Purpose and Objectives

The Northwest Missouri State University Upward Bound (UB) Program is a federally funded U.S. Department of Education project designed to increase students’ motivation to persist through high school and undertake and complete a program of postsecondary education. UB serves 70 high school students in Atchison, Gentry, Holt and Nodaway counties in Missouri. The University has graciously provided facilities for these programs, and the federal government has provided the financial support used for program operations.

Northwest Missouri State University Upward Bound (UB) objectives for the 2007-2012 grant cycle are:

Academic Improvement on Standardized Test:
50% of all UB participants will achieve at the proficient level during high school on state assessments in reading/language arts and math.

Project Retention:
80% of 9th, 10th, and 11th grade project participants served during each school year will continue to participate in the Upward Bound Project during the next school year.

Postsecondary Enrollment:
80% of all UB participants will enroll in a program of postsecondary education by the fall term immediately following the expected graduation date from high school.

Postsecondary Persistence:
75% of all UB participants who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.
SUMMER

Summer Session
Participants in the summer take part in either the Summer Component (SC) or Bridge. The SC, meant to simulate a college experience, consists of intensive summer instruction in math, science, composition, social science, literature and foreign language and work study and job shadowing opportunities. The Bridge component is designed to provide college instruction for participants who have graduated from high school and intend to enroll in a postsecondary institution in the fall. Both the SC and Bridge are six-week residential components which take place on the Northwest Missouri State University campus. Each participant is expected to fully participate in all services provided throughout the year.

For the first five weeks of the summer residential program, participants attend core courses in math, science, composition, foreign language and ACT Prep. Participants spend the remainder of each day working in small groups in a wide variety of student-selected enrichment classes or work study/jobs shadowing opportunities. Every student is afforded two enrichment classes during the summer. Students are allotted tutor-supervised study time during the day. Evenings are reserved for family group activities, community service, recreational activities, or large group off-campus trips. The SC culminates with a cultural trip during the last week----this year we are headed to Denver.

Bridge
Bridge participants (students who have graduated from high school and are making the transition, or “bridge,” from high school to college), are enrolled in a maximum of six credit hours at Northwest. In addition to attending classes, the participants work with staff who tracks the progress in their classes, meet each student individually, and provide other needed assistance.

Student Expectations

UB participants are expected at all times to behave in a manner that reflects respect and consideration for each other, Upward Bound, the University (including its personnel and property) and for self. Participation in Upward Bound is voluntary and a privilege, not a right. Each UB participant is expected to:

- Respect the rights of all UB and Northwest Missouri State University students and staff;
- Know and follow all UB and Northwest policies and expectations; and
- Behave in a manner that does not interfere with the learning and development of others, does not disrupt the educational process and does not reflect negatively on Upward Bound.

Toward this end, profanity is not permitted. In addition, physical violence, theft, the use of drugs or alcohol and sexual misconduct are not only against the spirit of Upward Bound, but against the law. They are very serious offenses which will be reported to University Police and may result in your immediate dismissal from the program.
# Daily Summer Schedule

**Sunday**
- 7:00 – 9:00pm: Check-in

**Monday-Wednesday**
- 7:00 – 8:00am: Breakfast
- 8:00 – 9:20: Academic Classes
- 9:30 – 10:50: Academic Classes
- 11:00 – 11:45: Tutoring
- 12:00 – 1:00pm: Lunch
- 1:10 – 2:00: Enrichment classes/Work Study
- 2:10 – 3:00: Enrichment classes/Work Study
- 3:10 – 4:00: Workshops
- 4:10 – 5:00: Flex Time/Weight Lifting
- 5:00 – 6:00: Dinner
- 6:00 – 9:00: Evenining Activities
  - (Family groups, tutoring, open floors, community service, trips)
- 10:00: Quiet hours begin
- 11:00pm: Lights out!!

