are required to take all the core courses. The second part of the curriculum consists of four tracks as follows: Track-1: Science and Mathematics; Track-2: Biomedical Sciences; Track-3: Engineering and Physics; and Track-4: Computer Science. Every student is required to pick/follow one of these three tracks. It is expected that the selection of tracks will take place towards the end of the students' first academic year.

a. Required Common Core Courses

Discipline	Course	Course Credits	Total Credits
Science: <ul style="list-style-type: none"> Biological/Life Sciences Chemical Sciences Physical Sciences 	Principles of Biology (04-106 and 04-107)	4	23 credit hours
	Chemistry I (24-114 and 24-115)	4	
	Chemistry II (24-116 and 24-117)	5	
	Classical Physics I (25-120 and 25-121)	5	
	Classical Physics II (25-230 and 25-231)	5	
Mathematics	Pre-Calculus (17-117)	4	8 credit hours
	Calculus I (17-120)	4	
Computer Science	Computer Programming I (44-141)	3	3 credit hours
English/Communication:	Composition I (10-111)	3	12 credit hours
	Composition II (10-112)	3	
	Literature	3	
	Fundamentals of Oral Communication (29-102)	3	
Social Science and Humanities: History Political Science	American History (America - A Historical Survey) (33-155)	3	6 credit hours
	Introduction to American Government and Politics (34-102)	3	
Missouri Academy Seminar / Colloquium:	Missouri Academy Seminar (for first-year students)	1	2 credit hours
	Colloquium (for second-year students)	1	
Total credits in the required common core courses		54	54 credit hours

b. Required Tracks: Students Are Required to Follow One of Three Tracks

Tracks	Course	Course Credits	Total Credits
Track-1: Science and Mathematics	General Microbiology (04-140) OR Genetics (04-350)	4	15 credit hours
	Scientific Computing (44-149)	3	
	Calculus II (17-121)	5	
	Humanities elective (approved by the Director of Student Achievement)	3	
Track-2: Biomedical Sciences	General Microbiology (04-140)	4	14 credit hours
	Genetics (04-350)	4	
	Probability & Statistics (17-230)	3	
	Introduction to Ethics: Bio-Medical Ethics (39-276)	3	
Track-3: Engineering and Physics	Calculus II (17-121)	5	15 credit hours
	Classical Mechanics I (25-320 and 321)	4	
	Statics (25-322)	3	
	Humanities elective (approved by the Director of Student Achievement)	3	
Track-4: Computer Science	Computer Programming II (44-241)	3	15 credit hours
	Data Structures (44-242)	3	
	Discrete Mathematics (17-215)	3	
	Network Fundamentals (44-356) OR Database Systems (44-460)	3	
	Humanities elective (approved by the Director of Student Achievement)	3	
Total credits required: Common Core + One Track		68	68 credit hours

All students must maintain a minimum cumulative GPA of 2.75 to remain enrolled at the Missouri Academy and to graduate.

c. Optional General Electives

In addition to completing required courses, Missouri Academy students have the opportunity to enroll in additional general elective courses (3 – 12 credits) offered at Northwest Missouri State University – provided the student has a minimum cumulative GPA of 3.25. Some of these courses are lower-level (for freshman and sophomores) and others are higher-level courses (for juniors, seniors, and graduate students). The chart below lists some courses for Missouri Academy students to use for general electives. The full complement of courses offered at Northwest Missouri State University is provided in the undergraduate catalog located at <http://nwmissouri.smartcatalogiq.com/en/2014-2016/Undergraduate-Catalog>.

Department at Northwest Missouri State University	General Elective Options: Disciplines and Courses	
Natural Sciences	Biology: <ul style="list-style-type: none"> • Botany and Lab • Zoology and Lab • Plant Anatomy and Physiology • Animal Anatomy and Physiology • Ecology (permission of instructor) 	Chemistry: <ul style="list-style-type: none"> • Organic Chemistry I and Lab • Organic Chemistry II and Lab • Quantitative Analysis • Elementary Biochemistry (permission of instructor) • Physical Chemistry (permission of instructor)
1. Mathematics & Statistics 2. Computer Science and Information Systems	Mathematics: <ul style="list-style-type: none"> • Discrete Mathematics • Elementary Linear Algebra • Multivariate Calculus • Differential Equations • Abstract Algebra 	Computer Science: <ul style="list-style-type: none"> • Java as a Second Language; Programming Languages • Computer Programming II; Script Programming I & II • Data and File Structure • COBOL Programming • Multimedia and Web Development; Desktop Publishing
English and Modern Languages	<ul style="list-style-type: none"> • Multiethnic Literature of the US • American Literature: Beginnings to 1865 • American Literature: 1865 to present • Technical Writing 	<ul style="list-style-type: none"> • Advanced Composition • Creative Writing • Sign Language • Foreign Language (French, Spanish, Chinese & Russian)
Humanities and Social Sciences	Humanities: <ul style="list-style-type: none"> • Western Civilization I • Western Civilization II • Introduction to Philosophy • Logic • Introduction to Ethics: Professional Ethics • Comparative Religions 	Social Sciences: <ul style="list-style-type: none"> • Introduction to Geography • History (World History, American History) • Philosophy of Religion • Political Science • The African World
Fine and Performing Arts	Theatre: Theatre Appreciation, Theatre History Art: Art Appreciation, Survey of Art, Art History, Ceramics, Drawing, Graphic Design, Painting, Photography, Printmaking	Music: <ul style="list-style-type: none"> ○ Enjoyment of Music ○ Jazz Improvisation ○ Foundations of Music Theory ○ Applied Music: Piano, Voice, Brass, Harpsichord, Organ, Percussion, String, Woodwind ○ Ensembles: Marching Band, University Chorale, Symphonic Band, Orchestra, Jazz Ensemble
Behavioral Sciences	<ul style="list-style-type: none"> • General Psychology • General Sociology • General Anthropology 	
Health and Human Services	Activity Courses: Weight Training and Conditioning, Racquetball, Jogging, Individual Fitness, Volleyball, Beginning Tennis, Badminton, Golf	<ul style="list-style-type: none"> • Health Promotion • Human Sexuality • Physical Education • Recreation
Agricultural Sciences	<ul style="list-style-type: none"> • Agricultural Economics • Agronomy 	<ul style="list-style-type: none"> • Animal Science • Horticulture
Business	<ul style="list-style-type: none"> • Accounting • Economics • Finance 	<ul style="list-style-type: none"> • Management • Marketing
Communication and Mass Media	<ul style="list-style-type: none"> • Public Speaking • Introduction to Broadcast Operations • Introduction to Mass Media 	

d. Sample Course-Taking Sequence

	Trimester-1	Trimester-2	1 st May Session
First Year	Principles of Biology (4) English Composition I (3) Pre-Calculus (4) Chemistry I (4) Missouri Academy Seminar (1)	Calculus I (4) Chemistry II (5) English Composition II (3) Track-1 & Track-3: Humanities Elective (3) Track-2: Bio-Medical Ethics (3) Track-4: Computer Programming I (3) Academic & Career Pathways (0)	Five or six courses are offered in May for Missouri Academy students. Each student is required to enroll in one course: <ul style="list-style-type: none"> • General Microbiology (4) • Intro to American Government & Politics (3) • Calculus II (5) • Humanities Elective (3) • Literature (3) • Computer Programming I or II (3)
	16 credit hours	15 – 17 credit hours	3 – 5 credit hours

	Trimester-3	Trimester-4	2 nd May Session
Second Year	Classical Physics I (5) Track-1 & Track-3: Calculus II (4) Track-2: Probability & Statistics (3) Literature (3) Oral Communication (3) Track-4: Discrete Mathematics (3) College Application Process (0)	Classical Physics II (5) Computer Programming I (3) Intro to American Government & Politics (3) Track-1 & Track-2: Genetics (4) Track-3: Statics (3) Track-4: Data Structures (3) Colloquium (1)	Five or six courses are offered in May for Missouri Academy students. Each student is required to enroll in course: <ul style="list-style-type: none"> • Track-3: Classical Mechanics I (4) • Computer Programming I or II (3) • Elective (3) • Genetics (4)
	15 – 17 credit hours	15 – 17 credit hours	3 – 4 credit hours

First-year students are limited to maximum of 16 credit hours during the fall trimester. Students in good academic standing may take additional credit hours during subsequent trimesters with approval from the Director of Student Achievement. The Missouri Academy will pay a maximum of 45% of tuition and fees for up to 16 credit hours during the first fall trimester, 45% of tuition and fees for up to 18 credit hours during subsequent fall and spring trimesters, and 45% of tuition and fees for up to 5 credit hours during both May Sessions. Students exceeding the maximum number of credit hours in an academic year are expected to pay for the excess credit hours. Generally, students enroll in the following number of credit hours:

First Year	Credits
Fall	16
Spring	18
May Session	6
Total	40

Second Year	Credits
Fall	18
Spring	18
May Session	6
Total	42

4. Graduation Requirements

To graduate from the Missouri Academy, students must have a minimum cumulative GPA of 2.75, including both May Session courses, and pass the required Missouri Academy core courses.

The specific courses in each discipline will be determined in consultation with the Director of Student Achievement. Students may be able to complete any of the requirements earlier than expected if they are able to start the sequence of courses at a more advanced level through testing and placement. Missouri Academy students are not permitted to graduate prior to the end of the second year of the program. The Missouri Academy and Northwest Missouri State University reserve the right to modify the requirements for graduation when warranted.

5. Required Grade Point Average

All students must maintain a minimum cumulative GPA of 3.00 to be considered in good academic standing at the Missouri Academy. All students must maintain a cumulative minimum GPA of 2.75 to graduate from the Missouri Academy. The Missouri Academy considers any student whose cumulative GPA or trimester GPA is below 3.00 to be at academic risk. Students at academic risk are not eligible for elective courses, certain leadership positions at the Missouri Academy, and other privileges or opportunities. These students are also likely to risk their opportunities for selection to universities of their choice or for the award of scholarships. A GPA of less than 2.25 in any trimester is grounds for dismissal from the Missouri Academy.

The Missouri Academy recognizes that exceptional circumstances that impact academic performance, such as serious illnesses or family emergencies, occur. In such cases, the Missouri Academy reserves the right to individualize an academic plan to assist students in completing the program. Any such circumstances should be brought immediately to the attention of the Director of Student Achievement.

6. Calculating Grade Point Average

The Missouri Academy and Northwest compute GPA in the same way. GPA is a weighted average of grades for each course. The grades assigned to courses that carry a larger number of credits will have a larger effect on the calculated GPA than the grades assigned to courses that carry a smaller number of credits.

Points are received for each grade assigned as follows: each credit hour of “A” will receive 4 points, each credit hour of “B” will receive 3 points, each credit hour of “C” will receive 2 points, each credit hour of “D” will receive 1 point, and each credit hour of “F” will receive 0 points. GPA is computed by dividing the grade points by the number of semester credit hours of academic work attempted. An example of GPA calculations for a first-year Missouri Academy student is shown below:

Course	Grade	Credits	Grade Points
First Trimester			
Composition I	A	3	(x 4 =) 12
Pre-Calculus	B	4	(x 3 =) 12
Principles of Biology (including lab)	B	4	(x 3 =) 12
Chemistry (including lab)	A	4	(x 4 =) 16
Missouri Academy Seminar	(credit awarded at end of first year's May Session)		
Total		15	52
First Trimester GPA		52/15	3.46
Second Trimester			
Composition II	A	3	(x 4 =) 12
Calculus I	B	4	(x 3 =) 12
Chemistry II (including lab)	B	5	(x 3 =) 15
Computer Science	A	3	(x 4 =) 12
General Psychology (elective)	A	3	(x 4 =) 12
Missouri Academy Seminar	(credit awarded at end of first year's May Session)		
Total		18	63
Second Trimester GPA		63/18	3.50
Cumulative Totals		33	115
Cumulative GPA		115/33	3.48

7. Grade Reports

Interim and final grade reports will be available online via CatPaws. Students will receive electronic grade checks at five weeks, midterm, and ten weeks into the semester. Please note that professors are not required to submit grade reports for students and as such, some grade checks may be incomplete.

8. Honor Rolls

The Academic Honor Roll is compiled at the close of each trimester by Northwest Missouri State University and includes all full-time undergraduate students earning a GPA of 3.50 to 3.99. Students who earn a 4.00 GPA are named to the President's Honor Roll.

9. Class Attendance and Conduct

Regular and punctual class attendance is required of all Missouri Academy students for each class and all classes—regardless of student performance in that class or the subject material of that class. There are two primary reasons for the Missouri Academy class policy: the Missouri Academy reports student attendance data to the Missouri Department of Elementary and Secondary Education and, generally, students are more successful when they attend all of their classes and are engaged. Students are expected to be alert and attentive in class and to conduct themselves in a manner that is conducive to the learning environment. At the end of each trimester, students are held responsible for class attendance as outlined in the following table:

Attendance	Action
95% or greater in all classes	No sanction; parental notification
85% to 94% in all classes	Informal Hearing, minimally resulting in a 10% reduction in scholarship or subsidy for the following semester and being placed on Academic Warning
84% or lower in all classes	Formal Hearing, minimally resulting in a three-day suspension from the Missouri Academy, a 25% reduction in scholarship or subsidy for the following semester, and being placed on Academic Probation

Missing class in this context includes being absent from class or arriving very late to class without an acceptable documented reason. Unacceptable reasons include but are not limited to oversleeping, forgetting to attend, minor health-related issues (headaches, minor aches and pains), and electing to miss class in order to complete an assignment or to attend another activity without proper prior permission.

Disruptive behavior in the classroom—behavior which distracts the instructor or other students or which shows a lack of respect for the learning environment—is subject to disciplinary action.

10. Absences from Class

The policy of the Missouri Academy is that students are never formally excused from class, regardless of the attendance policies of individual instructors. Students are always responsible for the material covered in class, even if there are important circumstances that prevent them from attending. For example, sickness, family emergencies, college visits, death of a family member or friend, inclement weather, delayed air or car transportation, or any competition or event through an extracurricular student group are never considered excused absences that would release students from their academic obligations.

When students miss class, they are required to complete the following:

1. Immediately notify their professor, their RC, the Secretary for Enrollment and Academic Affairs, and the Director of Student Achievement via email about the class absence.
2. Immediately notify their parents or guardians to inform them of the class absence.
3. Complete a Missouri Academy Absence Report and turn it into the Secretary for Enrollment and Academic Affairs within 3 hours of the start of the class that was missed.

In the event that a student is unable to bring the required absence report to the Secretary for Enrollment and Academic Affairs because of illness, that student simply needs to email the Secretary for Enrollment and Academic Affairs so she knows when to expect the Absence Report to be completed.

A Missouri Academy office staff member will confirm their absence with the Northwest faculty members. Students will still be considered absent from class and will be responsible for following-up with faculty members and making up missed material.

All absences must be reported to the Secretary for Enrollment and Academic Affairs by filling out a Missouri Academy Absence Report regardless of the reason for the absence. Failure to do so will result in disciplinary sanctions including, but not limited to removal of privileges, curfews, and/or being placed on Academic Warning or Probation.

11. Class Schedules and Registration

During their first trimester, students will take required courses only. After the first trimester, they may register for courses following the guidelines determined by the Director of Student Achievement. Students must complete all required courses to graduate from the Missouri Academy. Students may not take electives unless permitted to do so.

The following requirements must be met before registration:

- Students must request permission to register for any night class that would make it difficult for them to return to the Missouri Academy before curfew. Second-year students in good standing with Student Development and with a cumulative GPA of 3.75 or higher may ask for permission to enroll in a night class. The Director of Student Achievement will make the final decision. If necessary, the Director of Student Achievement will register students for a night class and permission will not be required.
 - Lab courses are not considered night classes regardless of the time they meet
- Students must register for and retain at least 14 credit hours of core Missouri Academy classes each trimester.
- Registering for more than 19 credit hours requires a 4.00 cumulative GPA and approval by the Director of Student Achievement.

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- Students may not register for more than 21 credit hours in any trimester.
- All students must avoid scheduling class or any activity on Tuesdays between 1:00 p.m. and 2:00 p.m. during their first year and on Wednesdays between 4:00 p.m. and 5:00 p.m. during the academic year. This time is to be held for Missouri Academy Seminar and Colloquium classes, guest speakers, presentations, and other Missouri Academy community events. Any questions should be directed to the Director of Student Achievement.

12. Electives

In addition to completing required courses, students have the opportunity to enroll in additional general elective courses. Some of these courses are lower-level (for freshman and sophomores) and others are higher-level (for juniors, seniors, and graduate students). The courses listed in the chart in section 3c (page 9) of this handbook are most appropriate for the level and abilities of most Missouri Academy students.

Students may not take electives during their first trimester at the Missouri Academy. The only exception to this policy is a course taken as an activity credit, such as Marching Band. Activity credits are used for some musical groups to acknowledge participation. Students are expected to meet all requirements of any activity class that they are taking. The course and grade appear on the official Northwest transcript. However, the grade assigned to an activity credit is not used in the computation of GPA.

In subsequent trimesters, the number of electives students may take depends on their cumulative GPA:

- If their cumulative GPA is below 3.25, students may not take any electives.
- If their cumulative GPA is between 3.25 and 3.49, students may take one elective with the approval of the Director of Student Achievement.
- If their cumulative GPA is 3.50 or above, students may take two electives with the approval of the Director of Student Achievement.

The Director of Student Achievement will consider each trimester GPA when approving elective courses. However, students may not register for more than 18 credit hours without the approval of the Director of Student Achievement. Students may not register for more than 21 credit hours in any one trimester.

13. Online Courses

Missouri Academy second-year students in good academic standing may register for an online course at Northwest. Students may not register for more than one online course per trimester. Students enrolled in an online course are encouraged to remain in contact with their instructor. Online courses will be reviewed individually with the Director of Student Achievement to determine if they are appropriate for Missouri Academy students.

14. Dropping Courses

Students may not drop required courses. Doing so will result in the student's withdrawal from the Missouri Academy. Students may only drop an elective course with the approval of the Director of Student Achievement and if they retain a minimum of 14 credit hours.

15. Retaking Courses

The Missouri Academy and Northwest permit students to repeat courses in which they have received a C, D or an F grade provided that they have not completed a more advanced course in the meantime. If a course is repeated, students must work with the Director of Student Achievement to make sure that the required Missouri Academy curriculum can still be completed within two years.

