Greetings from Upward Bound!

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

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

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

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

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

Sincerely,

Cassie Tavorn
Director of TRIO Programs
(660) 562-1861
ctavorn@nwmissouri.edu

Jackie Cochenour
Asst. Director and Academic Coordinator
(660) 562-1638
jackiec@nwmissouri.edu

Rachel Wistrom
Coordinator of Counseling
(660) 562-1647
wistrom@nwmissouri.edu

Lisa Ruehter
Administrative Assistant, TRIO Programs
(660) 562-1630
lruehte@nwmissouri.edu
Saturday Academy Dates
2016-2017

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

**September 17**  Regular Academy
**October 8**  Regular Academy / Visitors Welcome
**November 12**  Regular Academy / Visitors Welcome
**December 17**  Regular Academy / Visitors Welcome

**January 21**  Regular Academy / New Student & Family Orientation
**February 25**  TRiO Day Celebration
**March 11**  Regular Academy
**April 22**  Campus Visit

### Bus Schedule
For all Regular Saturday Academies

<table>
<thead>
<tr>
<th>School</th>
<th>Pick Up Time</th>
<th>Drop Off Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>King City</td>
<td>7:30 a.m.</td>
<td>2:10 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>Stanberry</td>
<td>7:45 a.m.</td>
<td>1:55 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>Northeast Nodaway</td>
<td>8:05 a.m.</td>
<td>1:35 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>Rock Port</td>
<td>7:30 a.m.</td>
<td>2:20 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>Tarkio</td>
<td>7:45 a.m.</td>
<td>2:05 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>West Nodaway</td>
<td>8:10 a.m.</td>
<td>1:40 p.m.</td>
<td>High School</td>
</tr>
<tr>
<td>Arrive NWMSU</td>
<td>8:30 a.m.</td>
<td></td>
<td>Administration Bldg.</td>
</tr>
<tr>
<td>Leave NWMSU</td>
<td><strong>12:45 p.m.</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

In case of inclement weather, be sure to check the Upward Bound website and other social media outlets for cancellations. The website also has important information, dates, forms, etc. that can be of use to you.

The website is [http://www.nwmissouri.edu/trio/upwardbound/](http://www.nwmissouri.edu/trio/upwardbound/).
TRANSPORTATION

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

**PERSONAL CARS:** If you attend a school not on the UB bus route, you must then provide your own transportation to and from Saturday Academies or to the UB bus stop nearest you. Mileage reimbursement forms are available at every Saturday Academy. These forms must be completed and returned on a monthly basis. Mileage reimbursement will only be paid to students not on the UB bus route and only one car per 3 students unless adequate justification is presented and accepted by the Central Staff. We strongly urge you to carpool. Participants on the UB bus route who choose to drive their own vehicles are not eligible for mileage reimbursement.

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

STIPENDS

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

EXPECTATIONS

1) You will be expected to behave at all times in a manner that reflects respect and consideration for each other, the program, the University and its personnel, and for yourself. Physical violence, theft, the use of drugs, alcohol or tobacco, and sexual misconduct are not only against the spirit of Upward Bound, but against the law and Upward Bound policy as well. They are very serious offenses, which will result in your immediate dismissal from the program.

2) Students must attend the Saturday Academy to receive the weekly stipend unless a completed absence form returned to us prior to the missed Saturday Academy, verifying participation in a school sponsored activity. No stipend for that absence will be paid if the form is not received before the missed Saturday Academy. (Absence forms can be obtained from a UB Central Staff member or printed from the UB website.)
   A) Academic year stipends will not be paid to students who are not meeting minimum grade requirements (i.e. 2.0 GPA)
   B) A student must attend and participate in the entire Saturday Academy to receive the full stipend.
   C) Anyone who arrives after 8:30 a.m. or leaves before 12:30 p.m. will lose a proportional share of his/her stipend. Stipends will also be dependent on Field Tutoring attendance and participation.
   D) Failure to follow any of the above regulations for Saturday absences will result in loss of the full stipend.

3) Students must document all absences by completing an absence report form before the missed Saturday Academy.

4) Students are expected to attend each Saturday Academy, including large group college visits. Students will be allowed one absence per semester not related to a school activity.

5) College and cultural visits – Students need to return permission slips in a timely manner. If a student agrees to attend a visit and are a no-show the cost of the visit will be deducted from their stipend.

6) **Field Tutoring** - All UB students are required to attend at least one hour of weekly tutoring at their high school. If a student misses multiple field tutoring sessions for any unexcused reason his/her UB participation will be reconsidered. We understand that some of you have extra-curricular activities; however, we require you to check in
with your tutor and communicate your needs and/or comments to him/her weekly prior to the scheduled field tutoring session. Excessive excuses to avoid field tutoring will NOT be tolerated.