**Thursday**
- 7:00 – 8:00am: Breakfast
- 8:00 – 9:20: Academic Classes
- 9:30 – 10:50: Academic Classes
- 11:00 – 11:45: Tutoring
- 12:00 – 1:00pm: Lunch
- 1:00—10:00: Planned Large Group Activities

**Friday**
- 8:00 – 9:00am: Breakfast and Announcements
- 9:00 – 11:00: Presentations/Job Shadowing/Work Study
- 11:15am – 12:30pm: Check-out
Daily Bridge Schedule

Sunday
7:00 – 9:00pm       Check-in

Monday-Thursday
7:00 – 8:00am       Breakfast
8:15 – 5:00          Classes, Study Time, Meetings with Bridge Supervisor/Work Study
5:00 – 6:00          Dinner
6:00 – 10:00         Evening Activities – most are optional for Bridge students (Family groups, tutoring, open floors, community service, trips)
10:00                Quiet hours begin
Midnight             Lights out!!

Friday
8:00 – 9:00am       Breakfast and Announcements
9:00 – 10:00         Presentations and Work-Study
10:00 – 11:00        Presentations and Work-Study
11:15 – 1:00pm       Check-out

Supplemental rules for Bridge students follow later in this handbook.
### Summer Calendar

#### Week 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Sunday, June 3</td>
<td>Move-in to the Northwest residence halls</td>
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<tr>
<td>Monday, June 4</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; day of classes, family group evening activities</td>
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<tr>
<td>Tuesday, June 5</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; day of classes</td>
</tr>
<tr>
<td>Wednesday, June 6</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; day of classes, community service evening activities</td>
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<tr>
<td></td>
<td>Bridge Classes Begin</td>
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<tr>
<td>Thursday, June 7</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; day of classes</td>
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<tr>
<td>Friday, June 8</td>
<td>Presentations and workshops</td>
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<tr>
<td></td>
<td>Job Shadowing/Work Study</td>
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<td>Check out of the residence halls (11am-12:30pm)</td>
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#### Week 2

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<tr>
<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Sunday, June 10</td>
<td>Return to the residence halls for check-in (7-9pm)</td>
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<tr>
<td>Monday, June 11</td>
<td>5&lt;sup&gt;th&lt;/sup&gt; day of classes, family group evening activities</td>
</tr>
<tr>
<td>Tuesday, June 12</td>
<td>6&lt;sup&gt;th&lt;/sup&gt; day of classes</td>
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<tr>
<td>Wednesday, June 13</td>
<td>7&lt;sup&gt;th&lt;/sup&gt; day of classes; community service evening activities</td>
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<tr>
<td>Thursday, June 14</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; day of classes</td>
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<td></td>
<td>Large Group activity night- MOERA, Scavenger Hunt</td>
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<tr>
<td>Friday, June 15</td>
<td>Presentations and workshops</td>
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<td></td>
<td>Job Shadowing/Work Study</td>
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<td>Check out of the residence halls (11am-12:30pm)</td>
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#### Week 3

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<th>Date</th>
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<tbody>
<tr>
<td>Sunday, June 17</td>
<td>Return to the residence halls for check-in (7-9pm)</td>
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<tr>
<td>Monday, June 18</td>
<td>9&lt;sup&gt;th&lt;/sup&gt; day of classes, family group evening activities</td>
</tr>
<tr>
<td>Tuesday, June 19</td>
<td>10&lt;sup&gt;th&lt;/sup&gt; day of classes</td>
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<tr>
<td>Wednesday, June 20</td>
<td>11&lt;sup&gt;th&lt;/sup&gt; day of classes, community service evening activities</td>
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<tr>
<td>Thursday, June 21</td>
<td>NO CLASSES</td>
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<td></td>
<td>Large Group all day activity- Academic Bowl (NCMC)</td>
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<tr>
<td>Friday, June 22</td>
<td>Presentations and workshops</td>
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<td>Job Shadowing/Work Study</td>
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<td>Check out of the residence halls (11am-12:30pm)</td>
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### Week 4