There are some courses, such as Pre-Calculus, Calculus I, Principles of Biology/Lab and General Chemistry I/Lab, in which Missouri Academy students must earn a C grade or higher in order to move on to a higher level course. Students not earning a C or higher in such courses will be required to retake the courses at the Missouri Academy.

While students at Northwest are allowed to retake a course in which they received a C grade, there are some restrictions placed on retaking these courses set by the Missouri Academy. Students may not retake a required course if they are able to advance to the next higher level course in the curriculum. For example: a student receiving a C in Calculus I cannot choose to retake Calculus I when they are eligible and required to take Calculus II or Probability and Statistics. Students retaking a course they are not required to will be responsible for the entire cost of retaking that particular course. These courses must also be taken as an elective course and cannot be counted toward the minimum 14 credit hours of core Missouri Academy courses that each student is required to have.

When a course is repeated at Northwest, both the old and new grades appear on student records. Only the higher grade is used in the determination of cumulative GPA. A petition for superseding must be completed online prior to registration for a course to be repeated. Students will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

When continuing their education after leaving the Missouri Academy, students should realize that some institutions allow for grade duplication, but many do not. If students apply to a school that does not allow duplicate grades, that institution's calculation of their GPA may be lower than the GPA calculated by the Missouri Academy and Northwest.

16. Auditing Courses

Auditing a class allows a student to gain educational experience without being assigned a grade. Missouri Academy students are not permitted to audit a required class. However, students may audit an elective class with the approval of the Director of Student Achievement. Auditing a class is subject to Northwest's policies and procedures.

When students audit a class, a notation is made on their transcript. Students do not receive academic credit for the class and a grade is not recorded. Appropriate forms must be submitted in a timely manner in order to audit a course.

17. Pass/Fail Option

The primary purpose of the pass/fail option is to encourage students to attempt courses which would not ordinarily be attempted. Missouri Academy students are not permitted to take a required class using the pass/fail option. However, Missouri Academy students may take an elective course on a pass/fail basis with the approval of the Director of Student Achievement. Courses that are taken on a pass/fail basis are subject to Northwest's policies, procedures, and restrictions.

Courses taken using the pass/fail option do earn academic credit. Only grades of Pass (P) and Fail (F) are recorded. Grades of F are used in GPA computations in the same way as other F grades. Grades of P are not computed in the GPA.

Students may not take their May Session course on a pass/fail basis even if all of their graduation requirements have been met.

18. Transfer Credit, Placement Testing, and Credit by Examination

At the Missouri Academy, students are eligible for the following for some subjects:

- **Placement Tests:** Students' scores on placement exams determine if they are eligible for a higher-level course. No credit is given and students are expected to successfully complete the minimum required number of credits in the subject.

- **Credit by Examination:** Students' scores determine if they can earn credit for the course without taking it.
- **Test-Out:** Students' scores determine if they can earn credit for the course and be assigned a grade for the course without taking it.

First-year students are not allowed to transfer college or high school credit to the Missouri Academy prior to enrollment. The Missouri Academy places most first-year students in the same set of core requirements during the first trimester. Students are given placement examinations in Chemistry I and Pre-Calculus to determine their level of skill. Students scoring at the appropriate level have the option to enroll in Chemistry II or Calculus I respectively during the first trimester. Students may not attempt to test-out of Pre-Calculus or Chemistry I if they do not successfully place-out of those courses based on the Missouri Academy Placement Exam. Students who earn credit by testing out or through credit by examination are required to enroll in higher-level courses to meet or exceed minimum credit hour requirements.

The Missouri Academy curriculum is designed for students to take all core mathematics, science, programming, and English courses at Northwest Missouri State University. Students wishing to take courses from another institution during the summer between their first and second year must consult with the Director of Student Achievement. The Director of Student Achievement will grant permission to transfer credit to Northwest based on the course and the institution.

19. Standardized Tests

The Missouri Academy requires all students to take certain standardized tests such as the End of Course (EOC) Examinations in Biology, American History, and Government; the Preliminary Scholastic Aptitude Test (PSAT); the Educational Testing Service (ETS) Profile Assessment; and the pre- and post-CASM (Core Assessment of Science and Math Knowledge). It is critical to the success of the Missouri Academy that students perform to the best of their ability on these standardized tests. Results from these tests are used in a variety of ways including the determination of individual student progress and needs so that the Missouri Academy staff can provide a positive experience for the student; the determination of the effectiveness of the academic programs in which students are enrolled; and to provide accountability reports to Northwest Missouri State University, the Department of Higher Education, and the Department of Elementary and Secondary Education. Therefore, students are held accountable for their scores and will not be allowed certain privileges for below-expected performance. General scheduling for these exams is as follows:

- The CASM is given to first-year students (pre-CASM) in August and second-year students (post-CASM) in May.
- The PSAT is given to first-year students in October. The test is required as scheduled.
- The Biology EOC Examination is given to first-year students during the fall trimester.
- The General Education Assessment is given to second-year students during the second and third weeks of class during the spring trimester.
- The Missouri ACT test is given to all first-year students at the beginning of May session.

The American History and Government EOC Examinations are given to second-year students during their final May Session. Although Missouri Academy students may have taken the ACT or SAT (Scholastic Aptitude Test) before enrolling, it is recommended that they take either of the exams again either in the spring of their first year or fall of their second year.

ACT exams are offered regularly at Northwest Missouri State University. SAT exams are generally offered at Northwest twice a year (usually in October and in May). The Missouri Academy will not provide transportation to any ACT or SAT test site outside of Maryville. With appropriate parent/guardian permission, students may secure their own ride via taxi service or other means of travel to any off-site ACT, SAT, or other test. Students needing to be fobbed off of their floors to catch an early taxi or ride must contact an RC 24-hours ahead of time to make this request. Requests made without at least 24 hours of lead time may not be accepted.

20. Computer and Study Rooms

Missouri Academy students must follow all posted computer and study room expectations regarding appropriate decorum and use of the Missouri Academy computers. Printing is available for a per-page fee. Food and drink are allowed in the computer and study rooms, but students must remember to pick up after themselves when they leave the rooms. Failure to do so may result in loss of computer/study room privileges.

21. Academic help and tutoring

Free academic help and tutoring services are available for Missouri Academy students. These services can be found at the Missouri Academy, the Talent Development Center, the Writing Center, the Math Lab, the Chemistry Study room, and during professor office hours. Some academic departments have Supplemental Instructors (SIs) and tutors designated to help with specific courses. The Missouri Academy strives to have student tutors in mathematics, chemistry, biology, and physics available weekly in North Complex. Additional information can be obtained from the Residential Counselors.

22. Release of Academic Records

The Missouri Academy cannot provide official transcripts. If an official transcript is needed, it must be requested and the appropriate fees paid through the Northwest Missouri State University Registrar's Office.

If Missouri Academy students are transferring or returning to a high school, an unofficial copy of their grade report will be sent at the high school's request. The Missouri Department of Elementary and Secondary Education requires these reports. Parental permission is not required for this transaction.

For any other purpose, the Missouri Academy will provide unofficial copies of academic work only with the written consent of parents or guardians. Examples of items covered by this policy are grade reports, verification of good standing with the Missouri Academy, full-time student load, and academic honors. Requests for academic records or verification of items related to academic records should be sent to the Director of Student Achievement.

23. Academic Standing

To be in good academic standing and eligible for Study Privileges at the Missouri Academy, students must maintain a cumulative GPA greater than or equal to 3.00. They must also maintain a GPA greater than or equal to 3.00 for each trimester. The May Session course is its own separate entity and will not be included in the calculations for other trimesters. Students who are not in good academic standing with the Missouri Academy are considered to be at academic risk.

There are two levels for students at academic risk: Academic Warning and Academic Probation.

- **Academic Warning**
 - Students will be placed on Academic Warning if
 - Their trimester or cumulative GPA is less than 3.00 but greater than or equal to 2.75
 - The student had significant class attendance issues as determined by the Director of Student Achievement
 - The Director of Student Achievement determines that it is in their best interest
 - While on Academic Warning, students
 - Are not eligible for Study Privileges
 - May lose other privileges
 - May not hold any leadership office in Missouri Academy or Northwest organizations
 - May not participate in Missouri Academy club or organization trips or competitions
 - Must meet with the Director of Student Achievement as required
 - Must meet with their RC as required
 - Cannot enroll in general elective courses
 - Cannot participate in research opportunities

- **Academic Probation**
 - Students will be placed on Academic Probation if
 - Their trimester or cumulative GPA is less than 2.75
 - They receive a grade of D or F in any course
 - The student had significant class attendance issues as determined by the Director of Student Achievement
 - They commit or are charged with Academic Dishonesty at the Missouri Academy or University level. The Director of Student Achievement determines that it is in their best interest.
 - While on Academic Probation, students
 - Are not eligible for Study or Senior Privileges
 - Lose certain privileges
 - Cannot hold any leadership office in Missouri Academy or Northwest organizations
 - Cannot participate in Missouri Academy club and organization trips or competitions
 - Must meet with the Director of Student Achievement as required
 - Must meet with their RC as required
 - Cannot enroll in general elective courses
 - Cannot participate in research opportunities

Students placed on Academic Warning or Academic Probation due to the spring trimester GPA, they will remain on warning or probation throughout the following May Session and fall trimester.

24. Academic Dismissal

Students may be dismissed from the Missouri Academy if they:

- Have a GPA below 2.25 for any single trimester
- Have a GPA below 2.75 for any two consecutive trimesters
- Earn two or more grades of D or one grade of F in any course
- Have a cumulative GPA below 2.75 at the end of the first year, including the May Session
- Have a cumulative GPA at the end of the Spring trimester that makes it impossible for them to have a 2.75 cumulative GPA at the end of the subsequent May Session
- Do not stay enrolled for a minimum of 14 trimester credit hours without approval
- Drop a required course without approval
- Commit a serious breach of academic integrity
- Have significant class attendance issues
- Are not dismissed for a first breach of academic integrity and commit a second breach of academic integrity at any time during their enrollment at the Missouri Academy
- Cannot complete the Missouri Academy's core curriculum in time to graduate with their entering class

Students must contact the Director of Student Achievement for any exceptions to the above policies. This contact must occur prior to the notification of academic dismissal.

25. Appealing an Academic Dismissal

Once students have received notification of their dismissal from the Missouri Academy, they may choose to appeal the dismissal or to voluntarily withdraw from the Missouri Academy. If students choose not to appeal the decision, they may voluntarily withdraw and the decision to withdrawal will be included on their permanent record.

All students have the right to appeal in person decisions rendered by the Director of Student Achievement. An Academic Appeals Committee, which is appointed by the Dean of the Missouri Academy, will be comprised of a minimum of three Northwest faculty or staff members who are not involved in the academic situation at hand. A

Missouri Academy staff member will contact the students and their parent or guardian regarding the date, time, and location of the appeal hearing.

The purpose of the Academic Appeals Committee is not to provide a secondary hearing of a case already heard by the Director of Student Achievement but rather to ensure that students have been able to present all information pertaining to their case and that proper protocols have been followed. For this reason, students should provide a basis for their appeal. This requires that appellants either submit new information (such as documentation from a doctor, counselor, or official) pertaining to their case or evidence of error or bias on the part of the Director of Student Achievement. The Academic Appeals Committee will not substitute its judgment for that of the Director of Student Achievement or overturn the previous decision unless such new information, error, or bias provides a basis for doing so.

Students must initiate the appeals process by preparing an appeal letter in consultation with the Director of Student Achievement. They must communicate their intent to appeal within 24 hours of notification of dismissal to the Dean of the Missouri Academy via email. They will then have 48 hours from the notification of the intent to appeal to submit their appeal letter to the Dean of the Missouri Academy, who will then direct the appeal to the chair of the Academic Appeals Committee. The Dean will then arrange for the time and date of the Academic Appeal hearing. A decision on the appeal will be made by the Appeals Committee at the end of the Appeal hearing.

If students choose to appeal a dismissal and the appeal is denied by the Academic Appeals Committee, an academic dismissal will be included on their permanent record.

26. Voluntary Academic Withdrawal

Students may avoid formal academic dismissal on their permanent records by choosing a Voluntary Academic Withdraw unless prohibited by Northwest Missouri State University policy. To make this arrangement, students must see the Director of Student Achievement.

Students who wish to withdraw from the Missouri Academy must do so before the Last Date to Withdraw, before two-thirds of any trimester has passed, as determined by Northwest Missouri State University. Students who withdraw before that date will not have any grades posted for that trimester. Students who withdraw after the Last Date to Withdraw will have final trimester grades of F in every class included on their academic transcript.

27. Enrollment at Northwest after Dismissal or Withdrawal

If a student leaves the Missouri Academy for any reason, that student may not enroll at Northwest Missouri State University until the trimester after their cohort graduates from the Missouri Academy.

V. Student Development

1. Overview

Student Development and Academic Excellence are two equal pillars supporting the ARCH of the Missouri Academy's mission and ideals. Student Development at the Missouri Academy is designed to produce academically high-achieving young adults who are prepared to succeed socially and academically at the college or university of their choosing.

To appreciate the services and opportunities provided by the Student Development staff, it is important to first understand the student population. Since Missouri Academy students are engaging in university-level academic material, they are simultaneously engaging in a protected form of college life. The engagement in college life leads them to develop in ways that a traditional high school program cannot provide. The theory of development that applies most directly to the Missouri Academy residential experience is Arthur Chickering's *Seven Vectors of Student Development*.

Seven Vectors of Student Development	
Vector	Meaning
Developing competence	Learning to trust [personal] abilities, receive accurate feedback from others, and integrate [personal] skills into a stable self-assurance
Managing emotions	Learning appropriate channels for releasing irritations before they explode, dealing with fears before they immobilize, and healing emotional wounds before they infect other relationships
Moving through autonomy toward interdependence	Recognizing that people cannot operate in a vacuum and that greater autonomy enables healthier forms of interdependence
Developing mature interpersonal relationships	Tolerance and appreciation of differences and capacity for intimacy
Establishing identity	A solid sense of self emerges, and it becomes more apparent that there is an I who coordinates the facets of personality, who 'owns' the house of self and is comfortable in all of its rooms
Developing purpose	Increasing ability to be intentional, to assess interests and options, to clarify goals, to make plans, and to persist despite obstacles.
Developing integrity	Humanizing values, personalizing values, and developing congruence

Developing competence is an important step for Missouri Academy students. Students may have strong academic abilities. Learning to accept feedback, utilize strengths, and recognize weaknesses will lead to competence versus the need or desire to simply be right. The provision of a diverse array of activities will allow students to have comfortable successes and appropriately uncomfortable challenges, resulting in their ability to deal with each.

Missouri Academy students may have varying needs and sensitivities at different times. Students are developing emotionally and will benefit from experiencing a rich out-of-classroom learning environment. As students engage in life at the Missouri Academy, their academic knowledge and social abilities will be tested in the new and more challenging environment.

2. Staff

To reach the goals of Student Development, the Missouri Academy enlists the services of many groups and individuals. Below are summaries of the more influential members of the Student Development experience:

- **Community Leaders:** Each wing is assigned Community Leaders (CLs) to help students acclimate into the Missouri Academy and University environment and to help RCs plan meaningful and fun activities for wing residents. CLs also serve as mentors for first-year students. They are second-year students who have experienced and succeeded at life at the Missouri Academy. CLs are in the hall to help students, but they are also students who are balancing life and classes and may not always be available.
- **Residential Counselor:** Each Residential Counselor (RC) is charged with the responsibility of providing the continuity of students' experiences at the Missouri Academy. RCs facilitate individual student's personal, social, emotional, and academic growth. Concurrently, the RCs help provide for a sense of community and belonging. RCs use their judgment and training when working with issues pertaining to individuals in the context of a community and a community in the context of the Missouri Academy. Within the Missouri Academy community, the RCs fill the role of academic mentor, disciplinarian, and confidant and by words, actions, and examples teach students responsible behavior. RCs live in apartments on the wings with students. RCs are in the hall to help. Students should not hesitate to talk with their RC.

3. Programming

The Missouri Academy employs a holistic programming model that responds to the needs of developing adolescents. This model is comprised of five components that address Student Development issues as well as provide many opportunities for personal growth.

The components of the model are educational or social in nature. The expectation is that many more programs are active and participative in nature than passive. The details of the programming model are as follows:

- **Educational Programming:** designed to help students learn outside of the classroom; to promote cultural competence, wellness, intelligent ways of thinking, and civic engagement; and to help students become independent thinkers and productive members of the community
 - Four Educational Emphases
 - **Cultural Competence:** promotes social and intercultural competence, cultural awareness, and acceptance and broadens horizons
 - Diversity: socio-economic simulations; international films
 - Multicultural: International Student Organization dinner
 - **Wellness:** promotes emotional wellness (awareness and acceptance of self-image) and physical wellness (awareness of self-care, health, and fitness)
 - Mind: meditation, spirituality
 - Body: self-defense class
 - Soul: self-awareness activities
 - Image: body-image awareness
 - Health: nutrition, sex, exercise, alcohol, drugs, and related issues
 - **Intellectual:** stimulates mental activities, encourages creativity, and develops a sense of personal values, ethics, and rationale
 - Religious/Spiritual: conversations on world religion
 - Academic: Science Olympiad; Math League
 - Philosophical: discussions facilitated by professors
 - **Civic Engagement:** explores personal responsibility and encourages students to contribute to their community in meaningful ways
 - Occupational: helping students find internships; résumés
 - Philanthropic: dog walking at the Humane Society
 - Personal responsibility
 - Political and Social discussions
- **Social Activities and Events:** designed to create a sense of community within the Missouri Academy by promoting companionship, compatibility, and sociability among students and to help students build meaningful and interdependent relationships.
 - Transitioning: round table discussions
 - Integration: ice breakers, dances
 - Belonging: birthday parties, emotions bulletin board

This programming model is designed to provide for the robust experience and development any college student should enjoy. More importantly, these programs will help the academically high-achieving adolescents become truly prepared for the next chapter in their formal education at a college or university after their graduation from the Missouri Academy.

All students, parents, and Missouri Academy staff must be mindful of the one element that is required for the programming model to be meaningful: participation. If students do not attend, or attend and do not truly become involved participants, the value of the program is lost.