Excused absences for school activities include:
- Sports
- Band
- Music
- Academic Bowl and other related activities
- FBLA, FFA, etc.
- Church activities
- Doctor/Dentist

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

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

7) **3.5 GPA Field Tutoring Waiver** - When we receive your quarterly report cards we will put them into our academic reporting program (note that this is based on our program and it can differ slightly sometimes from the schools’ programs. This means that just because your report card says you have a 3.5 does not mean our program will say the same thing. Ex: In most schools a B+, B, and B- all count for 3.0 towards your GPA. In our system a B+ is 3.33, B is 3.0, and B- is 2.67. This is more reflective of the college system for which we are preparing all of you). Any student that has a 3.5 GPA or higher will then be notified by The Academic Coordinator and not be required to attend field tutoring. You will still have to check-in with your field tutor and the Academic Coordinator on a weekly basis. Each grade check from that point on will determine if you need to attend field tutoring or not. Again, do not take it upon yourself to assume that you do not need to attend field tutoring. The Academic Coordinator will notify you if you meet the requirements to not attend field tutoring. At the beginning of 2nd semester, all students who did not have to attend field tutoring at the end of 1st semester will not have to attend tutoring until we get the first grade check. Each student will be evaluated at that time. This does not apply to first year participants. All first year participants must attend field tutoring regardless of their GPA.

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

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

9) If a student is excused from Field Tutoring because of behavioral problems, he/she will report directly to the UB Assistant Director. The student’s parents will be notified and other appropriate action will be taken.

10) **Participant Checklist** – Each grade level will have a checklist of specific activities they are to complete and items they are to turn in. Each student will be responsible for completing each item on the checklist by the deadline that is listed. If a student fails to complete all items on the checklist by the deadline set for each item, then they face the likelihood that they will not be invited to attend the end of summer cultural trip. Each student should have his/her
checklist in their checklist folder and monitor their own progress of when these items are due. An electronic copy of the checklists can be found on Missouri Connections and the Upward Bound website. Missouri Connections is heavily utilized for the checklists. Each UB student will need to use his or her UB Missouri Connections login to complete the checklist items.

### CLASS ATTENDANCE AND CLASSROOM POLICIES

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

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

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

### DISCIPLINARY PROCEDURES

#### UB Staff
Every UB member, student, faculty and staff has the authority and responsibility to report violations of program rules. Violations should be reported to one of the following individuals: Jackie Cochenour or Rachel Wistrom.

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

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

The disciplinary flow chart is an outline of the procedures followed when a student has difficulty adhering to program rules and regulations. The philosophy behind this chart is "three strikes and you're out," unless engaging in activities which warrant immediate dismissal (see Rule #1, page 4). It is also important to note that the disciplinary
flow chart is in place for the entire year; inclusive of the AYC and SC. This is to say that if a student appeared before SAC during AYC 2016-17 and that same student experiences a problem during SC 2017, they would automatically be at point 3 on the flow chart and need to meet with Central Staff. The disciplinary flow chart starts over at the beginning of AYC 2017-18, unless the probation period, established by Central Staff, continues into the beginning of the following year. Probationary status may continue into the beginning of the next academic year if deemed necessary by Central Staff.

![Disciplinary Flow Chart](image)

### DISCIPLINARY ACTIONS

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

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

**ACADEMIC YEAR COMPONENT CONSEQUENCES:**
1. Probationary period only.
2. Reduction of stipend for a specified period of time.
3. Loss of stipend for a specified period of time.
4. A combination of any of the above.
5. If serious offense, immediate dismissal.
Clothing Attire Expectations for Academic Year Component 2016-2017

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

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

Examples of Business Casual Attire to Consider for college visits:
Upward Bound student leaders attending a college visit will consider business casual attire when planning for the trip and more casual attire when attending Saturday Academies.

**Men**
- Nice jeans, cargos or khakis paired with a polo shirt or other collared shirt
- Buttoned shirt with tie or bowtie
- Dress shoes, clean sneakers, or loafers
- Combed and/or gelled hair in an everyday style
- Sunglasses

**Women**
- Nice jeans, dress pants, or khakis paired with a blouse, polo or collared shirt
- Casual skirt with blouse
- Casual dress
- Flat shoes, clean sneakers, or loafers
- Combed hair in an everyday style
- Minimal, everyday, makeup
- Sunglasses

Examples of Clothing Attire to Avoid for college visits:
Upward Bound student leaders will not be permitted on the bus if the following attire is not avoided on the day of the visit. This list is not exhaustive, only provides examples. If a student is in question of appropriate attire, contact the Upward Bound office prior to the day of trip.