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<th>Date</th>
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<tbody>
<tr>
<td>Sunday, June 24</td>
<td>Return to the residence halls for check-in (7-9pm)</td>
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<tr>
<td>Monday, June 25</td>
<td>12th day of classes, family group evening activities</td>
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<tr>
<td>Tuesday, June 26</td>
<td>13th day of classes</td>
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<tr>
<td>Wednesday, June 27</td>
<td>14th day of classes, community service evening activities</td>
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<tr>
<td>Thursday, June 28</td>
<td>15th day of classes</td>
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<td>Large Group activity night – New Theatre “Hairspray”</td>
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<tr>
<td>Friday, June 29</td>
<td>Presentations and workshops</td>
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<td></td>
<td>Job Shadowing/Work Study</td>
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<td>Check out of the residence halls (11am-12:30pm)</td>
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### Week 5

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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sunday, July 1</td>
<td>Return to the residence halls for check-in (7-9pm)</td>
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<tr>
<td>Monday, July 2</td>
<td>16th day of classes</td>
</tr>
<tr>
<td>Tuesday, July 3</td>
<td>17th day of classes, students move out of residence halls 4:00-5:30pm, Awards Banquet 6:00-9:00pm</td>
</tr>
<tr>
<td>Wednesday, July 4</td>
<td>NO CLASSES</td>
</tr>
<tr>
<td>Thursday, July 5</td>
<td>Individual work off campus</td>
</tr>
<tr>
<td>Friday, July 6</td>
<td>Individual work off campus</td>
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</tbody>
</table>

### Week 6

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, July 9</td>
<td>Leave on trip to Denver</td>
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<tr>
<td></td>
<td>See itinerary on following page</td>
</tr>
<tr>
<td>Thursday, July 12</td>
<td>Return from Denver</td>
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</tbody>
</table>
Cultural Trip Itinerary

**Denver/Colorado Springs Trip – July 9-12**

Emergency UB Phone Numbers – Phil: (816) 805-0888, Jackie: (319) 371-7405, Tori: (817) 907-1266

**Monday, July 9th**
6:00 a.m. Leave Maryville (Parking lot East of Hudson/Perrin)
11:15am Stop for Lunch (Hays, KS) – Arby’s, McDonald’s, Long John Silver’s (student pays)
5:00 p.m. Arrive @ Embassy Suites Hotel in Colorado Springs – Check In
5:45 Leave hotel for dinner
6:00-7:30 HuHot Mongolian Grill
7:30-9:00 Shopping - Chapel Hills Mall (mall closes @ 9pm)
9:15 Arrive @ Hotel
10:00pm In Rooms

**Tuesday, July 10th (Each Student Given)**
7:45-8:30 a.m. Breakfast on own @ hotel (Free)
8:45-9:45 Drive to Royal Gorge Park (Canon City, CO)
10:00-12:15 Royal Gorge Park – given individual meal voucher for use in park ($8/person)
12:45-5:00pm White Water Rafting – Arkansas River
5:00-6:00pm Drive back to hotel
6:30 Pizza delivered to hotel for dinner
8:00ish Movie Theatre - Carmike Cinema (movie TBD)

**Wednesday, July 11th**
6:30-7:00 am Breakfast on own @ hotel (Free)
7:15 Leave hotel for Denver
8:30-11:00 Denver Mint Tour (2 group tours – 9 & 10am)
Tours last 30 min. each, group not touring can be in gift shop
Prohibited items @ Mint: purses/backpacks of any kind, food/drinks, weapons/pocket knives, cell phones, cameras
Allowed items @ Mint: small wallets “palm sized”, cash or credit card in pockets for gift shop
11:30-2:00 Denver Aquarium
2:15-6:30 Elitch Gardens Amusement Park
Lunch on own @ park (student pays)
7:00-9:00 Dinner @ Casa Bonita
9:00 Leave for Hotel
10:15pm Arrive @ Hotel – Colorado Springs