4. Policy Highlights

Missouri Academy rules and regulations are designed to provide a high degree of personal and community safety, stability, and civility. Community and individual success will depend on the cooperative efforts and mutual respect of everyone.

Policies and procedures that effect students' lives on a daily basis are indicated below. While all information in the handbook is important, these elements are a portion of daily Missouri Academy operations that need to be understood and observed. Please be sure to read and understand all details regarding these procedures.

Check-In

The Missouri Academy expects students to comply with the check-in policies at all times. Any breach of check-in policies may result in disciplinary procedures. Parents and University Police are notified once a student is thirty minutes late for any check-in or curfew. Check-in procedures apply to all students regardless of age.

All students must check-in between 7:00 p.m. and 8:00 p.m., Sunday - Thursday evenings. The purpose of this check-in is because in-building curfew begins at 8:00 p.m. on school nights. Students are expected to be checked-in and studying by 8:00 p.m.

Students who will miss 8:00 p.m. check-in can only do so with permission from a Residential Counselor or the Director of Student Achievement. These students must sign out on their Yellow Card prior to missing their 8:00 p.m. check-in and will be required to do their check-in once they return and sign back in on their Yellow Card

Sign-Out/Sign-In

While Northwest Missouri State University and the Missouri Academy enjoy superior levels of safety and security, certain precautions should be taken to ensure this environment. All sign-in and sign-out policies are designed to accomplish this goal, and these policies should be strictly followed.

While the Missouri Academy cannot guarantee knowledge of all students' whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, and what time they will return to have a way of reaching students in case of an emergency.

Students are expected to adhere to sign-out/sign-in policies and the use of these procedures at all times. There are no exceptions to this rule. Leaving North Complex is defined by occupying any space outside the walls of North Complex including but not limited to the covered outdoor spaces on first and second floor. Students must sign-in immediately upon returning to the hall. Students may not sign-out or sign-in for other students. Any breach of sign-out/sign-in will result in disciplinary action.

The Student Development staff may revoke sign-out privileges for disciplinary reasons. Sign-out privileges may also be suspended or limited at the request of students' parent or guardian or Missouri Academy staff.

Yellow Cards

Missouri Academy students will use their Yellow Card to sign-out for any of the following reasons:

- whenever they leave the Northwest Missouri State University campus
- whenever they leave North Complex after 8:00 p.m. Sunday through Thursday
- whenever they leave North Complex on weekends beginning at 6:00 p.m. on Friday and ending at 8:00 p.m. on Sunday

Students signing out on their Yellow Card remain under the jurisdiction of the Missouri Academy and are expected to adhere to all Missouri Academy and Northwest Missouri State University rules and policies.

At the time students sign-out on their Yellow Card, they must indicate where they will be going, with whom, their mode of transportation, and their expected time of return. This information must be accurate and specific. When students sign-out for a mode of transportation other than walking, it is their responsibility to obtain staff approval. Failure to follow these procedures will result in disciplinary action.

Missouri Academy students cannot sign-out on their Yellow Cards to ride in a motorized vehicle unless the driver is at least 18 years of age and included on their *Transportation and Visitor Permission* form. The Missouri Academy staff will ask for identification to verify that the visitor or driver is on the *Transportation and Visitor Permission* form. All drivers are required to show identification to the Missouri Academy staff member on duty in the Residential Life Office (RLO) before students are allowed to sign-out on their yellow cards to accompany them.

Additional policies concerning Yellow Card include the following:

- If students are signing off-campus with a non-Missouri Academy staff or student, that person must be on their *Transportation and Visitor Permission* form.
- Students should stay with the individuals with whom they leave campus. It is dangerous and against Missouri Academy policy to be alone.
- When students leave campus, they must be in groups of no fewer than two during daylight hours and no fewer than four after dark unless a Missouri Academy staff member accompanies them.
- It is recommended that students do not travel alone on campus after dark.
- Students must return and sign-in by in-building curfew; 8:00 p.m. on Sunday—Thursday, and 10:30 p.m. on Friday and Saturday.
- After 8:00 p.m. on school nights (Sunday-Thursday), students will not be permitted to sign-out off-campus except for school activities or special events. Parents or guardians may request authorization for students to leave campus during the week. Requests should be made to the Director of Student Achievement in advance of the sign-out date except in cases of emergency.
- If students will be missing any portion of an academic day, the Director of Student Achievement must grant permission.
- Students should stay in areas that are well-lit and are highly-visible to other people.
- Students should stay away from illegal activities or persons whom they know or suspect to be involved in questionable activities. Failure to do so could result in substantially negative consequences.

Orange Cards

Use of the Orange Card for signing-out is identical to when a student signs out on a Yellow Card. The Orange Card is used specifically when student are signing-out in a group of 8 or more.

As such, Missouri Academy students will sign-out on an Orange Card for any of the following reasons:

- whenever they leave the Northwest Missouri State University campus in groups of 8 or more
- whenever they leave North Complex after 8:00 p.m. Sunday through Thursday in groups of 8 or more
- whenever they leave North Complex on weekends beginning at 6:00 p.m. on Friday and ending at 8:00 p.m. on Sunday in groups of 8 or more

Students signing out on an Orange Card remain under the jurisdiction of the Missouri Academy and are expected to adhere to all Missouri Academy and Northwest Missouri State University rules and policies.

At the time students sign-out on an Orange Card, they must indicate where they will be going, their mode of transportation, and their expected time of return. This information must be accurate and specific. Failure to follow these procedures will result in disciplinary action.

All other Yellow Card policies will also be applicable to students who sign out on an Orange Card.

Blue Cards

Missouri Academy students will use their Blue Card to sign-out for any of the following reasons:

- whenever they will be away from campus overnight
- whenever they leave campus for a weekend
- whenever they leave campus for academic breaks

Students signing out on their Blue Card are not under the jurisdiction of the Missouri Academy. However, students signing out on their Blue Card to attend a Missouri Academy- or Northwest-sponsored trip or event will remain under the jurisdiction and purview of the Missouri Academy. The Missouri Academy cannot guarantee the whereabouts or destinations of students after they sign out on their Blue Card with someone on their *Transportation and Visitor Permission* form.

At the time students sign-out on the Blue Card, they must indicate where they will be going, who their companions will be, their mode of transportation, and when they expect to return.

If students sign-out off-campus with a non-Missouri Academy staff or student, that person must be on their *Transportation and Visitor Permission*.

Missouri Academy students cannot sign-out on their Blue Card to ride in a motorized vehicle unless the driver is at least 18 years of age or the driver is an immediate relative. In both instances, that person must be on the student's *Transportation and Visitor Permission* form. The Missouri Academy staff will ask for identification to verify that the visitor or driver is on the *Transportation and Visitor Permission* form.

Missouri Academy students may ride with a driver under 18 years of age only to the home of the Missouri Academy student. This also requires permission from parents or guardians. Permission may be given in person, over the phone, faxed, or e-mailed to the Missouri Academy and must be received prior to departure. If there are concerns regarding any of the sign-out information and parents or guardians cannot be reached by telephone, student may not be allowed to check-out.

Student signing out on their Blue Card may not stay in Maryville while signed out from the Missouri Academy unless they reside in Maryville or are staying with a family in Maryville with appropriate parental permission. Exceptions to this policies must be approved by the Director of Student Achievement.

5. Residence Hall Policies and Services

Communication

With so many people living at the Missouri Academy and so many activities and events happening, communication is vitally important. Students are required to check their University e-mail at least twice every day and their Missouri Academy mailbox at least once every day. It is recommended that students check their University email several times a day. These are often the best means of communication between the Missouri Academy, Northwest, and the student. The Missouri Academy will assume that students have received information sent via University e-mail and Missouri Academy mailbox within a reasonable amount of time after it has been delivered.

Bulletin boards are located on all floors in North Complex and throughout buildings on campus. Digital displays are also present on the first floor of North Complex and several other buildings on campus. Missouri Academy students should pay close attention to bulletin board and digital display postings as well as other signage. Such information is provided because of its importance. Missouri Academy staff will post new information regularly throughout the building. It is important to review this information carefully.

Courtesy Hours

Courtesy Hours are in effect at all times. Students must comply promptly and politely with any courtesy hour request. It is important to note that reasonable volume levels at home are not the same as reasonable volume levels in a residence hall environment. Rooms in North Complex have thin walls and floors and it is important to keep this in mind during courtesy hours.

Curfews

Each student is required to follow curfew as outlined in the table below:

	Days	Time	Seniors with Privileges
In Building	Sunday–Thursday	8:00 p.m.	10:30 p.m.
	Friday–Saturday	10:30 p.m.	11:30 p.m.
On Floor	Sunday–Thursday	10:30 p.m.	11:30 p.m.
	Friday–Saturday	11:30 p.m.	12:00 a.m.

In Building Curfew on school nights (Sunday-Thursday) begins at 8:00 p.m. for all students does not end until the following day. There is not a reprieve from curfew between 10:00 p.m. and 10:30 p.m. simply because study hours have concluded and students are not yet required to be on-floor.

Missouri Academy staff may take students out of North Complex after curfew for special activities or events. Students must remain with Missouri Academy staff when this occurs.

Distractions

The Missouri Academy is an academically-challenging environment. There are also many social and educational issues that most students have not encountered in their prior academic environments. For these reasons, the Missouri Academy specifically restricts many types of distractions.

These restrictions are well-intended but are not the final authority on what students may or may not bring to campus. Students' parents or guardians may provide more restrictive guidelines for their student. In addition, the Missouri Academy expects students to use reasonable judgment when bringing items to campus.

As technology advances, items which may be distracting could increase. Students should be prepared to return any items to their home that could present significant distractions, including, but not limited to: televisions, videogame systems, personal computers, tablets, movies, cell phones, etc. The degree of distraction and whether the item may be kept will be in conference with students, their parents or guardians, and their RC.

Housekeeping

It is important that all students do their part to keep public areas neat and clean. It is the responsibility of all students to keep the lounges, computer room, restrooms, laundry room, student kitchen, and study rooms clear of trash and personal items.

Individuals or groups of students may lose the privilege of using any of the areas listed above if that area is not kept clean and orderly. Blatant disregard for housekeeping will result in disciplinary consequences beyond loss of privileges.

Kitchen

To use the kitchen on the first floor, students need to check-out the kitchen key from the Residential Life Office (RLO). It is their responsibility to follow all kitchen guidelines when using the facility. The cleanliness of the kitchen is the responsibility of the student who has the kitchen key checked out. If the kitchen is dirty when a student with the key arrives, or if another student uses the kitchen while a student has the kitchen key checked out, the kitchen is still the responsibility of the student with the key checked out. If the kitchen is dirty when a student with the key arrives to use it or if another student makes a mess in the kitchen when the key is checked out to someone else, the student with the key checked out must notify the Missouri Academy staff member at the Residential Life Office (RLO) of this issue to avoid being responsible for the cleanliness issues. The Missouri Academy is not responsible for lost or stolen items or food left in the kitchen.

Students cannot leave any of their own personal cooking items in the kitchen. The refrigerator in the kitchen is for everyone's use, but students must be diligent in throwing out their food items that have expired.

Laundry

Washers and dryers are provided in North Complex. Students are responsible for their own laundry supplies. Use of the washers and dryers is at no cost to students and is based on availability. The Missouri Academy does not provide linen services. Neither the Missouri Academy nor the University is responsible for damaged, stolen, or lost items. If a machine is out of order, it should be reported to the Missouri Academy Administrative secretary during business hours or to the Missouri Academy staff member in the Residential Life Office (RLO) during evenings and weekends. It is the responsibility of the Missouri Academy student community to maintain a clean and orderly laundry facility.

Maintenance and Repair Requests

Maintenance requests or other room concerns should be reported in a timely manner to the Missouri Academy Administrative secretary or the Missouri Academy staff member on duty in the Residential Life Office (RLO). For emergency repairs, students should contact an RC on duty if the RLO is closed. If regular repairs are not completed within two weeks, or if emergency repairs are not completed within two days, students should notify their RC or the Administrative Secretary. Students should report maintenance problems early and with as much detail as possible.

Missouri Academy Wellness

Students will learn about and actively engage in specific and various forms of wellness education and behavior. Wellness includes but is not limited to critical thinking in the areas of clarifying values; taking responsibility for personal health and wellness; psychological wellness; stress management; fitness; nutrition; drug, alcohol, and tobacco use; sexuality; and safety. Wellness is promoted in the following ways:

- **Programs and Activities:** The staff of the Missouri Academy adheres to a programming model which includes passive and active education in the topics of culture, wellness, intellect, and citizenship.
- **Seminar:** All first-year Missouri Academy students are required to enroll and participate in the one-credit course called Missouri Academy Seminar during the fall trimester. During this course, students will discuss topics including those that pertain to personal and community wellness.

The foundation of the Missouri Academy Seminar is to provide information and influence practices that lead to success at the Missouri Academy and later in life. All of the subject matter can easily be categorized as wellness. The following list includes portions of the syllabus that are directly related to wellness:

- Homesickness and culture shock
- Roommate relations
- Interpersonal relationships,
- Procrastination
- Stress management
- Decision-making and critical thinking
- Values exploration and identification
- Taking responsibility of personal destiny
- Self-awareness
- Alcohol and drug awareness
- Healthy relationships
- **Nutrition:** Missouri Academy students utilize the contracted food service provided by the University. ARAMARK, the University's food-service provider, is not required to meet any legislative standards, including the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.

ARAMARK openly provides nutrition information on all of their foods. Such information can be attained at any campus dining establishment or on the Campus Dining website. Students will have the opportunity to actively engage in proactive decision-making regarding their diet and nutrition. More information on student dining options can be found in Section 9, below.

Privilege System

Missouri Academy students have the opportunity to earn two types of privileges:

- **Senior Privileges:** Second-year students with a cumulative GPA of 2.75 or higher and in good standing behaviorally, may, with parental or guardian permission, apply to have the following Senior Privileges using the Senior Privileges application form:
 - Have access to the campus cable TV system in their room
 - Sign-out to leave campus during daylight hours within assigned guidelines by themselves
 - Extended in-building curfew to 11:30 p.m. on Fridays and Saturdays

- Extended on-floor curfew to 11:30 p.m. on Sunday through Thursday and to midnight on Friday and Saturday
- Attend staff-sponsored nighttime activities such as walks, basketball, food runs, movies, and concerts

Second-year students must have the Senior Privileges permission form signed by their parents or guardians, RC, and the Director of Student Achievement before privileges will be granted.

If students are denied Senior Privileges, they may re-apply at the end of the trimester.

If parents or guardians request that the privilege be terminated, the privilege causes friction between roommates that cannot be resolved, or the Director of Student Achievement determines that the privilege is not in the student's best interest, the privilege may be revoked. A decline in students' academic or behavioral record or a request by their parent or guardian could result in the reduction or loss of privileges.

Students on Academic Probation are not eligible for Senior Privileges

- **Study Privileges:** Students with a cumulative GPA of 3.00 or greater after their first trimester are eligible to apply for Study Privileges using the Study Privileges application form. Receiving Study Privileges means that a student is not required to study during 8:00pm-10:00pm study hours Sunday through Thursday

For Study Privileges to be earned and kept, students must

- Petition for Study Privileges. First-year students may be eligible after their first trimester final grade report. Second-year students may petition at any time during the academic year.
- Petitioning students' parents or guardians, RC, and the Director of Student Achievement will check their academic, residential, and disciplinary records and, in conversation with students, discuss whether or not their combined record shows that they are mature and self-disciplined enough to earn Study Privileges and, if so, how many days.
- Students must have signatures from their parents or guardians, RC, and the Director of Student Achievement attesting that they have earned the right to Study Privileges and to what degree the privileges will be granted. If students are denied Study Privileges, they may reapply at the end of the trimester.
- For those students with Study Privileges, a decline in their academic or behavioral records may result in reduction or loss of those privileges. Lost privileges may only be reinstated after they meet all necessary conditions set forth by the Director of Student Achievement.
- Students on Academic Warning or Academic Probation are not eligible for Study Privileges.

Quiet Hours

Quiet hours have been established to provide an atmosphere that is conducive to study and to protect the rights and needs of all students. It is expected that students will respect the rights of other Missouri Academy students to sleep or study. It is also expected that students will manage their time to ensure a healthy amount of sleep for themselves. The following quiet hours are required by all Missouri Academy students:

- Sunday—Thursday: 8:00 p.m.—8:30 a.m.
- Friday—Saturday: 10:30 p.m.—10:00 a.m.
- During Finals Week: 23-hour quiet hours begin on the Saturday night before Finals Week at 11:59 p.m. and end at noon on the Friday of Finals Week.
- During Finals Week, the relief hour is from 9:00 p.m.—10:00 p.m. Though it is a relief hour, courtesy hours are always in effect.

At all times, noise should be within reasonable levels to support an atmosphere conducive to study. Musical instruments are not allowed to be played in student rooms unless it can be done without being heard outside of the room at any time. Compliance to any reasonable request to lower the noise level by a staff member or

another student is expected. Sound systems are not to be played loudly enough to be heard outside the student's room. Repeated offenses may result in disciplinary sanctions.

As it is with courtesy hours, it is important to note that reasonable volume levels in someone's home are not the same as reasonable volume levels in a residence hall environment. Rooms in North Complex have thin walls and floors and it is important to keep this in mind during quiet hours. For clarification on what constitute reasonable noise levels, students should consult their RC.

Recycling

Northwest is committed to recycling. All University housing, offices, and public areas are expected to participate. The University community has worked together to promote environmental awareness, and there are opportunities for students who share this commitment to serve in leadership positions within the community that assist others in learning and complying with the program. Receptacles are provided in the main lobbies and near the dumpsters. More information can be found at <http://www.nwmissouri.edu/services/sustainability/index.htm>.

Required Study Hours

Courses at the Missouri Academy are demanding. To help students manage their time and reach their full academic potential, study time is required. It is a breach of policy to engage in any activities other than studying during required study hours.

At the end of the first trimester, first-year students may apply for Study Privileges to be released from one or more nights of required study, and second-year students may apply at any time during the trimester. See "Privilege System" section above for details.

Required study hours are Sunday through Thursday from 8:00 p.m.–10:00 p.m. Study hours will be adjusted to 8:00 p.m.–9:00 p.m. for May Session.