- Athletic clothing (e.g. sweatpants, athletic shorts/pants, t-shirts, performance pants/leggings)
- Shorts, dresses, or skirts higher than mid-thigh
- Pajama tops and bottoms
- High heels or uncomfortable footwear
- Tight clothing or ill-fitted clothing
- Short shirts that allow midriff or back to show
- Strapless and halter-top shirts or dresses
- Sagging pants
- Ball caps or hats
- Shirts with spaghetti straps and/or that reveal any portion of torso
### SATURDAY ACADEMIES

<table>
<thead>
<tr>
<th>Date</th>
<th>Session Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>* September 17</td>
<td>Regular Session</td>
</tr>
<tr>
<td>* October 8</td>
<td>Regular Session Visitors Welcome</td>
</tr>
<tr>
<td>* November 12</td>
<td>Regular Session Visitors Welcome</td>
</tr>
<tr>
<td>* December 17</td>
<td>Regular Session Visitors Welcome</td>
</tr>
<tr>
<td>* January 21</td>
<td>Regular Session New Student &amp; Family Orientation</td>
</tr>
<tr>
<td>February 25</td>
<td>TRiO Day Celebration</td>
</tr>
<tr>
<td>* March 11</td>
<td>Regular Session</td>
</tr>
<tr>
<td>April 22</td>
<td>College Visit</td>
</tr>
</tbody>
</table>

**New Participant Application Deadline:**

**Friday, November 18th**

### ACT DATES

<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 22</td>
<td>September 16</td>
</tr>
<tr>
<td>December 10</td>
<td>November 4</td>
</tr>
<tr>
<td>February 11</td>
<td>January 13</td>
</tr>
<tr>
<td>April 8</td>
<td>March 3</td>
</tr>
<tr>
<td>June 10</td>
<td>May 5</td>
</tr>
</tbody>
</table>

### BUS SCHEDULE

<table>
<thead>
<tr>
<th>School</th>
<th>Pick Up Time</th>
<th>Drop Off Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>KCHS</td>
<td>7:30am</td>
<td>2:10pm</td>
</tr>
<tr>
<td>SHS</td>
<td>7:45am</td>
<td>1:55pm</td>
</tr>
<tr>
<td>NEN</td>
<td>8:05</td>
<td>1:35pm</td>
</tr>
<tr>
<td>RPHS</td>
<td>7:30am</td>
<td>2:20pm</td>
</tr>
<tr>
<td>THS</td>
<td>7:45am</td>
<td>2:05pm</td>
</tr>
<tr>
<td>WNHS</td>
<td>8:10am</td>
<td>1:40pm</td>
</tr>
</tbody>
</table>

### CONTACT UPWARD BOUND:

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Cochenour</td>
<td>Asst. Director &amp; Academic Coordinator</td>
<td>(p) 660.562.1638</td>
</tr>
<tr>
<td>Rachel Wistrom</td>
<td>Coordinator of Counseling</td>
<td>(p) 660.562.1647</td>
</tr>
<tr>
<td>(e) <a href="mailto:jackiec@nwmissouri.edu">jackiec@nwmissouri.edu</a></td>
<td>Coordinator of Counseling</td>
<td>(e) <a href="mailto:wstrom@nwmissouri.edu">wstrom@nwmissouri.edu</a></td>
</tr>
<tr>
<td>(f) 660.562.1631</td>
<td>Main Office</td>
<td>(p) 660.562.1630</td>
</tr>
</tbody>
</table>
1. I understand the expectations that Upward Bound has for both myself as a participant and my family as my supporters. I also understand that a copy of the UB Student Handbook is readily available on the UB Homepage for our reference. If changes are made to the handbook, any revisions will be given to me during a Saturday Academy or Field Tutoring and an updated handbook will be posted to the UB website.

2. I understand Upward Bound is a voluntary program and I support and are willing to abide by the rules and regulations expressed by the Central Staff and UB Handbook.

3. I accept, understand, and comply with all UB expectations and understand the disciplinary actions that must be taken if I choose to go against the spirit of Upward Bound in any way.

4. I understand that my full commitment to the goals and objectives of Upward Bound are necessary during the entire length of our involvement in order to receive the optimal benefit from the program.

5. I understand that the UB Central Staff is committed to me and fellow participants to assisting us to strive for excellence in attaining our educational goals as long as we are giving the same responsibility and energy to our own futures.

Once you have read and asked all questions necessary for clarification, please sign your name on the commitment form you Field Tutor has. Deadline to do this is Friday, September 9th.