**Thursday, July 12th**
6:30-7:45 a.m. Breakfast on own at hotel (Free)
8:00 Leave hotel
8:40-9:45am Air Force Academy Self Guided Tour
10:15-11:45 Tour of US Olympic Training Center (tour begins @ 10:30)
12:00-12:30 Stop for Lunch (Colorado Springs) - Wendy’s, McDonalds, Taco Bell, Arby’s (student pays)
12:30 Depart for Home
7:00-7:30 Stop for Dinner (near Junction City, KS) – Taco Bell, Arby’s, Burger King (student pays)
10:15-10:30 Arrive in Maryville

*All students will receive a final itinerary with times and phone numbers before the trip.*
Cultural Trip

All participants who successfully complete the five-week academic portion of the summer are permitted to attend the cultural trip. The cultural trip takes place during the sixth and final week of the Summer Component and is academic, cultural, and social in nature. This trip represents a reward for the hard work put forth by the participants during the previous five weeks. All participants are expected to attend the entire six-week session. However, a participant may submit a written request (to be reviewed by program staff) to attend another academic function. If a participant misses more than one week of the summer or has unsatisfactory performance in any class, the cultural trip may be forfeited.

We expect all students to behave in a mature and responsible fashion while on the cultural trip. All UB behavioral policies apply while on the trip. If a student violates UB policy to a degree that would warrant disciplinary action, UB staff reserves the right to have a parent/guardian be required to drive to Denver to pick up their son/daughter.

Residence Hall Living

All students will be housed in air-conditioned Perrin Hall. The residence hall is located on the east side of campus and is a short walk from the library, UB classrooms, and cafeteria. It can be accessed by taking 4th St to University Drive or by taking 7th St to the large parking lot on the east side of campus behind the residence halls. Students are not to be in the hall unsupervised or during class hours and should take all needed items for that day. The residence hall is owned and operated by the university. As Upward Bound students, you are guests at Northwest; please treat the building with respect.

Items provided by Northwest Missouri State University:
- Twin bed with mattress
- Closet space for clothes and personal items
- Toilet paper and light bulbs
- Vacuums and other cleaning materials

Items to bring:
- Sheets (twin size)
- Pillow with case
- Casual clothing
- Blanket and/or comforter
- Towels and wash cloths
- Alarm clock
- Toothbrush and toothpaste
- Laundry bag
- Shampoo
- Soap
- Deodorant
- Sunscreen
- Additional toiletries
- Activity clothing (swimsuit, shoes, etc.)
- Pens, pencils, book bag
- Laundry soap
- Games, cards, ball gloves, etc.
- Rug
- Iron
- Lamp
- TV/DVD player

Optional items:
- Microwave and/or refrigerator *
- Calendar
- Posters, pictures, etc.
- Umbrella
- Mattress cover
- Movies (no R-rated)
- Fan
- Radio/CD player (no profane music)
Prohibited items:
- Candles and candle warmers
- Hot plates
- Toasters and toaster ovens
- Amplified guitars
- Walkie-talkies
- Personal computers
- Appliances with open coils
- Water guns

*Refrigerators and Microwaves*
Students may bring their own refrigerators, but they must not exceed 5 cubic feet with 2.5 amperage. 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. Students are responsible for providing the power strip. There can only be one refrigerator and microwave in each room.

**Electrical Appliances**
Portable TVs, radios, stereos and electrical clocks are permissible in the residence hall rooms. However, music and TV noise levels must be kept to a minimum and turned off by 11:00 p.m. Each residence hall room is equipped with a cable outlet; however, you must furnish a coaxial cable to connect your TV to the outlet.

**Bicycles and Skateboards**
If you bring a bicycle to campus, be sure to bring an adequate lock and chain. **UB will not be responsible for loss or damage.** Bicycling off campus is prohibited. There will be no bicycles in the residence hall. Skateboards are prohibited on campus by Northwest Policy, so do not bring them.