During required study hours, students may study in the following areas only:

- Missouri Academy student rooms
- Missouri Academy study rooms
- University library
- Northwest academic buildings

The following areas and buildings are not designated study areas. Students may not study in these areas and buildings during required study hours:

- Missouri Academy kitchen
- Missouri Academy laundry room
- Missouri Academy main lounge
- Student Union, The Station and other non-academic buildings on campus

Shuttle Service

The Missouri Academy schedules a fee-for-use shuttle service designed to assist families in transporting their students home for academic breaks. The Missouri Academy vans and University buses make scheduled stops to drop off students on the first day of each scheduled shuttle service. On the final day of the shuttle service, the shuttles pick up students at the designated stops and transports them back to the Missouri Academy. Areas served by the shuttles include

- Kansas City International Airport (MCI)
- Harrisonville, MO
- Concordia, MO/Columbia, MO/Kingdom City, MO

Seating is limited and is on a first-come, first-served basis. Students are frequently able to sign-up for the shuttle they prefer. Cost for the shuttle is \$80.00 for all students, regardless of which shuttle they ride or if they ride one-way or both ways. Students' accounts will be billed.

Shuttles will run as scheduled on University breaks. See the *Missouri Academy Master Calendar* for academic breaks and shuttle service dates. Shuttle services may be cancelled due to inclement weather.

The Missouri Academy shuttles will not run on move-in days or at the conclusion of the academic year. The exception to this are the International Student shuttles.

Space on the shuttles is limited. Students are encouraged to limit their baggage on the shuttles. The Missouri Academy and Northwest will not be liable for damages to luggage or personal belongings.

Cell Phones

Students who own cell phones must be courteous with their usage. Parents may request that their students turn in their cell phones to the Residential Life Office (RLO) at prior to on-floor curfew any day of the week. Students should either turn their ringers to silent or turn cell phones off when they turn them in.

Students and parents interested in traditional land-line phone service should speak with the Director of Student Achievement for details.

Transportation

Transportation provided by the Missouri Academy is limited. Students may be expected to walk to many in-town destinations. Regularly scheduled trips to Walmart are provided. To ensure a seat on the van, students will need to sign-up in advance. An RC may schedule excursions into Maryville and surrounding areas. To ensure van accessibility, these programs will also be planned in advance and students will sign-up if they wish to participate. Taxi services are available in Maryville and require parental permission to utilize. Students should abide by all sign-out/sign-in rules and regulations.

The Missouri Academy has two vans that seat eleven passengers. Only Northwest faculty and staff who have successfully completed the van training are allowed to drive University vans. All passengers must buckle seat belts when traveling in Missouri Academy or University vehicles. Only Missouri Academy students, faculty, and staff may ride in University vehicles.

Students needing transportation to destinations outside of Maryville will be charged a fee. Cost of transportation is \$80.00 for all students regardless of which shuttle they ride or if they ride one-way or both ways.

Missouri Academy staff and Northwest faculty will transport students in personal vehicles when situations warrant. Special transportation needs must be communicated to a Missouri Academy staff member or an RC a minimum of two business days in advance. Students are expected to contact Missouri Academy staff members directly to request a ride.

Students will be transported by ambulance or other appropriate vehicles in emergency situations.

Vending Areas

Snack and beverage machines are located in North Complex. Bearcat Cards may be used in the machines. Please report machine malfunctions to the Missouri Academy main office or the Residential Life Office. Refunds may be requested at the ID Office in the Student Union.

Weekends, Breaks, and Holidays

Breaks and holidays, as determined by the Northwest Missouri State University calendar, are observed at the Missouri Academy. The hall will close during breaks and students will not be allowed to stay on campus or in Maryville. To allow for home visits between traditional breaks, the Missouri Academy has other times during the school year when students may go home.

The academic breaks that have been designated as those when students are not allowed to remain at North Complex or in Maryville are Thanksgiving Break, Winter Break, and Spring Break.

Students and their parents or guardians will be notified in advance of special weekend activities that would require students to stay on-campus.

6. Residence Hall

Air Conditioners

Each student room is provided with an air conditioner. Students are responsible for properly disposing of condensation in the sink, toilet, or shower. At no point may condensation from an air conditioner be thrown out a window. For additional comfort, students may bring fans. Under no circumstance may students provide their own air conditioner.

Appliances and Restricted Items

Refrigerators less than five cubic feet are allowed in student rooms. Electrical equipment is allowed in residence hall rooms. Because of limited space, it is advised that students wait and consult with their roommates to avoid unnecessary duplications. All electrical items should carry the approved “UL” label. Only multiple outlet strips with built-in circuit breakers are allowed.

Microwaves are allowed in student rooms. There may be only one in each room. Microwaves are to be compact and 700 watts or less. All microwaves must be plugged into a power strip extension cord that has a built-in circuit breaker. Microwave ovens are available to students in the student kitchen and in some floor lounges.

Appliances that are considered fire hazards and therefore are not allowed in student rooms include but are not limited to torch-style halogen lamps, hot plates, space heaters, and toaster ovens. The Missouri Academy staff will confiscate non-approved items. Parents or guardians may retrieve items from the Missouri Academy office at the first available opportunity.

Additional items not allowed at the Missouri Academy include candles, incense and household extension cords.

Audio Systems

Students should not play audio systems loudly enough to be heard outside their room. Repeated offenses may result in disciplinary sanctions. Headphones are a small investment that can alleviate potential problems regarding noise levels and differing music tastes.

Damage

Residents are responsible for the condition of their room. Damages, malicious or not, incurred during the school year will be charged to the responsible students. Malicious damage will have disciplinary sanctions as well. If individual responsibility cannot be established, both roommates jointly share the financial and disciplinary responsibility of any room damage. Students should take the time to carefully note the condition of their room and furnishings on the Room Condition Report (RCR) at move-in. The RCR is also used at the end of the year to establish damage charges. The following are measures students can take to properly maintain their room and therefore avoid the most common charges:

- Immediately put cold water on carpet spills and then extract the stain from the carpet with paper towels or another absorbent material
- Be careful with walls
- Do not use ceramic magnets that may leave residue
- Do not use nails
- Clean rooms on a weekly basis for inspections

Housing Pre-Payment

A housing pre-payment of \$150 is due at the time students turn in their first housing and food service agreement.

Lofts

All student rooms have lofted beds provided. With parental permission, students can construct lofts in their rooms. All lofts must meet the following guidelines:

- All lofts must be free-standing. The loft cannot be fastened to any part of the floor, walls, or ceiling of the room for structural support.
- Personally-owned lofts must be completely removed from the room prior to move-out following the May Session. A removal fee will be charged to residents who abandon lofts in the room or hallway.
- Any damages resulting from the construction, existence, or removal of the loft will be billed to students.
- Due to variations in room size and other restrictions, students are encouraged to construct their lofts only after arrival on campus. It is also suggested that they discuss building a loft with their roommate.
- Lofts are not to be placed in front of windows, exits, heating units, smoke detectors, telephone or computer receptacles, or other items needing periodic maintenance.
- A loft must be able to support the student's weight.
- In the construction of lofts, green lumber should not be used. Posts or lumber designed for outdoor use are not permitted. The loft must not include any materials of a particularly hazardous or flammable nature.
- Cutting, sanding, painting, or staining of lumber must be done outside of the residence hall prior to assembly of the loft in the room.
- There must be at least two feet from the top of the mattress to the ceiling to help prevent head injuries and to minimize danger in case of a fire.
- University- or Missouri Academy-owned furniture or equipment may not be removed from the room.
- Northwest and the Missouri Academy are not responsible for any injury resulting from the construction or use of lofts or other student construction.
- When the structure is completed, students should contact their RC to arrange for inspection. If the structure is not approved, it must be corrected or removed within 48 hours.

Missouri Academy and Northwest are not responsible or liable for any injuries that result from a student using a personal loft.

Reassignment and Consolidation

The Missouri Academy staff reserves the right to assign a second student to a room in which only one student is living. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable causes, the Missouri Academy staff may change room assignments at any time during the year.

If students are in a room by themselves and no roommate is available, they may pay an additional fee or accept a roommate should the need arise. Single rooms are not encouraged, and students are not guaranteed that the room will remain a single for the entire year. The Student Development staff may move students to consolidate singles or if it is deemed necessary to the students, their roommates, or the community.

If students are interested in switching rooms, they must first meet with their RC to discuss the potential move.

Room Condition

Students are expected to keep their room in a clean and orderly state. RCs will conduct weekly room inspections to affirm that basic cleanliness and safety standards are met.

Before leaving for an academic break, students are expected to have their room clean and ready for inspection. A standard form will be used for these inspections. RCs will be in and out of student rooms on a regular basis to check on their continued well-being. If at any time their rooms are not clean, their RC will explain what needs to be done and give them an adequate amount of time in which to clean it. Any breach of Missouri Academy policy noted during inspections or routine visits to rooms will be addressed through disciplinary procedures. Failure to maintain rooms in a clean, healthy, and orderly fashion may result in disciplinary consequences.

Room Decorations

Students are not allowed to decorate their rooms in a manner that will damage or deface Missouri Academy or Northwest property or will be in breach of fire code.

Residents are not permitted to paint their rooms. University-coordinated painters using only University-approved materials paint rooms as needed.

The Missouri Academy staff has the right to determine the appropriate decoration of rooms, doors, and hallways. No poster, picture, or text can be displayed in rooms, on room doors, or on windows that entice or promote the use of tobacco, alcohol, illegal or inappropriate drugs, sexual activity, suicide, or violence. All people in posters or pictures must have on non-transparent clothing. The use of vulgarity, obscenity, and profanity in any form is not acceptable at the Missouri Academy. The final decision to determine what may be publicly displayed lies with the Student Development staff.

All Missouri Academy furniture must remain in the room, and lounge furnishings may not be moved from the lounge areas. RCs will answer any questions regarding these parameters.

For fire, safety, and maintenance reasons, furnishings must be positioned in such a way that

- They do not block the heating unit
- The door can open completely and without interference
- A direct path is clear from the doorway to the windows
- Clear visibility of the entire room is accomplished when standing at the door

These guidelines are not intended to limit the personalization of student rooms but are necessary to ensure the safety of occupants and emergency personnel and to maintain Missouri Academy property.

If students decorate their rooms or floors for holidays, these guidelines must be followed:

- All materials used must be flame-resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.
- All decorations must be removed within one week following the holiday or prior to the last day of the trimester, whichever occurs first.
- No candles or open flames may be used in any floor or room decoration.

Roommate Selection and Choice

Incoming students are assigned rooms during the summer based on information provided on the roommate preference forms. Race, skin color, national origin, religion, creed, sexual orientation, gender identity, age, or handicap are not criteria used for matching roommates nor will they be considered a basis for a room change. Roommates are matched according to similar interests, lifestyles, and personal requests.

Returning students make their requests during the previous spring term. Only mutual roommate requests are matched. Returning students not having mutual requests are matched in much the same manner as incoming students.

An important part of the Missouri Academy experience is learning how to live with a roommate. This involves patience, compromise, mutual respect, and common courtesy. Room changes will only be approved when all other avenues have been exhausted. In the unlikely event that a solution cannot be reached and agreed upon by all involved parties (students and RCs), the Missouri Academy staff will set forth the most amicable compromise available. There will be a period of acclimation at the beginning of the school year during which room changes will be strongly discouraged. Students experiencing roommate conflicts should, after attempting resolution, contact their RC.

Cohabitation and Living arrangements

Students may only live and reside in the room in which they are assigned. While students will occasionally be allowed to spend the night in the room of a friend (with the permission of both roommates), these occasions will only occur on the weekends and with permission from an on-duty RC.

This policy also applies to common areas in the Missouri Academy. Students found to sleeping in common areas may have their access to those common areas revoked or face disciplinary sanctions.

Guests

Missouri Academy students of the same gender identity may visit each other's rooms. Students of the opposite gender identity may visit only in designated co-ed common areas. All non-Missouri Academy guests must be listed on the student's *Transportation and Visitor Permission* form, signed in, and accompanied by their student host at all times.

Guests are not permitted in residence hall rooms without their student host. Parents or guardians may add and remove names on the *Transportation and Visitor Permission* form in person, via phone, fax, or by emailing the RCs, Administrative Secretary, or Director of Student Achievement.

All Missouri Academy guests are expected to adhere to the following guidelines:

- Visitors must sign-in through at the RLO or the Main Office.
- Guests with a vehicle must surrender their keys upon arrival to the Missouri Academy. Keys will be returned to guests when they leave.
- Visitors of the opposite gender identity are not allowed in students' rooms, floors, or wings except on designated weekends (Move-in/Move-out days, Family Weekend, etc.) or with specific permission from a Missouri Academy staff member.
- The University insurance policy does not allow guests to ride in a Missouri Academy or University vehicle.
- Students serving as hosts are responsible for the actions of their guests.
- The number of visitors may be limited based on weekend staffing or scheduled activities.
- The Missouri Academy staff reserves the right to deny any visitor access to North Complex.

Parents or guardians of students are welcome to visit. Parents may visit in students' rooms, once they have signed-in at the RLO. Siblings, extended family members, and friends may only visit during non-academic hours.

If the student's roommate agrees, permission for an overnight visit (weekends only) may be granted for a friend or sibling over the age of 12, under the age of 21, and of the same gender identity as the student's wing. Permission from a roommate's parent or guardian and the student's parent or guardian must be given. All rules that apply to Missouri Academy students apply to their guests. Each student may host only one guest at a time. The Missouri Academy staff reserves the right to restrict the number or guests in Missouri Academy facilities or deny guest access to any visitors.

The Missouri Academy is not able to accommodate overnight stays in student rooms by parents or guardians. The Missouri Academy will also not provide meals for any visitor unless otherwise notified. The Missouri Academy staff will make the final decision on all guest requests.

Storage

Storage is not available. All provided residence hall furniture must remain in the room. Summer storage is only available for international students. All items, including personal lofts, must be removed prior to end-of-year check-out. Missouri Academy and Northwest staff members are not responsible for transporting student items.

7. Student Life

Community Service

Throughout the school year there will be opportunities for students to participate in voluntary service projects for the Missouri Academy, Northwest, and the Maryville community. All students are encouraged to participate in community service activities throughout the year.

At the Missouri Academy, the notion of community service is central to Student Development and student engagement because it prepares students to contribute to society in ethical and meaningful ways. Community service is an outreach activity—a learning experience that is potentially transforming for students.

A definition of community service, taken from the *Higher Education Act of 1965*, as amended by the *Higher Education Amendments of 1992* and the *Higher Education Technical Amendments of 1993*, is rather persuasive and reads as follows:

“... services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

- such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- work in service opportunities or youth corps as defined in the National and Community Service Act of 1990;
- support services to students with disabilities; and
- activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities; and counseling, including career counseling.”

Any activity designed to help the Missouri Academy community is considered community service and includes cleaning Missouri Academy vans, cleaning common areas, helping custodial staff, etc.

Equipment Checkout

Equipment available at the Residential Life Office includes cooking utensils, games, table tennis, pool table equipment, brooms and dust pans, vacuum cleaners, as well as numerous other sports items. Parents and guardians, students, and guests use Missouri Academy equipment at their own risk. The Missouri Academy and Northwest will not be liable for any damages or injuries resulting from the use of Missouri Academy equipment.

To check-out equipment, students must leave their Bearcat Card at the Residential Life Office RLO. Failure to return items in a timely manner may result in loss of equipment privileges. Students will be required to replace items they return either partially or fully damaged at full cost.

Intramurals and Wellness Activities

Intramural and wellness activities are offered as part of University and Missouri Academy programming and may include activities such as basketball, billiards, chess, card and other table games, golf, soccer, table tennis, volleyball, tennis, a 5K run, and Frisbee. Other events may be added as student interest indicates. The Student Recreation Center is available for all students to utilize during open hours. Some activities available are

basketball, volleyball, walleyball, racquetball, and walking or jogging on a suspended track. The University Fitness Center is available to students who choose to purchase a student membership.

Organizations and Clubs

Students will be permitted to form and join groups of common purposes that are consistent with the philosophy, rules, and regulations of the Missouri Academy and that are open to all members of the Missouri Academy student body. Students have a responsibility to conduct the activities of the organization in a manner that reflects compatibility with the curriculum of the Missouri Academy. All clubs and organizations are expected to follow the regulations listed below:

- Each club and organization must be approved and registered by the Missouri Academy staff as well as the Student Government Association (SGA)
- Each club must have a faculty or staff sponsor.
- Each organization must have a faculty or staff advisor.
- Staff or Faculty advisors and sponsors must be present at all general meetings and it is highly encouraged that each club/organization's Exec Team meet regularly with their faculty or staff sponsor as well.
- Each organization must have a constitution on file with SGA; this is optional for clubs.
- Clubs may raise funds for philanthropic causes with approval from the Dean of the Missouri Academy. Cash may not be collected or managed by students at any time.

Students will also have access to membership in many Northwest campus organizations. A Student Development staff member must approve membership in a Northwest organization. Missouri Academy staff may limit involvement in clubs and organizations if students are not in good standing academically or behaviorally.

Missouri Academy students cannot join Northwest fraternities or sororities nor attend their functions. The National Collegiate Athletic Association (NCAA) regulations negate Missouri Academy students from joining Northwest athletic teams. In addition, the Missouri State High School Activities Association (MSHSAA) does not permit Missouri Academy students to participate in state-sanctioned high school athletics.

Student Activities

In addition to those planned by the University, the RCs and other members of the Missouri Academy staff will provide activities to enhance the Missouri Academy experience. These programs will include small and large group activities addressing social, recreational, physical, cultural, and service needs.

Student Government Association

All Missouri Academy students are members of the Missouri Academy Student Government Association (SGA). Exec members, selected by the student body, provide student leadership for a positive, successful student experience for all Missouri Academy students. The SGA Exec works directly with a staff advisor, who is assigned at the start of each year. Several standing committees chaired by SGA officers contribute in very meaningful ways to the Missouri Academy community.

8. Student Safety

Identification Card (Bearcat Card)

Northwest Missouri State University issues all students photo identification cards, called Bearcat Cards, that must be carried at all times and presented to Missouri Academy or University officials upon request. Students are not allowed to loan their Bearcat Cards or borrow another person's Bearcat Card.

Bearcat Cards can be used for buying food at the at any food service location on the Northwest Campus as well as vending machines on campus.

If students have a US Bank account, their Bearcat Cards can also be an ATM card and a debit card with a PIN to use at local businesses. Students should visit the Northwest Missouri State University ID office in the Student Union or US Bank for more details.

Lost Bearcat Cards must be replaced for a fee through the University ID Office located in the Student Affairs Complex in the Student Union (M-F during business hours) or through The Station front desk (evenings and weekends). Contact the ID Office for specific fees and policies.

Keys and Fobs

A fob, room key, and mail box key are issued to students upon arrival. If any of these items are lost, students will be charged a fee for replacement. Missing keys should be reported to the Administrative Secretary or the staff member at the Residential Life Office (RLO) immediately. If keys are not found within 24 hours, they must be reported to University Police. Students failing to return their keys at the time of check-out will also be charged a replacement fee.

Students are highly encouraged to lock their room door every time it is not occupied and to keep their keys and fob with them at all times. For the safety of all students, when any key or fob is lost, students should immediately inform Administrative Secretary or the staff member at the Residential Life Office (RLO). Should students fail to notify a Missouri Academy official that they have lost any of their keys or their fob within 24 hours, they may be subjected to disciplinary action. Students are responsible for paying for the replacement of the fob or keys or for a lock change.

There are two types of lock-outs. Students may check-out a room key for 24 hours if they locked themselves out of their room or if they are certain they lost their keys in their room. Students may check-out a room key and fob for 5 days if they left their keys at home. Lost keys on campus will result in a lock change that is billed to the student.

Lost and Found

The Missouri Academy strives to be a clean and orderly community. In doing so, public areas—any space that is not a residence hall room—should be clear of personal items nightly. Any personal items left in common areas overnight will be stored for a short period of time in the Residential Life Office. Items found in or around the Missouri Academy should be turned in to the RLO. Lost or stolen items should be reported to a Missouri Academy staff member and University Police. Items not claimed will be taken to the Materials Distribution Center or other appropriate locations as needed.

Parental/Guardian Permission

At the beginning of the school year, parents or guardians are asked to fill out the *Transportation and Visitor Permission Form* for their Missouri Academy student. Parents or guardians should list those who may transport their student, visit their student, and stay overnight with their student.

Parents or guardians may make additions and subtractions to the permission list by contacting the Administrative Secretary or another Missouri Academy staff member. Changes need to be made in via phone call, fax, or e-mail.

The Missouri Academy is a reasonably secure environment. However, the staff cannot and will not guarantee the whereabouts or destination of students after they sign-out on their Blue Card with someone on their permission form.

Personal Property and Insurance

Neither the Missouri Academy nor Northwest insures the personal property of students, faculty, or staff against theft, loss, or damage of any kind, either on- or off-campus. Therefore, all property brought on-campus is at

students' own risk. It is strongly recommended that parents or guardians make certain that all valuables are adequately insured through their homeowner's policy.

Privacy, Searches, and Inspection

Privacy is respected at the Missouri Academy. However, the right to privacy is twofold. While the right of privacy of individuals is always respected, the Missouri Academy has a responsibility to maintain standards that are reflected in its regulations, policies, and local, state, and federal statutes. Therefore, in certain circumstances, representatives of the Missouri Academy or the University may conduct inspections or searches of students or their property without their permission. In cases involving allegations of criminal activity, the rules and procedures relating to authorization for searches will be followed. Apart from the criminal context, however, representatives of the Missouri Academy and the University may also conduct inspections for purposes of maintaining the health, safety, and general welfare of students and their property and Missouri Academy or University personnel and property. The following guidelines are intended to protect the rights of students in these circumstances:

- **Residence Hall Room Entry and Search or Inspection:** In cases involving a search or authorized inspection of students' residences, at least two adults shall be present and students shall be present if possible. Those conducting the search or inspection will first knock on the door of the room in question and then identify themselves. If they are not immediately admitted, a key may be used to gain entry. When the room is occupied, the staff members entering the room will announce the purpose of the visit and indicate that proper authorization to conduct a room search or inspection has been obtained. Staff will use reasonable measures to locate students whose rooms are being searched or inspected.
- **Confiscated Items:** When any contraband or suspected contraband is found, it is confiscated. A report listing all confiscated items is filed with the appropriate University official within 24 hours.
- **Personal Search:** An adult witness shall be present when a personal search is conducted. A university official of the same gender identity shall do a pat down of the student's person.
- **Law Enforcement Officials:** Students are advised that law enforcement agencies may be notified of student criminal misconduct. For certain violations, including drug and weapons, it is a legal requirement that the Missouri Academy notify law enforcement agencies of the student's misconduct.

The Director of Student Achievement should be contacted upon law enforcement arrival. Law enforcement officials wishing to contact students at the Missouri Academy for any reason should be directed to the Director of Student Achievement during the school week and to the University Police officer on duty during weekends. When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search a student's room. A Missouri Academy staff member should accompany the officers.

9. University Services

Dining on Campus

All Northwest students living on campus (which includes Missouri Academy students) are required to purchase a meal plan. Meal plans offer the freedom to eat at any campus dining location. The base meal plan (the Silver Plan) allows students unlimited all-you-can-eat access to the Bearcat Commons in the Student Union. Students can also visit other retail dining locations (not covered until the Silver Plan) on the second floor of the Student Union, The Station, or the Library. The Bearcat Card functions as a meal card and must be presented at each meal. Students can also use their Bearcat Card to charge meals from any retail dining location to their Northwest account. With all these choices, campus dining offers something to suit everyone's taste.

Here are some helpful hints:

- Students should always carry their Bearcat Card.
- Students must wear shirts and shoes in all eating areas.
- Students must bus their own dirty dishes.
- No shouting, yelling, or foul language will be tolerated.

- If students lose their Bearcat Card, they should call or visit the ID office at 660.562.1430.
- Students should be courteous to those standing in line.

Students have the option of upgrading a Gold or Platinum meal plan, which include the Silver Plan plus varying amounts of Resident Dining Dollars that can be used at the Retail dining locations on campus. Students wishing to change their meal plan must go to the ID office in the Student Union and complete the proper paperwork. For more information on the meals plans at Northwest, visit www.campusdish.com/en-US/CSMW/NorthwestMissouri/MealPlans/.

A registered dietician is available on campus for dietary information and counseling. Students requiring special diets, including dietary restrictions because of food allergies, should contact the dietician at 660.562.1252 to make arrangements. For additional information, see the *Northwest Student Handbook*.

Library

The B.D. Owens Library provides a variety of materials to support the academic curriculum, foster learning, and encourage personal enrichment. Collections total over one million items. Supplementing these holdings is the Interlibrary Loan Service that obtains books and journal articles held by other libraries. The library is also an excellent place to study.

Owens Library is also home to several key services widely used by the University community that complement the library's instructional support mission. The Teaching and Learning Center, which supports faculty professional development, the Talent Development Center, which offers free tutoring and academic support across the curriculum, the Writing Center, which offers writing across the curriculum tutoring, and The Center for Informational Technology in Education (CITE), which administers and supports the University's instructional technology needs, are all housed on the second floor. Information Technology support is also provided on the first floor.

Throughout the library, areas for private study and reading are available along with spaces and resources that invite collaboration and facilitate team project development. Additionally, Novel Grounds, the library's full-service coffee house featuring Starbucks Coffee, provides a relaxing space for quiet conversation and contemplation. Owens Library is also fully wireless.

Mail Service

Mail and packages sent through the US Postal Service are delivered to each residence hall, Monday through Friday. There is no mail delivery during weekends and breaks. When checking out of the residence hall, students should leave a forwarding address on the Room Condition Report. Postage stamps are available for purchase at the Mail and Copy Center.

Address packages as follows:

<Student name>
 Missouri Academy
 800 University Drive
 Maryville, MO 64468

Please note that it generally takes one additional business day for mail to its final destination on campus. This is because all campus mail is received by Northwest's Mail/Copy center, sorted, and then sent to the appropriate buildings on campus.

Money and Banking

It is not advisable for students to carry large sums of cash with them or in their rooms. Bearcat Cards should be protected as cash. Personal checks with a maximum of \$100.00 may be cashed at the Student Services Center in the Administration building. ATMs that accept most ATM cards are available in the Student Union and in The Station. There are also several banks within walking distance of campus that will allow students to open checking accounts and utilize ATMs.

The Missouri Academy does not assume responsibility for monitoring students' financial practices and is not responsible for theft. All students are urged to lock their room when it is not occupied.

Photocopies and Fax Machines

Individuals and organizations can request large quantities of copies for a fee at the Mail and Copy Center but are encouraged to make single copies at the library.

Missouri Academy copiers and fax machines are available for general student use on a fee-for-use basis. Students may also go to the Student Services desk in the Administration Building to send or receive faxes. Student accounts will be charged for fax services.

10. Restricted Activities

Attire

Students represent the Missouri Academy both on- and off-campus. As students represent not only themselves but also the Missouri Academy and Northwest, appropriate clothing must be worn and appropriate behavior is expected at all times. For example, students must wear appropriate attire whenever they leave their wing or floor, including all common areas of the Missouri Academy, Missouri Academy offices, and Northwest facilities. Students are required to wear shoes, sandals, or other appropriate footwear whenever they leave their wing or floor. If staff members believe students are dressed inappropriately, they need to change their clothes upon request. If there is disagreement regarding the request, the Director of Student Achievement will make the final decision. If the Director of Student Achievement is not available, students need to change clothes as requested and, if still concerned, talk to the Director of Student Achievement at the next available opportunity.

Fundraising

Fundraising projects may be conducted for philanthropic purposes only. Missouri Academy organizations must submit a project plan, and it must be approved by the Dean of the Missouri Academy. Handling cash for any purpose must be done by staff only and must also be included in the proposal along with full justification.

Indoor Recreational Activities

Activities and games designed for indoor play are welcome in North Complex unless the activity or game is a modified version of an outdoor game. For safety reasons, games or activities traditionally played outdoors or in gymnasiums are not to be played in the hall. Examples of prohibited activities and games include but are not limited to running in the hallway, roller-blading, skateboarding, having water fights, throwing water balloons or snow balls, wrestling, and playing soccer, football, basketball, Frisbee, or hacky sack. Free weights cannot be left unattended in any public space in the hall.

Movies and Video Games

The Missouri Academy staff strives to create a positive atmosphere free of profanity and negative images. A positive environment is consistent with the principles of IQ and is also conducive to learning. The use of movies and video games inconsistent with these general values is undesirable and discouraged.

Students bringing personal or rented movies, television programs, or video games into the residence hall must get staff approval before showing or playing them in any common area, including the main lounge or floor lounges. Restrictions include the following:

- R-rated movies may not be shown in the main lounge, floor lounges, or public areas.

- Students 17 and older may have R-rated movies in their rooms unless restricted by their parent or guardian.
- NC17 and X-rated movies as well as Adult Only (AO)-rated video games are not allowed in the Missouri Academy.

Missouri Academy staff and Northwest staff or faculty may show R-rated movies in the context of an educational experience. Students bringing personal or rented video games into the residence hall must get staff approval before playing video games in the Missouri Academy main or floor lounges.

Musical Instruments

Students playing instruments that can be heard outside of their room must comply with courtesy and quiet hour policies. Practice rooms are available in the Fine Arts Building.

Campus Computing

The Northwest Network

Northwest provides access to IT resources for students, faculty and staff in support of Northwest's educational mission statement and official academic duties. When logging onto the Northwest network (either wired or wirelessly), a user implicitly affirms that they will abide by Northwest's technology policies: See the URL: <http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>.

Northwest's information technology (IT) policies outline the standards for acceptable use of campus IT services and resources that include, but are not limited to, wired and wireless networks, hardware, software, telephone and data lines whether owned, leased or otherwise provided by Northwest. These technology policies (aka computing policies) apply to all campus users (i.e. faculty, staff, guest users and students.) Campus IT resources including bandwidth and IP addresses belong to the University. These resources do not belong to end-users. Northwest's technology policies ensure the stability and availability of campus technology resources and approved uses are not interrupted or negatively impacted. Faculty, staff and students found in violation of Northwest's technology policies are subject to disciplinary and legal action. Specifically see the following sections within the computing policies: Network Legal Issues and Network Violations/Regulations.

Examples of technology policy violation include, but are not limited to, copyright infringement, renaming your campus-issued notebook, desktop or tablet computer, disjoining your campus-issued notebook computer or tablet from the campus domain, using Northwest's information technology resources to gain unauthorized access to a computing resource on or off campus, running a non-University unapproved, personal server on the Northwest network, and using a packet sniffer or other network data capture applications. Note: A packet sniffer is the same concept as a wiretap on a telephone line.

Intentionally disrupting or negatively impacting the Northwest network (wired or wireless), its technology equipment and online services have serious academic and legal consequences, as does, harassing other campus users using Northwest equipment, services and network. Consequently, do not participate in unauthorized and unethical email activities such as phishing scams and chain mail distribution. Likewise, inappropriate use of social media (i.e. cyberstalking, cyberbullying—flaming, happy-slapping, etc.) is considered harassment and is a violation of Northwest's social media and computing policies. See the URL: <http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>. Use of a personal computer to create or launch a virus or in any way negatively impact the Northwest network is subject to disciplinary action. Violations of Northwest technology policies will be documented and forwarded to the appropriate University authorities such as University Police and disciplinary action may include discontinuing services, confiscation of equipment and criminal charges.

Northwest Notebook Computers

Northwest Missouri State University's Information Technology (IT) department provides one notebook computer to each Missouri Academy student. All campus-issued notebook computer repairs must be completed at the ECSC. Do not try to repair the notebook computer yourself or take it to a non-university repair provider.

For all campus-issued notebook computers, hardware and software repair as the result of a virus, software malfunction, manufacturing defect or "every day wear and tear" is available free of charge at the Jon T. Rickman Electronic Campus Support Center (ECSC).

Examples of "every day wear and tear": A key on your keyboard comes off, dim monitor, Microsoft Word will not open, cosmetic scratches, scuffs, worn finishes, etc.

Note: Do not glue keys back on if they pop off your keyboard. Go to the ECSC for free repair!

If you damage your campus-issued notebook computer beyond "every day wear and tear" you may be subject to fines and disciplinary action depending on the level of damage and/or abuse. You are also responsible for the loss of your campus-issued notebook computer. Types of damage beyond "every day wear and tear" are minor and major damage. Fees charged for minor damage can range from \$45 for a lost AC adapter to \$50 for a cracked LCD screen. Examples of minor damage: A broken USB port, broken screen, broken motherboard, etc. Fees charged for major damage can range from \$750 to \$1500. The \$1500 charge is what it would cost to replace the notebook computer. Examples of major damage include: Fire damage, water damage, theft and deliberate vandalism, etc.

Note: Upgrading your campus-issued notebook computer hardware, opening the casing or installing another operating system is not allowed and is a violation of Northwest technology policies.

For more information on campus-issued notebook computers, including insurance and return policy, see the URL: <http://www.nwmissouri.edu/compserv/CampusNotebooks/index.htm>

Whenever a campus-issued notebook computer or tablet is brought in for repair at the ECSC, the staff of the ECSC reserves the right to format/reload the hard disk without the user's permission. Therefore, it is the user's duty to keep a backup of all personal files on an alternate storage device like a USB drive or a OneDrive account. Northwest's Information Technology department is not responsible for backing up or recovering personal files.

Personally-Owned Computers

Students are allowed to bring their own personal computer to campus. Northwest's Information Technology department is not responsible for repair of non-University computing equipment nor are they responsible for recovering or backing up personal files.

Note: Northwest has licensed all the software installed on campus-issued and owned computers. It is illegal to duplicate or copy Northwest-licensed software to your own personally-purchased computer.

Note: Recreational use of personal computers should not take precedence over or interfere with academics. If non-academic use of personal computing equipment is deemed to be interfering, students may be restricted from their use. **Networking capabilities, including internet access through Northwest, will remain on at all times at the Missouri Academy.** If students are having difficulty regulating their internet use at night, parents may elect to have students turn in their computers and/or cell phones to the RLO each night before on-floor curfew.

Students, faculty, and staff members at Northwest are responsible for their personal, non-University owned technology equipment utilizing the Northwest network including, but not limited to, maintenance and anti-virus software. Anti-virus software and definitions must be kept current and up-to-date or be in violation of Northwest Computing Policies. See the URL: <http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>.

Northwest Technology and Your Residence Hall Room

Northwest's Information Technology (IT) department works in cooperation with Residential Life to provide the hardware, software and network resources to ensure student academic success. However, students living campus residence halls do not own campus network resources or campus-owned and issued hardware or software. The wireless and wired campus network service in residence halls along with the access points that allow students to connect to and use those services are the sole property of the University. While Northwest's IT department is not responsible for maintaining or repairing personally-owned computing equipment and software, IT is responsible for providing residence hall students with: 1.) Stable wireless access, 2.) Stable wired access through provided Ethernet ports, 3.) Working telephone jack (Northwest does not provide telephone land line service), 4.) Repair service campus-issued notebook computers, including campus-licensed software, 5.) Repair services for access points, and 6.) Working residence hall networked printer at the front desk for student usage. Equipment not allowed to access the Northwest network are: 1.) Wired and Wireless routers, 2.) Network gaming equipment (i.e. Xbox, Wii and other similar network gaming devices), and 3.) personally-owned wireless printers. Note: Wired personally-owned printers are allowed. For more details see the Technology in Residence Halls section of Northwest's Computing Policies at: <http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>

Need Help or have questions about Northwest's technology policies?
See appropriate Missouri Academy staff or contact the Information Technology (IT) Help Desk at 660.562.1634.

Pets

The only pets students are allowed to have in North Complex are fish. Only one fish tank/aquarium (no more than 2 feet long by 2 feet wide by 2 feet deep) is allowed per student. For exceptions to this policy including service/assistance animals, please contact the Director of Student Achievement.

Televisions and Campus Cable

Students are allowed to have televisions in their room and they also have access to televisions in their floor lounges or the first floor common area. The students and RCs on each floor must establish guidelines for lounge use. Parameters for floor guidelines must include the need for the environment to be conducive to study, comply with Missouri Academy established study and quiet hours, and be mutually agreed upon by the students and RCs. Televisions should not be used during study hours.

First-year students are not allowed to have access to the campus cable system. With permission from both roommates' parents/guardians, second-year students with Senior Privileges can have access to the campus cable system in their residence hall room.