**NOTE:** Students are responsible for all items they bring to campus. **Valuable items should remain at home. Lost, stolen or damaged items (whether personal or university property) should be reported to an RA immediately. UB is not responsible for any lost, stolen or damaged items.**

**Bearcat Cards**
Bearcat Cards will be provided for each student and must be presented at each meal. Cards are returned at the end of the summer. If a Bearcat Card is lost, there is a $15.00 replacement fee to be paid by the participant. Bearcat cards can not be used in vending machines on campus.

**Laundry**
If you must do laundry, there are facilities in the basement of Perrin Hall. Laundry is free.

**Room Maintenance**
Students are responsible for keeping rooms clean and undamaged. Each room will be thoroughly checked upon arrival and departure. UB staff will conduct periodic room checks to inspect their condition. Both roommates will share the cost of missing or damaged items. **Participants are not allowed to repair damage themselves.** Participants may not be held responsible for items that may break due to normal wear and tear. **If any personal or university property is damaged or stolen, it should be reported to a UB staff member immediately.**
Students will be responsible for cleaning their own rooms, bathrooms and for maintaining the areas that Upward Bound uses, such as classrooms and residence hall lounges. Periodic room inspections will be made by UB staff to ensure the safety and welfare of the students. We expect each student to make the bed and clean the room daily. Any problem with the room needs to be reported to a Resident Assistant immediately.

**Room Keys**

Each student will be issued one room key during Sunday check-in. The key will be returned to UB staff each week at checkout. Should a key be misplaced or lost, report it to an RA immediately. You will be directed as to what steps to take to obtain a replacement key. Before you can be issued a new key, you will have to pay a $25 replacement fee.

**Windows**

*Please keep all room windows closed at all times.* The residence hall is cooled by central air-conditioning, which means that any open window will place an unnecessary strain on the system and tend to make the residence hall hot. You may bring a fan if you find that you prefer your room cooler.

**Classroom Procedures**

Students are required to attend classes and individual appointments. Attendance will be taken daily in all classes. If a student is ill and unable to attend class, he/she should contact a Resident Assistant or a member of the UB staff immediately. If a student is too sick to attend class, it will be assumed that he/she is too ill for social activities, recreation, visitors, etc. In case of serious illness, parent(s)/guardian(s) will be contacted to come and pick up the student.

In order to promote learning and support the overall academic mission of Upward Bound, participants are required to:
1. Attend all classes
2. Be punctual and on time to all classes
3. Cooperate and participate in the classroom
4. Complete assignments on time and as requested
5. Inform instructors of days they will be absent
6. Pick up any missed assignments from the class instructor.

Participants are expected to bring the following items to each class:
- Writing utensils and paper
- Calculator – if applicable
- UB 3-ring binder with syllabus and assignment sheet
- Other materials as requested by the instructor

Items prohibited in the classroom and during tutoring:
- Radios
- MP3/CD players
- Video games
- Headphones
- Sunglasses
Each course instructor completes a participant evaluation for each student during the academic year and SC. Participants are evaluated on several core classroom attributes divided into four major topics: motivation, attitude, communication skills and academic skills. These evaluations are used to inform the students and their parent(s) about the student’s academic and summer progress. At the conclusion of the SC, the UB staff provides a comprehensive evaluation for each student, his or her parent(s)/guardian(s), and the target high school.