11. Prohibited Activities

Alcohol, Drugs, and Drug Paraphernalia

The Missouri Academy is a drug-free environment. Students cannot possess, use, or be under the influence of intoxicating substances such as alcohol, drugs, prescription drugs, over-the-counter medications, or other substances which when introduced into a body cause a disturbance of mental or physical capacities. Possession of drug paraphernalia or empty alcoholic beverage cans or bottles is expressly prohibited and may result in immediate dismissal.

Automobiles and Other Motorized Vehicles

For reasons of safety and liability, students are not allowed to have possession of or access to automobiles and other motorized vehicles while under the jurisdiction of the Missouri Academy. This includes the storage of vehicles in the Maryville area. Exceptions to this regulation are very rare, require proper paperwork and parental permission, and need authorization from the Director of Student Achievement. Exceptions will not be made to make traveling home more convenient.

Students may have bicycles on campus. All bikes are required to be registered with Northwest's University Police. Registration of a bicycle is free. Failure to register your bicycle could result in your bicycle being impounded, booted, and/or ticketed.

To register your bicycle, visit the University Police Department or call 660-562-1254.

Disruptive and Threatening Behavior

Disruptive or threatening behavior is that which puts at risk the safety or health of one or more people, including the individual engaged in such behavior. This behavior includes but is not limited to unruly conduct, menacing gestures, suicidal ideation, loss of emotional control, emotional trauma, physical threats, eating disorders, untreated physical conditions such as injuries, illnesses, or some other physical anomaly. In those situations where disruptive behavior is exhibited by individual students or a group of students, the Director of Student Achievement will take immediate action to determine if they may remain on campus and, if so, under what conditions. All incidents of disruptive behavior should be reported to an RC, University Police, or the Director of Student Achievement. In determining the outcome of these situations, the Director of Student Achievement may require students to undergo a wellness assessment by the Director of Counseling.

Individuals experiencing any threats to personal safety or disruptive behavior are expected to inform any of the aforementioned Missouri Academy or Northwest personnel immediately via phone or in person. Failure to disclose information about these or any similar events or circumstances may result in disciplinary action.

Employment

Students may not work on-campus or be employed while under the jurisdiction of the Missouri Academy. The academic program is rigorous and should be the first priority and primary focus of all Missouri Academy students.

Other Hazards

For health and safety reasons, students may not have open flames, halogen or other lamps shown to be fire hazards, toasters or toaster ovens, hotplates, hotpots, or any other similar appliance, pets (except fish), archery, darts, martial arts equipment, or weapons anywhere in the residence hall. All students must be aware of the impact of their behavior on the safety of all students and staff.

It is imperative that the elevator, fire, safety, or security equipment is never modified or made dysfunctional. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. Fire equipment includes but is not limited to in-room smoke detectors, fire extinguishers, annunciator panels, and alert system equipment. Disciplinary action will be taken against students found tampering with fire protection equipment or setting off the fire alarm under false pretense.

Flammable liquids, commercial-use toxic materials, and explosives (such as fireworks) are not permitted in the residence hall at any time.

Inappropriate Behavior while not under Missouri Academy jurisdiction

Students who are taking classes, doing research, or working at Northwest or any partner campus during the summer months or any other time when they are not under the jurisdiction of the Missouri Academy need to be aware of the special conditions that pertain. Although the Missouri Academy residential program does not operate in the same capacity during the summer months and during academic breaks as it does when classes are in session, students are still part of the Missouri Academy and their behavior needs to be consistent with the principles of IQ. Disciplinary action can and will be taken for any serious policy violations that occur when students are not under the jurisdiction of the Missouri Academy. Summer policy violations of any kind may affect students' Missouri Academy standing for the fall trimester.

In addition to policy expectations while classes are in session, violations of any University or Missouri Academy regulations or any local, state, or federal law during weekends away, holidays, school breaks, and the summer when students may not be attending school functions will be grounds for disciplinary action including but not limited to dismissal. Discipline is administered according to the discipline system described in this handbook.

Inappropriate Display of Affection

Missouri Academy students are expected to conduct themselves in a manner that a reasonable adult would find inoffensive. Handholding, a brief kiss, or a friendly hug is acceptable. Students are expected to be respectful of others and to comply promptly and politely with any request that they cease an Inappropriate Display of Affection (IDA). Not being in a dating relationship does not alter IDA restrictions. Students will be subject to a disciplinary response if they and another person(s) are observed in behaviors including but not limited to the following:

- Lying next to one another and touching in any way
- Sitting or lying on top of one another
- Sitting on or laying one's head in the lap of another
- Interacting in a way that a staff member determines to be inappropriate

Missouri Academy students may not engage in IDA while on campus or under the jurisdiction of the Missouri Academy. Missouri Academy staff members have the responsibility to use their judgment in asking students to cease any behavior they determine to be IDA. Failure to respond to such a request will immediately escalate the situation to a more serious disciplinary matter. The disciplinary procedure will correspond to the gravity of the IDA situation and current disciplinary record.

Restricted Areas

Missouri Academy students are not permitted to enter any other residence hall on campus. At no time may Missouri Academy students visit a Northwest student's room, off-campus apartment or house, or Greek letter house. Students may only enter other residence halls on campus or other residences when accompanied by a Missouri Academy staff member or University employee who has appropriate permission. All exceptions to this policy require permission from the Director of Student Achievement.

Sexual Assault

Sexual assault, sexual abuse, and rape will not be tolerated at Northwest. The University is in compliance with the Higher Education Amendments of 1998. For additional information, please refer to the *Northwest Student Handbook*.

Sexual Harassment

Sexual harassment and sexual intimidation have absolutely no place in an academic environment, will not be tolerated, and are expressly prohibited. It shall be a violation of this policy for anyone in the Missouri Academy community to harass or intimidate another person through conduct or communication of a sexual nature. See the *Northwest Student Handbook* for further information. Students who feel aggrieved because of sexual harassment or sexual intimidation should report their complaints promptly to a faculty member, RC, or any administrator. The person receiving the complaint shall immediately inform the Director of Student Achievement, who shall take appropriate action as necessary.

Tobacco Use/Smoking

Northwest is a smoke-free campus, and the Missouri Academy is a smoke-free and tobacco-free environment. Possession of tobacco products by Missouri Academy students under the jurisdiction of the Missouri Academy is prohibited. Missouri Academy staff members are prohibited from the use of tobacco products when in a

supervisory role and when transporting students. The use of tobacco products in Northwest or Missouri Academy vehicles is prohibited at all times.

VI. Student Grievance Procedure

This procedure is designed to help solve issues that individuals cannot mutually resolve. Individuals will occasionally disagree about decisions made by Missouri Academy staff members. A mature and professional method of conflict resolution must exist.

If a conflict arises with students, parents, or guardians regarding a decision or policy made by a staff member, it is expected that they make every effort to resolve the conflict through direct verbal and written communication with the staff member. If students are uncomfortable with confronting the staff member, they should contact another Missouri Academy staff member to act as intermediary. If students, parents, or guardians feel that their concerns are not being addressed adequately or professionally, they may further their resolution process by contacting the Dean of the Missouri Academy.

The Dean of the Missouri Academy acts as facilitator and mediator in conflict resolutions. It is important to remember that some issues may not be resolved with complete agreement by all parties involved. It is hoped that both parties will be open to suggestions that will help to replace the conflict with an amicable solution. Missouri Academy staff believes that to reach this point, parents, guardians, students, teachers, staff, and the administration must be willing to enter into positive dialogue.

VII. Missouri Academy Disciplinary Code

1. Philosophy

All students selected for the Missouri Academy are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The disciplinary code is designed to help ensure the health, safety, and well-being of each member of the Missouri Academy community. Responsibility to maintain a safe and orderly community supersedes an individual's desires to behave outside the boundaries of acceptable behavior. This disciplinary code is written to articulate clear boundaries for student behavior, identify examples of behaviors for which disciplinary action is possible, and set forth the disciplinary process.

Enrolling in the Missouri Academy is a privilege, not a right. All students are expected to contribute to the well-being of the community and to accept personal responsibility for their own actions. Expectations for ethical behavior parallel those for high academic achievement. Ultimately, the Missouri Academy expects high levels of IQ from all members of the community.

When implementing the disciplinary code, the Missouri Academy will attempt to do the following:

- Set high standards for student behavior
- Help students learn and grow
- Balance individual and community rights
- Operate within due process
- Apply policy and procedures fairly and equitably

Regarding the Missouri Academy Disciplinary Code and in all disciplinary procedures (behavioral or otherwise), due process means that in any kind of judicial proceeding, incident reporting, or questioning of students, must all be carried out regularly, fairly, and in accordance with our established rules and principles. All students at the

Missouri Academy are afforded due process in any disciplinary matter and, by law, the Missouri Academy staff are required to respect students' rights.

The Missouri Academy recognizes that there may be occasions when some students will act irresponsibly and immaturely, will violate the standards of acceptable behavior, will breach policies and expectations, and will make poor decisions. When students display irresponsible behavior, they will be subject to disciplinary action. Depending upon the degree of irresponsibility and the number of incidents in which they have been involved, students may receive penalties ranging from the limitation of social privileges to dismissal from the Missouri Academy. Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations will likely be dismissed from the Missouri Academy. In the event that students are allowed to remain a member of the community, they should expect to serve the Missouri Academy and meet the highest expectations for behavior.

The parameters of this handbook do not exclude or limit the administration's ability to make rules for the governing of the operations of the Missouri Academy or to usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. The Missouri Academy staff will determine what constitutes a violation of school policy as outlined by this handbook.

2. Discipline versus Punishment

Discipline is a means of fostering the growth of students toward responsibility to themselves and the community. The primary objective of the Missouri Academy's disciplinary code is to maintain a responsible and orderly environment in which student success can be maximized. Disciplinary action taken by the Missouri Academy has both correction and consequences of behavior as its goals.

Discipline results in making students responsible for their own behavior. It is a process in which the inappropriate behavior is identified and acceptable standards of behavior are determined. In discipline, it is important to strive to change the behavior, not personal characteristics.

Punishment is often the most direct response to inappropriate behavior, but it is rarely the most effective. Punishment concentrates on negative consequences of inappropriate behavior rather than explaining how the behavior affects the entire wing, floor, or hall community. The pain of punishment often results in individuals feeling that their self-worth has been attacked. This in turn leads to resentment and the desire to avoid getting caught. Many times a contest of wills develops between students and staff members. Additional negative responses appear that are a defiant escalation of the original undesirable behavior.

The differences between discipline and punishment are outlined in the table below:

Discipline	vs.	Punishment
Agreement that the problem exists		Denial of the problem
Responsibility for behavior lies with individual		Responsibility lies with staff
Adult-to-adult interactions		Adult-to-child interactions
Strive to change inappropriate behavior		Punitive action taken for inappropriate behavior
Calm		Emotional
Collaborative		Authoritative
Dignity left intact		Humiliating
Conveys to students how their actions affect the community		Concentrates on the negative action

Our goal is to help students realize their responsibility for their own actions and how their actions may affect others. We are then trying to teach students what is appropriate and inappropriate behavior. Our goal is not to punish a student for a minor rule violation, though punitive sanctions may be an element of the overall sanction.

3. General Student Responsibilities

The Missouri Academy expects students to conduct themselves responsibly and maturely, to respect the rights and property of others, and to fully participate in the unique experiences that the Missouri Academy offers. Students are required to meet the following expectations:

- To respect the rights of students, staff members, and visitors to the Missouri Academy
- To not say or write any defamatory or obscene remarks or make statements damaging or harassing others
- To behave in ways that do not interfere with the education of others and that do not interfere with the educational process of the Missouri Academy
- To know and follow the applicable policies and expectations of the Missouri Academy as set forth in this handbook and by Missouri Academy staff
- To know and follow the applicable policies and expectations of Northwest Missouri State University
- To abide by all federal, state, and local laws or ordinances
- To respect themselves and others and to behave in a manner that acknowledges the privilege of attending the Missouri Academy
- To maintain the highest level of success in all aspects of Missouri Academy life
- To uphold all tenets of Integrity and Quality

4. Violations

Specific examples of inappropriate behavior and misconduct for which students may be disciplined include participating in, encouraging others to participate in, or aiding and abetting any of the following:

- Behavior that threatens or compromises the health, safety, and well-being of themselves
 - Violation of the Chemical Possession and Use Policy
 - Breach of visitation regulations
 - Breach of curfew
 - Breach of check-out/check-in expectations
 - Breach of sign-out/sign-in expectations
 - Inability to adjust to the demands of the Missouri Academy as evidenced by a continuing pattern of misconduct and breach of Missouri Academy regulations
 - Breach of continued enrollment contract or probationary conditions
 - Inappropriate Displays of Affection
- Behavior that threatens or compromises the health, safety, and well-being of others
 - Coercive behavior
 - Unauthorized possession or use of Missouri Academy keys or fobs or keys or fobs that resemble Missouri Academy or Northwest keys or fobs; attempted break-in, actual break-in, or unauthorized entry into Missouri Academy offices or other off-limit areas
 - Sale, possession, creation, or use of weapons including but not limited to firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives (including fireworks), other objects used as weapons, or “look alike” weapons
 - Speech or action clearly inciting to immediate physical violence; rude and disrespectful behavior toward any student, faculty member, or staff member; and the use of vulgar or obscene language, either oral or written, including but not limited to demeaning or harassing statements related to race, gender, sexual orientation, ethnic origin, religion, or disability
 - Sexual intimacy with another person while under the jurisdiction of the Missouri Academy
 - Physical altercation or threat of harm to another person
 - Participating in or encouraging hazing on- or off-campus
 - Tampering with fire, safety, and security alarms or equipment; loitering in stairwells; and blocking emergency routes or exits
 - Participation in any unauthorized club or gang activity including but not limited to the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any

individual; or inciting others to participate in any form of physical violence involving persons or property

- Behavior that obstructs, disrupts, or interferes with the rights, responsibilities, or obligations of others
 - Theft of or damage to property owned by the Missouri Academy or any member of the Missouri Academy community including unauthorized moving of Missouri Academy property from one location to another
 - Malicious or harmful pranks to persons or actions that misuse, abuse, or vandalize individual or Missouri Academy property
- Behavior that obstructs or disrupts the orderly educational or administrative operation of the Missouri Academy
 - Disorderly, obscene, violent, or excessively noisy behavior
 - Refusal or failure to comply with the reasonable instructions or directives of any Missouri Academy or Northwest personnel in the performance of their duties including but not limited to attending individual or group meetings as requested by Missouri Academy staff or other Northwest employees
 - Knowingly furnishing false verbal, written, or electronic information to a Missouri Academy or University faculty or staff member
 - Forgery or alteration as well as the use, receipt, or possession of Missouri Academy or University documents without proper authority
 - Engagement in academic dishonesty including but not limited to plagiarism, giving or receiving help during an examination, or obtaining copies of tests or scoring devices prior to an examination
 - Knowingly making a false fire alarm or any other false and disruptive rumor or report
 - Intentional misuse of Missouri Academy or Northwest equipment including telephones, cable television systems, or computers
 - Unauthorized possession or use of motorized vehicles while under the jurisdiction of the Missouri Academy
 - Violation of rules for the use of the library, computer labs, or network
 - Disruptive use of cell phones or the possession of a pager
- Violation of any local, state, or federal law
- Violation of any expectation, rule, or regulation that may be established by Student Development staff, faculty, administration, or other supervisory personnel

Additional expectations will be added via memorandum, e-mail, or assembly by Missouri Academy personnel.

Students breaching any of the violations noted above will be subject to disciplinary action up to and including restitution, disciplinary warning, disciplinary probation, or dismissal from the Missouri Academy. Students and their parents or guardians are advised that law enforcement agencies may be notified of students' misconduct. For certain violations, including drug and weapons violations, it is a legal requirement that the Missouri Academy notify law enforcement agencies.

5. Chemical Possession and Use

The following consequences regarding chemical possession and use by Missouri Academy students will be imposed with the sole intent of providing a healthier, safer environment for students:

- Wearing of clothing or displaying materials such as posters that promote or advertise tobacco, alcohol, or other illegal or inappropriate chemical substances will result in students being asked to change or remove the inappropriate item. Failure to cooperate will result in additional disciplinary action.
- The purchase, possession, use, sale, or distribution of tobacco products or smoking materials on University property or when under the jurisdiction of the Missouri Academy may result in a disciplinary warning, disciplinary probation, or academic dismissal.
 - "Possession" includes the use of the student's person, clothing, and supplies as well as Missouri Academy property including the student's room for the storage of smoking materials.
 - "Smoking materials" include cigarettes, cigars, chewing or dipping tobacco, pipes, and filters.

- The possession, use, distribution, sale, or intent to distribute or sell alcohol or other illegal or inappropriate chemical substances or paraphernalia for drug use will result in immediate dismissal from the Missouri Academy.
 - “Use” means consumption of or being under the influence of alcohol or other illegal or inappropriate chemical substances while under the jurisdiction of the Missouri Academy.
 - “Alcohol or other illegal, inappropriate chemical substances” are defined to include all alcoholic liquor; all controlled substances under the Controlled Substance Act (except when prescribed for the student by a licensed physician, registered with and administered by health care professionals on campus); all cannabis under the Cannabis Control Act; any “look-alike” substance; inhalants; mood-altering chemicals; or prescription medications or over-the-counter medications taken in dosages beyond the recommended amount or in combination with other medications.
 - “Possession” includes the use of the student’s person, clothing, and supplies as well as Missouri Academy property including the student’s room for the storage of alcohol or other illegal or inappropriate chemical substances. The production of or attempted production of alcohol or illegal or inappropriate chemical substances is also considered possession.
 - “Paraphernalia” includes empty alcohol bottles or cans and drug articles including pipes, papers, or other materials for drug use, storage, or disguise.

6. Disciplinary Action

Disciplinary action is used to help bring positive changes in behavior, to help teach responsibility and accountability, to promote respect for the rights of others, and to protect students or other members of the Missouri Academy community. In taking disciplinary action, staff members shall exercise their best professional judgment and shall be fair and non-discriminatory. Missouri Academy personnel will determine appropriate discipline that may include actions ranging from warnings, conferences, telephone calls home, loss of privileges, referral, community service, disciplinary warning, disciplinary probation, dismissal, or any combination thereof. Multiple offenses occurring in a single incident will be viewed more seriously. Dismissal from the Missouri Academy is possible for first offenses, even for students with good prior records. Parents or guardians of students who have repeated violations may consider returning students to their home school before a recommendation for dismissal becomes necessary.

When students’ presence on campus proposes a danger to themselves, others, or to property or poses an ongoing threat or disruption to the educational process, they may be suspended until such time as the investigation is conducted or a hearing is held and a decision is finalized. The decision to suspend students will be made by the Director of Student Achievement.

On occasion, Missouri Academy students engage in behavior that is outside of the agreed parameters of IQ. In some instances, these behaviors are illegal or against University policy. In these instances, University Police may be involved. University Police may interview under-age students if they are thought to be a witness to a policy violation or crime. If at any point students are believed to have been active participants, the interview must be terminated.

Law enforcement officials on the campus and in the Maryville community may not question a person younger than 17 years of age without the involvement of the Nodaway County Juvenile Officer. In most cases, it is a matter of procedure versus prosecution. However, if a Missouri Academy student engages in significant illegal activities that ultimately involves the Juvenile Officer, then legal adjudication may be enacted.

It is the policy of the Missouri Academy and Northwest Missouri State University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. Northwest has designated the following Title IX Coordinator for the entire University system, including the Missouri Academy, to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complains of sex discrimination:

Rebecca Lawrence
Title IX Coordinator
Student Union
Tel: 660.562.1013
Email: rebecca@nwmissouri.edu

Any Title IX investigations and/or disciplinary issues involving Missouri Academy students will be subject to all applicable policies and procedures by Northwest Missouri State University and any Title IX violations will be adjudicated separately from the Missouri Academy's disciplinary procedures. For more information about Northwest's Title IX policies and procedures, please visit <http://www.nwmissouri.edu/facts/titleix.htm>.

7. Classes of Policy Violations

- Class One: Maintaining a Positive Living and Learning Community
 - In the course of successfully fulfilling their responsibilities, RCs and other Missouri Academy staff may need to correct behavior that is contrary to community standards. Assuring the immediate community needs have been met, staff will have a conversation with the students involved and will ensure their discontinuance of the behavior. By fulfilling their duties as a hearing officer as designated by the Director of Student Achievement, staff members have the option of assigning Class One sanctions.
 - Examples of Class One violations include, but are not limited to:
 - Violations of quiet or courtesy hours
 - Missing up to 4 missed check-ins in a single trimester
 - Violations of IDA (Inappropriate Displays of Affection)
 - Use of inappropriate language
 - Oversleeping through or skipping a class
- Class Two: Informal Discipline
 - When staff members address behavior and determine that disciplinary action less than probation is appropriate, informal disciplinary procedures will be followed. Staff members will assign sanctions to students as part of a counseling session. The goal of the conversation and sanction is to correct and modify unacceptable behavior and to help students accept accountability for their actions.
 - Class Two violations may also include repeated Class One violations or multiple Class One violations.
 - By fulfilling their duties as a hearing officer as designated by the Director of Student Achievement, staff members have the option of assigning Class Two sanctions.
 - Examples of Class Two violations include, but are not limited to:
 - Multiple or repeated class one violations
 - Missing 5 or more check-ins in a single trimester
 - Intentional violations of sign-out or curfew policies
 - Vandalism or Damage of an individual's or University property
 - Multiple class absences or failure to complete required absence reports
- Class Three: Formal Discipline
 - When more serious infractions occur and it is determined that probation or dismissal may be the appropriate action for the incident in question, the Missouri Academy shall follow formal disciplinary procedures.
 - Class Three violations may also include repeated Class Two violations or multiple Class Two violations.
 - Sanctions for formal discipline are included in Class Three. Parents or guardians will be informed of all formal disciplinary incidents prior to the hearing and due process will be followed.
 - Examples of Class Three violations include, but are not limited to:
 - Multiple or repeated class one and/or two violations

- Violation of the Chemical Possession and Use policies
- Threatening or disruptive behavior
- Violation of any local, state, or federal law

8. Behavioral standing

To be in good standing with Student Development at the Missouri Academy, students must conduct themselves responsibly and maturely and fully participate in the unique experiences that the Missouri Academy offers. Students who violated class one policy violations are not automatically considered not in good standing with Student Development. The Missouri Academy staff recognizes that on occasion, students will inadvertently violated a policy. As long as students are learning from their mistakes and striving to uphold Integrity and Quality in all that they do, they will remain in good standing with Student Development.

There are two levels of behavioral risk for those students who are not in good standing with Student Development.

- **Disciplinary Warning**
 - Students will be placed on Disciplinary Warning if
 - They are found to be in violation of repeated or multiple Class One violations
 - They are found to be in violation of any Class Two violations
 - The Director of Student Achievement determines that it is in their best interest
 - While on Disciplinary Warning, students
 - May not be eligible for Study or Senior privileges
 - May lose certain other privileges
 - May not hold any leadership office in Missouri Academy or Northwest organizations
 - May not participate in certain Missouri Academy club or organization trips or competitions
 - Must meet with the Director of Student Achievement as required
 - Must meet with their RC as required
 - May not be allowed to enroll in general elective courses
 - May not participate in research opportunities
- **Disciplinary Probation**
 - Students will be placed on Disciplinary Probation if
 - They are found to be in violation of repeated or multiple Class Two violations
 - They are found to be in violation of any Class Three violations
 - The Director of Student Achievement determines that it is in their best interest
 - While on Academic Probation, students
 - Are not eligible for Senior or Study Privileges
 - May lose certain other privileges
 - Cannot hold any leadership office in Missouri Academy or Northwest organizations
 - Cannot participate in Missouri Academy club or organization trips
 - Must meet with the Director of Student Achievement as required
 - Must meet with their RC as required
 - Cannot enroll in general elective courses
 - Cannot participate in research opportunities

8. Sanctions

Class One sanctions include, but are not limited to;

- Verbal warning and conversation
- Written warning
- Limitation or loss of privileges
- In-room suspension

- Restriction of visitors
- Assigned service
- Writing and reflection assignments

Class Two sanctions include all sanctions in Class One and include, but are not limited to;

- Disciplinary Warning
- Restitution
- Program presentation or bulletin board

Class Three sanctions include all sanctions in Class Two and include, but are not limited to;

- Disciplinary Probation
- Dismissal from the Missouri Academy
 - When a student's presence on campus proposes a danger to self, others, or to property or proposes an ongoing threat or disruption to the educational process, the student may be suspended until such time as the investigation or hearing is held and a decision is finalized.
 - The decision to suspend a student will be made by the Director of Student Achievement or designee and a hearing will follow as soon as possible.
 - A parent or guardian is required to attend the dismissal hearing.
 - If the sanction of the hearing is dismissal and the condition above does not apply, the student may be allowed to remain enrolled in classes and live in North Complex until the appeal hearing, if an appeal is requested and granted.
 - Students may, with or without support of their parent or guardian, at any time during the investigation up to the time when the window to request for an appeal closes roughly 24 hours after the dismissal letter is sent, request permission to officially withdraw from the Missouri Academy. Request for withdrawal does not guarantee withdrawal status.

9. Hearing Procedures

In all disciplinary settings, due process will be followed. In each circumstance, students will

- Have an opportunity to hear the charges
- Have an opportunity to be informed of the disciplinary sanctions
- Have an opportunity to appeal disciplinary sanctions

During the response to any circumstance, students will abide by the principles of IQ. If students choose a hearing, they will continue to abide by principles of IQ until such time as the hearing takes place.

10. Formal Disciplinary Hearing

The Missouri Academy will afford students the following rights and due process regarding conduct probationary status:

- The Director of Student Achievement or designee shall advise the students in question of the particular misconduct of which they are accused as well as the basis for the accusation. A parent or guardian is encouraged to attend the hearing either in person or via telephone.
- Students shall be given an opportunity at that time to explain their version of the facts to the hearing officer and to bring forward any evidence or witnesses.
- The hearing officer may invite any staff member deemed appropriate for the hearing, may have legal counsel, and may call witnesses. Students shall be given an explanation of the evidence against them, an opportunity to present their version of the incident, and
 - Have the right to legal counsel at their own expense; however, as a discipline hearing is not a court of law, legal counsel does not have the right to cross-examine witnesses, introduce evidence, make opening or closing statements, advocate on behalf of the student, or otherwise

participate in the hearing; the role of legal counsel during the hearing would be that of a “support” person only, and the student may choose to have another “support” person attend the hearing in lieu of an attorney

- Have the right to make a statement or present witnesses on their behalf
- Have the right to review the documents being used as part of the decision for dismissal

As soon as possible following the decision, written notice of the disciplinary sanctions and conditions and notice of the right to appeal shall be sent electronically to both the student and parent/guardians within three business days following completion of the investigation and hearing. The student and parents/guardians shall have the right to appeal the sanction to the hearing officer’s immediate supervisor, the Dean of the Missouri Academy.

General Appeals Procedures

If students, with or without the assistance of their parents or guardians, wish to appeal the decision following a disciplinary hearing, the intent to appeal must be submitted electronically in a letter to the Dean of the Missouri Academy via email within 24 hours of receiving written notification of the outcome of the hearing. The appeal process will begin only when the appeal letter has been submitted to the Dean of the Missouri Academy.

As is the case with an Academic Appeals hearing, a disciplinary appeals hearing is not a rehearing of the entire case. The letter of appeal written by students must state a detailed account of basis for appeal. An appeal hearing will be held for only the following reasons:

- To determine whether the investigation verified the violation
- To determine whether the consequences are appropriate for the violation, including a consideration of precedent
- To verify that the decision was consistent with the weight of the evidence
- To verify that due process was upheld during the investigation and subsequent hearing
- To consider new information that has surfaced that could have direct bearing on the case

Appeal decisions made by the Appeals Committee are final. The appeal decision will be presented to students and parents at the end of the Appeal hearing.

Dismissal Appeals Procedures

All appeal procedures for General Appeals apply with the following exceptions:

- Upon receipt of the appeal letter, the Dean of the Missouri Academy shall appoint an appeals committee comprised of a minimum of three Northwest faculty or staff members who are not involved in the disciplinary situation at hand. A Missouri Academy staff member will contact the students and their parent or guardian regarding the date, time, and location of the appeal hearing.
- At the appeals hearing, the Director of Student Achievement or designee will present the reason for the dismissal decision to the appeals committee. Students will have an opportunity to make a statement regarding their appeal. The appeals committee may seek additional input in their deliberations from Missouri Academy staff or students.

The decision of the Appeals Committee is final and students and parents will be notified of the decision at the end of the appeals hearing.

In the event that the dismissal is reversed entirely, the Missouri Academy will

- Support students’ reasonable requests to faculty to make up academic work
- Provide students with reasonable accommodations to make-up missed work
- Provide services to students consistent with services provided to other students.

If the dismissal of a student is reversed by the Appeals Committee, the student may still face lesser disciplinary sanctions. These sanctions will be determined by the Director of Student Achievement.

11. Students Incident Reports

If students have information about or witness possible policy violations or behaviors that compromise the integrity of the Missouri Academy's living and learning environment, those students are highly encouraged to share that information with a Residential Counselor (RC) or the Director of Student Achievement (DSA). The RCs or the DSA may ask a student to fill out a Student Incident Report (SIR) to be used in addressing the issue as part of an informal conversation with those involved or as part of informal or formal disciplinary procedures.

SIRs are designed to allow a student to share details about a concerning issue while keeping the student's identity confidential in any and all disciplinary procedures in which the SIR may be used. While SIRs will need to have a reporting person's name on the form, this personal information will not be shared with anyone other than the RCs or DSA without the student's consent. The confidential nature of the SIR is to provide a safe method by which students will feel comfortable sharing concerns they have about things happening at the Missouri Academy that they wish to have addressed by the Missouri Academy staff. By completing an SIR, students must understand that they may be asked to discuss the SIR in person with the DSA for further clarification about the information that is being reported.

It is important to understand that the Missouri Academy and Northwest Missouri State University cannot and will not pursue disciplinary matters based on rumor or hearsay. Without significant evidence or direct testimony from someone with knowledge or information about an incident, the Missouri Academy staff will be unable to address the matter effectively or in a timely manner. One way to do this is to use the SIR to report any concerns. Students and their parents are not only highly encouraged to utilize this tool, but they are also encouraged to communicate directly with a Missouri Academy staff member about their concerns so that the staff may address issues in a timely fashion.

VIII. Wellness and Counseling

1. Overview

There may be times when social or emotional issues interfere with the adjustment to the Missouri Academy's academic or residential program. These issues may include when a student is feeling homesick, lonely, anxious, depressed, or stressed out. The Missouri Academy's Director of Counseling is here to talk to anyone who may be experiencing any/all of these issues or anything else. The Director of Counseling provides comfort and support for students who find themselves in need, and is a fellow collaborator with the student as they explore possible solutions within the student's life

The Missouri Academy's Director of Counseling is licensed by the state Missouri as a Provisional Licensed Professional Counselor (PLPC) and is an expert with working with the population at the Missouri Academy (adolescent high-achieving students). The Director of Counseling is available to provide personal assistance to students and consultation to parents and staff. Students may refer themselves to the Missouri Academy's Director of Counseling simply by walking into the counseling office (if the door is open, North Complex Room 104 B) or signing-up for an appointment by sending the Director of Counseling an email or online at <https://masmc.clientsecure.me>. At other times, a concerned RC, staff member, or parent may refer a student to the Director of Counseling. Referrals to professionals outside the Missouri Academy may be made in consultation with students and their parent or guardian when deemed appropriate.

All communication between students and the Missouri Academy Director of Counseling are kept completely confidential. No disclosure of information shared by students will be made without their expressed written consent of the student (and/or the legal guardian if the student is a minor). This may include conversations about alcohol or drug use, sexual activity, and outside doctor recommendations. The only exception to confidentiality is when the counselor believes that there is clear and imminent danger to the student or others and must act in prudence to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. At times, the Missouri Academy counselor may talk with students' RCs, parents, or teachers. If parental contact is to be made, the counselor will, if possible, inform students prior to

making contact. In most circumstances, it may be preferable for parent conferences to occur with students present.

The Missouri Academy Director of Counseling will discuss students' progress in general terms when the request is made by parents. The general terms are intended to maintain the integrity of the confidence that has been established in meetings with the student and the Director of Counseling. The Director of Counseling will not disclose any specific information shared by students in confidence without the student's permission or knowledge.

2. Data Collection

To remain on the cutting edge of continuous quality improvement in education, the Missouri Academy is implementing a long-term study to provide Missouri Academy students, parents, and faculty; Northwest; and Missouri Academy administrators with information on students' academic performance and campus experience.

The study will be beneficial to the Missouri Academy by providing data that answers questions pertaining to student satisfaction with academic experience, meeting student needs via programs and co-curricular education, academic performance of students at the Missouri Academy and cohort schools, and non-academic engagement of Missouri Academy students compared with similar cohorts. The data collected from the study will also provide a means of accountability for the Missouri Academy, justify the continued existence of Missouri Academy, and support the underlying philosophy for serving the needs of high performing students.

Signing this handbook serves as permission to the Missouri Academy to allow students to participate in these studies. All collected data will be strictly confidential. Information that would be beneficial to students, such as career or student development profiles, will be reviewed with individuals. Data from the research will be published in professional journals and shared with national science, mathematics, and technology consortium schools. All non-academic measures are voluntary and students can choose not to participate. Instruments used for research may include the following:

- The Student Developmental Task and Lifestyle Assessment (SDTLA) is given to first-year students (pre-test) in August and to second-year students (post-test) in May
- Student Development and Satisfaction surveys
- Core Assessment in Science and Mathematics
- Intercultural Development Assessment
- Wellness Inventory

IX. Health Services

1. Health Services at the Wellness Center

The University Wellness Center is located on the west side of campus. The staff is committed to quality outpatient care. They focus on wellness not only as a prevention of disease but also as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining personal health. Presentations on a variety of health topics are offered to students.

The Wellness Center staff provides health care in a clinic setting to all students. Nurses, a woman's health nurse practitioner, and a medical doctor staff the clinic. The Wellness Center hours are 8:00 a.m.–5:00 p.m., Monday through Friday, and, except for emergencies, patients are seen by appointment only. Contact 660.562.1348 with any questions or concerns.

Students are required to complete the *Health History* form and comply with all required vaccinations prior to moving-in to North Complex or earlier as communicated.

St. Francis Hospital provides 24-hour emergency service, x-ray and specialty clinics.

2. Health Insurance

It is beneficial for all students to have health coverage. Students not covered by their parent's policy may wish to subscribe to a student insurance policy. Applications and claim forms can be obtained from the University Wellness Center or at Northwest Cashiering. The premium is minimal for adequate coverage for full-time students.

3. Self-Administration of Medications Policy

Prescribed medications may be managed and self-administered by students with the signed consent of both the prescribing physician and the signed consent of parents/legal guardian. This is more specifically defined in the Self-Administration of Medication Policy, which may be received by contacting the Missouri Academy's Director of Counseling. Students will not be treated differently nor negatively simply because they have these prescribed drugs/medications.

The student will be responsible for administering their own medications, as long as Northwest Missouri State University personnel determine it is safe and appropriate in the campus environment. The student is also responsible with scheduling bi-weekly check-ins with the Director of Counseling and attending those appointments.

All students need to update the Director of Counseling when their medications change, failure to do so may result with suspension from the Missouri Academy until the proper paperwork is filled out. Students who are prescribed "scheduled" medications (as defined by the DEA's controlled substance schedule) will meet with the Director of Counseling every two weeks to ensure medication compliance. This is to ensure the safety of all students attending the Missouri Academy. When a student is prescribed a drug that is potentially harmful, the student will be given a two weeks supply (or less if deemed necessary) and will be closely monitored by the Missouri Academy. Student's parents will be contacted as soon as possible if there are any concerns with their student's medications.

X. University Police

1. Overview

The University Police officers provide 24-hour campus security coverage and offer comprehensive safety programs designed to promote a safe environment. University Police will take whatever steps reasonable to ensure the safety and well-being of the Missouri Academy and University community. They will also develop and maintain programs and lines of communication with the community to ensure individual protection as well as that of Missouri Academy and Northwest property and assets. The department enforces federal, state, and local laws and Missouri Academy and University regulations.

Located in the University Police Building on the north side of campus, the University Police department is staffed with state-certified, trained, and commissioned University Police officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as held by other state-certified peace officers.

Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to RCs or University Police at 660.562.1254. Emergency calls from the residence hall for fire, police, or ambulance assistance should be directed, if time permits, through the Missouri Academy staff on duty. For extreme emergencies, call 911.

The following are some safety precautions students should keep in mind:

- Keep room doors locked at all times
- Never leave keys or fobs unattended
- Never leave large sums of money in residence hall rooms
- Permanently label all personal belongings
- Do not lend room keys or fobs to anyone

- Do not leave purses, bags, or backpacks unattended
- Do not walk alone at night or off campus
- At night, travel in groups of at least four when off-campus, two when on-campus
- Walk on public walkways that are well-lit
- Be aware of surrounding activity when outdoors
- Report persons acting in a suspicious manner to staff
- Never prop doors open

Other information regarding University Police can be found in the *Northwest Student Handbook*.

2. Earthquake Procedures

In the event of an earthquake, residents and guests are encouraged to follow these general guidelines:

- Stay indoors if already there
- Take cover under sturdy furniture and stay close to the interior of the building
- Stay away from the outside of building
- Stay as near to the center of a building as possible; an interior corner is best
- Protect head and neck
- Stay away from glass windows and exterior doors
- Do not run through shaking buildings where debris is falling
- If outside, stay in an open area away from buildings and utility wires
- Follow all directions from authorized personnel following the quake

3. Fire Procedures

In the event of fire, fire drill, or any other emergency situation, students should immediately follow the approved evacuation routes out of the building when the alarm sounds. If a fire alarm is activated in the residence hall, the following will occur:

- Staff will evacuate students according to predetermined emergency exit routes
- Students will not be permitted to enter the building until an all-clear signal is given by University Police or relayed to Missouri Academy students by a Missouri Academy staff member

Keep the following procedures in mind in the event of a fire:

- Walk; do not run
- Be particularly careful in staircases
- Do not use elevators
- Wear shoes
- Proceed directly to the assigned place of safety
- Do not attempt to salvage personal belongings
- Close doors and windows
- Before opening a closed door, feel it; if it is hot, attempt to find another exit route
- A towel or blanket soaked in water can be helpful in combating smoke inhalation
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency

4. Shelter in Place/Lock Down/Active Shooter

Several recent and very tragic shootings in public spaces around the country have heightened the public's concern and awareness about what steps to take if ever confronted with a similar situation. The University Police Department of Northwest Missouri State University offers the following recommendations.

If someone has entered the area and started shooting, the following are a list of actions that are recommended:

- Exit the building immediately
- Notify others to exit the building immediately
- Notify the University Police Department at 911 or 660.562.1254
- Give the dispatcher the following information: name, personal location, number of shooters if known, specific location of the even, and the number of persons who may be involved

If exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door
- Cover the door windows
- Keep quiet and act as if no one is in the room
- Do not answer the door
- Notify the University Police Department at 911 or 660.562.1254
- Give the dispatcher the following information: name, personal location, number of shooters if known, identification of shooter if known, and the number of persons who may be involved
- Wait for University Police officers to assist in exiting the building

If an alert sounds inside a building, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door
- Cover the door windows
- Keep quiet and act as if no one is in the room
- Notify the University Police Department at 911 or 660.562.1254
- Wait for University Police officers to discontinue the alarm and give further direction

5. Tornado and Severe Weather Procedures

When a tornado or other severe weather is reported, residents are to follow the procedures as articulated by the Residential Life staff:

- Do not open windows
- Take a blanket or a pillow
- Close the door
- Evacuate the floor and proceed to the designated area in the hall (females in the hallway by the kitchen and males in the hallway by the laundry room)
- Sit on the floor and assume storm position if necessary: head down and tucked between knees
- Students will remain in the designated area until staff gives all-clear signal
- University Police will continue to monitor weather conditions until no longer necessary

Missouri Academy Master Calendar

July 2016 – August 2017



May 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <ul style="list-style-type: none"> • May session classes begin • International students report travel plans for summer to their RCS 	3	4 <ul style="list-style-type: none"> • American History EOC exam at 4:00pm 	5	6 <ul style="list-style-type: none"> • Discovery Day 	7 <ul style="list-style-type: none"> • Prom and After-Prom • SAT offered at Northwest
8	9	10	11	12	13 <ul style="list-style-type: none"> • Summer Orientation-1 	14 <ul style="list-style-type: none"> • Summer Orientation-2
15	16	17	18 <ul style="list-style-type: none"> • Senior Appreciation Dinner at 6:00pm 	19	20	21
22	23	24	25 <ul style="list-style-type: none"> • ELMS Presentations at 2:00pm • Government EOC exam at 4:00pm 	26	27 <ul style="list-style-type: none"> • Graduation Rehearsal at 11:30am • BBQ Lunch at 12:30pm • Graduation Dinner at 6:00pm 	28 <ul style="list-style-type: none"> • First-year students move out by 10:00am • Commencement at 1:00pm • Graduates move out by 7:00pm
29 <ul style="list-style-type: none"> • International student airport shuttle departs at 3:00am 	30 Memorial Day <ul style="list-style-type: none"> • University Closed 	31				

June 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <ul style="list-style-type: none"> Missouri Academy IQ Staff wrap-up meeting 	2	3	4 <ul style="list-style-type: none"> Summer Orientation-3
5	6	7	8 <ul style="list-style-type: none"> Missouri Academy Senior Staff Planning Meetings 	9	10	11 <ul style="list-style-type: none"> ACT test date
12	13	14	15 <ul style="list-style-type: none"> RCs' last day of contract 	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Independence Day • University Closed	5	6 • All RCs return	7 • RC training	8 • RC training	9 • RC training
10 • RC training	11 • RC training	12 • RC Training	13 • MASMC Senior Staff Planning Meetings • RC training	14 • RC Training	15 • RC Training	16 • RC Training
17 • RC training	18 • RC Training	19 • MASMC IQ Staff Planning Meetings	20 • RC Training	21 • RC Training	22 • First-year International Students Arrive	23 • First-year International Students Arrive
24 • Reception for First-year International Students	25 • Cultural Transition Program (CTP) • English 110 • RC Training	26 • CTP • English 110 • RC Training	27 • CTP • English 110 • RC Training	28 • CTP • English 110 • RC Training	29 • CTP • English 110	30 • CTP
31 • CTP						

August 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	2 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	3 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	4 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	5 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	6 <ul style="list-style-type: none"> • CTP • RC Training
7 <ul style="list-style-type: none"> • CTP 	8 <ul style="list-style-type: none"> • CTP • English 110 	9 <ul style="list-style-type: none"> • CTP • English 110 	10 <ul style="list-style-type: none"> • CTP • English 110 • Community Leaders (CL) return & check-in 	11 <ul style="list-style-type: none"> • CTP • English 110 • CL Training 	12 <ul style="list-style-type: none"> • CTP • English 110 • CL Training • CL reception dinner 	13 <ul style="list-style-type: none"> • CTP
14 <ul style="list-style-type: none"> • CTP • First-year domestic students move in 	15 <ul style="list-style-type: none"> • CTP • English 110 • Bridge Program 	16 <ul style="list-style-type: none"> • CTP • English 110 • Bridge Program 	17 <ul style="list-style-type: none"> • CTP • English 110 • Bridge Program 	18 <ul style="list-style-type: none"> • CTP • English 110 • Bridge Program 	19 <ul style="list-style-type: none"> • CTP • Bridge Program 	20 <ul style="list-style-type: none"> • Bridge Program
21 <ul style="list-style-type: none"> • Bridge Program 	22 <ul style="list-style-type: none"> • Bridge Program 	23 <ul style="list-style-type: none"> • Bridge Program 	24 <ul style="list-style-type: none"> • Bridge Program • All-employee meeting 	25 <ul style="list-style-type: none"> • Bridge Program 	26 <ul style="list-style-type: none"> • Bridge Program • Second-year students move in 	27
28 <ul style="list-style-type: none"> • Convocation for first-year students • Class meeting for second-year students at 8:00pm 	29 <ul style="list-style-type: none"> • Classes Begin 	30	31			

September 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Labor Day • No Classes	6	7	8	9	10 • ACT Test
11	12	13 • College Fair (??)	14	15	16 • Family Weekend	17 • Family Weekend
18 • Family Weekend	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 • SAT offered at Northwest (tentative)
2	3 • 5-week grade-checks and progress report • International students begin to secure plans for Thanksgiving Break	4	5	6	7	8 • PREVIEW DAY
9	10	11	12 • PSAT prep test for first-year students at 4pm-5pm	13	14	15 • PSAT test for all first-year students, 8am-noon
16	17 • International students begin to secure plans for winter break to RC	18	19	20	21	22 • ACT Test Date
23	24 • International students report Thanksgiving Break plans to RCs	25	26	27	28 • Walk-out day, no classes	29 • Homecoming
30 • Homecoming	31 • International Students confirm Thanksgiving Break travel plans with RC					

November 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 • 10-Week grade checks and progress reports	5 • SAT shuttle to Pembroke High School
6	7 • International students confirm plans for winter break to RCs	8 • Thanksgiving Break shuttle sign-up	9 • Thanksgiving Break shuttle sign-up	10 • Thanksgiving Break shuttle sign-up	11	12
13	14	15	16	17	18	19 • PREVIEW DAY
20	21 • International students confirm plans for winter break to RCs	22 • Shuttle Weekend (KCI departs at 2pm; others depart at 4:30pm) • North Complex Closes at 7:00 pm	23 • Academic Break • University Closes - 1:00pm	24 Thanksgiving Day • Academic Break • University Closed	25 • Academic Break • University Closed	26 • Academic Break • University Closed
27 • North Complex opens at 2:00pm • University Closed	28 • Classes resume • Winter break shuttle sign-up	29 • Winter break shuttle sign-up	30 • Winter break shuttle sign-up			

December 2016—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 • SAT offered at Northwest (tentative)
4	5	6	7 • Biology EOC Exam (first-years only, as needed) • Winter break shuttle sign-up	8	9	10 • ACT test date
11	12 • Finals Week	13 • Finals Week	14 • Finals Week	15 • Finals Week	16 • Shuttle Weekend (KCI departs at 2pm; others depart 4:30pm) • Finals Week • Final Progress reports due • North Complex Closes at 7:00pm	17 • Winter break begins • International student shuttle departs at 3:00am
18 • Academic Break	19 • Academic Break	20 • Academic Break	21 • Academic Break	22 • Academic Break	23 • Academic Break • University Closed	24 • Academic Break • University Closed
25 Christmas Day • Academic Break • University Closed	26 • Academic Break • University Closed	27 • Academic Break • University Closed	28 • Academic Break • University Closed	29 • Academic Break • University Closed	30 • Academic Break • University Closed	31 • Academic Break • University Closed

January 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 New Year's Day <ul style="list-style-type: none"> • Academic Break • University Closed 	2 <ul style="list-style-type: none"> • Academic Break • RCs Return 	3 <ul style="list-style-type: none"> • Academic Break • SD Staff Meeting 	4 <ul style="list-style-type: none"> • Academic Break • All-employee meeting 	5 <ul style="list-style-type: none"> • Academic Break • MASMCIQ Staff Meetings 	6 <ul style="list-style-type: none"> • Academic Break • International student shuttle (as needed only) 	7 <ul style="list-style-type: none"> • Academic Break • International student shuttle (as needed only)
8 <ul style="list-style-type: none"> • Shuttles Return, • North Complex opens at 2:00pm 	9 <ul style="list-style-type: none"> • Classes resume 	10	11	12	13	14
15	16 Martin Luther King, Jr. Day <ul style="list-style-type: none"> • No Classes 	17	18	19	20	21
22	23	24	25	26	27	28 <ul style="list-style-type: none"> • PREVIEW DAY
29	30 <ul style="list-style-type: none"> • International students begin to secure plans for Spring Break 	31				

February 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11 • ACT Test
12	13	14	15	16	17	18
19	20 • International students report travel plans for Spring Break to RCs	21	22	23	24	25 • PREVIEW DAY
26	27	28				

March 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 • Spring Break shuttle sign-up	7 • Spring Break shuttle sign-up	8	9	10	11
12	13	14	15 • Due date for Fall 2017 applications to the Missouri Academy	16	17 • Shuttle Weekend (KCI departs at 2pm; others depart at 4:30pm) • North Complex closes at 7:00pm	18 • Spring Break begins • Academic Break • International student shuttle departs at 3:00am
19 • Spring Break • Academic Break	20 • Spring Break • University Closed • Academic Break	21 • Spring Break • Academic Break	22 • Spring Break • Academic Break	23 • Spring Break • Academic Break	24 • Spring Break • Academic Break	25 • Spring Break • International student shuttle returns
26 • Spring Break Ends • Academic Break shuttle returns • North Complex opens at 2:00pm	27 • Classes resume	28	29	30	31	

April 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 • FAFSA Due: www.fafsa.ed.gov
2	3	4	5	6	7	8 • ACT Test
9	10	11	12	13	14 <i>Good Friday</i>	15
16 <i>Easter Sunday</i>	17 • Shuttle Sign-Ups	18 • Shuttle Sign-Ups	19	20	21	22
23	24 • Finals Exams Week	25 • Finals Exams Week	26 • Finals Exams Week	27 • Finals Exams Week	28 • Last Day for Final Exams	29
30						

May 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <ul style="list-style-type: none"> • May Session classes begin • International students report travel plans for summer to their RCs 	2	3 <ul style="list-style-type: none"> • American History EOC Exam at 4:00pm 	4	5 <ul style="list-style-type: none"> • Discovery Day 	6 <ul style="list-style-type: none"> • Prom and After-Prom • SAT offered at Northwest (tentative)
7	8	9	10	11	12 <ul style="list-style-type: none"> • Summer Orientation-1 	13 <ul style="list-style-type: none"> • Summer Orientation-2
14	15	16	17 <ul style="list-style-type: none"> • Senior Appreciation Dinner at 6:00pm 	18	19	20
21	22	23	24 <ul style="list-style-type: none"> • Missouri Academy IQ Staff wrap-up meeting • ELMS Presentations at 2:00pm • Government EOC Exam at 4:00pm 	25	26 <ul style="list-style-type: none"> • Graduation Rehearsal at 11:30am • BBQ Lunch at 12:30pm • Graduation Dinner, 6:00pm 	27 <ul style="list-style-type: none"> • First-year students move out by 10:00am • MAMSC Commencement at 1:00pm • Graduates move out by 7:00pm
28 <ul style="list-style-type: none"> • International student airport shuttle departs at 3:00am 	29 Memorial Day <ul style="list-style-type: none"> • University Closed 	30	31			

June 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3 • Summer Orientation-3
4	5	6	7 • Missouri Academy Senior Staff planning meetings • RCs last day of contract	8	9	10 • ACT test date
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 Independence Day • University Closed	5 • RCs arrive	6 • RC training	7 • RC training	8 • RC training
9 • RC Training	10 • RC Training	11 • RC Training	12 • Missouri Academy Senior Staff planning meeting	13 • RC Training	14 • RC Training	15 • RC Training
16 • RC Training	17 • RC Training	18 • RC Training	19 • Missouri Academy IQ staff planning meeting	20 • RC Training	21 • First-year international Students arrive • RC Training	22 • First-year international Students arrive • CTP
23 • Cultural Transition Program (CTP) • First-year international students reception	24 • CTP • English 110	25 • CTP • English 110	26 • CTP • English 110	27 • CTP • English 110	28 • CTP • English 110	29 • CTP
30 • CTP	31 • CTP • English 110					

August 2017—Missouri Academy

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	2 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	3 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	4 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	5 <ul style="list-style-type: none"> • CTP
6 <ul style="list-style-type: none"> • CTP 	7 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	8 <ul style="list-style-type: none"> • CTP • English 110 • RC Training 	9 <ul style="list-style-type: none"> • CTP • English 110 • Community Leaders (CLs) return/move-in 	10 <ul style="list-style-type: none"> • CTP • English 110 • CL Training 	11 <ul style="list-style-type: none"> • CTP • English 110 • CL Training • CL reception dinner 	12 <ul style="list-style-type: none"> • CTP • CL Training
13 <ul style="list-style-type: none"> • First-year domestic students move-in • CTP 	14 <ul style="list-style-type: none"> • Bridge Program • CTP • English 110 	15 <ul style="list-style-type: none"> • Bridge Program • CTP • English 110 	16 <ul style="list-style-type: none"> • Bridge Program • CTP • English 110 	17 <ul style="list-style-type: none"> • Bridge Program • CTP • English 110 	18 <ul style="list-style-type: none"> • Bridge Program • CTP • English 110 	19 <ul style="list-style-type: none"> • Bridge Program • CTP
20 <ul style="list-style-type: none"> • Bridge Program • Maine School visiting MASMCM for Solar Eclipse 	21 <ul style="list-style-type: none"> • Bridge Program • Maine School visiting MASMCM for Solar Eclipse 	22 <ul style="list-style-type: none"> • Bridge Program • Maine School visiting MASMCM for Solar Eclipse 	23 <ul style="list-style-type: none"> • Bridge Program • All employee meeting 	24 <ul style="list-style-type: none"> • Bridge Program 	25 <ul style="list-style-type: none"> • Bridge Program • Second-year students move-in 	26 <ul style="list-style-type: none"> • Bridge Program
27 <ul style="list-style-type: none"> • Convocation for first-year students • Class meeting for second-year students at 8:00pm 	28 <ul style="list-style-type: none"> • Classes Begin 	29	30	31		

**XI. Missouri Academy of Science, Mathematics, and Computing
2016-2017 Student-Parent Handbook
Acceptance Form**

We hereby certify that we have received a copy of the *Missouri Academy of Science, Mathematics, and Computing Student-Parent Handbook*. While there will be opportunities during Summer Orientation, the Missouri Academy Bridge Program and any other time to have rules and regulations articulated and clarified by Missouri Academy staff, it is our responsibility to read and seek understanding of the handbook. As members of the Missouri Academy community, we agree to abide by the policies, procedures, and codes set out by Missouri Academy and Northwest Missouri State University.

We further understand and agree that acceptance into the Missouri Academy is for a one-year academic period only. Subsequent acceptance for the second year is subject to review.

Student Name (print):	_____
_____	_____
Student Signature	Date
_____	_____
Parent/Guardian Signature	Date