### Participant Evaluation

**Participant**: ___________________

**Date**: ______________

**Instructor**: ___________________

**Class**: ______________

**Rating Scale**: 1 = participant is excelling  
2 = participant is doing well  
3 = participant needs to try harder  
4 = participant is not trying

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<thead>
<tr>
<th>Category</th>
<th>Rating</th>
<th>Comments</th>
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<tbody>
<tr>
<td><strong>Motivation</strong></td>
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<tr>
<td>Alert &amp; attentive in class</td>
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<td>Prepared for class</td>
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<td>Punctual</td>
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<td>Uses class time wisely</td>
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<tr>
<td><strong>Attitude</strong></td>
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<td>Respectful toward others</td>
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<td>Cooperative in group work</td>
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<td>General classroom behavior</td>
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<td><strong>Communication Skills</strong></td>
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<td>Oral</td>
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<td><strong>Academic Skills</strong></td>
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<td>Reasoning/Problem solving skills</td>
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<td>Quality of work</td>
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**Overall Rating**

Please include additional comments below.
Upward Bound Policies

1. **Alcohol, Drugs, and Tobacco** – The possession or use of alcohol, tobacco, and/or illicit drugs are illegal under state and federal law and are prohibited at all times. Possession of alcohol, tobacco, or non-prescribed drugs will likely result in **immediate dismissal** from Upward Bound.

2. **Attendance** – All participants are required to attend UB activities and events.
   a. Participants are expected to attend all events for which they sign up. If the participant cannot attend the event after an RSVP has been given, the event fee will be deducted from the stipend.
   b. Participants are expected to attend all classes, meals, and project functions during the Summer Component (SC) and Bridge. Regardless of the absence, all work must be completed and delivered to the instructor.

3. **Cell phones** – Students are allowed to bring cell phones to Upward Bound. *However, cell phones may be carried throughout the day but they should not be seen or heard during class.* During off-campus events, students are required to leave cell phones on the bus or in their hotel room. Emergency cell phones are available for student use after 5:00 p.m. In case of emergency, parent(s)/guardian(s) can call the UB emergency cell phones at 816-805-0888, 573-289-3155 or 319-371-7405.

4. **Check-in and Check-out** – Rooms must be kept in a clean, organized fashion at all times. During the SC and Bridge, participants will be checked in and out of their room by a staff member (days and times may vary according to holidays, conflicts, etc.). Students must turn in their keys, USB flash drive, and meal cards at check-out. Any students not out of the residence hall by 12:30 pm on Fridays will need to wait in the UB office to be picked up.

5. **Dress code** – Students should feel welcome to wear comfortable school clothing and items that appropriately convey the spirit of Upward Bound. Please do not wear torn, ripped, or revealing clothing, clothes showing undergarments, mid-riff shirts or any apparel that promotes or glorifies negativism, drugs, alcohol, and/or sexual innuendoes. UB reserves the right to ask students to remove hats and sunglasses. The Central Staff has the final say for appropriateness and will ask students to change inappropriate clothing.

6. **Health & Self-Care**
   **Illness, Injuries and Insurance** – Upward Bound students are covered by $1,000.00 of illness and $3,000.00 accident insurance through the university. Students who are injured should report it immediately to their RA or UB staff member. University health services are available during limited hours to assess minor injuries and illnesses. Care during other hours is available through the local hospital or physicians.

   Parents will be notified as soon as possible after an injury or illness. A Parental Consent for Medical Treatment and a Prescription and Allergy Information form must be signed and submitted to the UB office prior to the start of each summer program. St. Francis Hospital will handle serious injury or illness that requires immediate care.

   University policy requires Upward Bound to report all injuries within 48 hours of incident. University insurance is the primary insurance. Parents or parent's insurance will be responsible for any additional cost above the coverage cost.
**Medications and Self-care** – UB expects that students will adhere to doctor’s orders. **It is the student’s responsibility to take his/her prescription medications at the appropriate times.** No UB staff member is legally qualified to hold or deliver prescription medications and will not administer them. Parents are encouraged to keep enough dosage at home in case prescriptions are forgotten at Upward Bound.

Even though students are under the supervision of Upward Bound, the student is responsible for his/her self-care. This includes eating right, drinking proper fluids, personal hygiene, etc. In case of minor illness that prevents students from attending classes and activities, parents will be contacted to pick up the student and take him or her home.

7. **Leaving campus/Off-campus trips** – During the SC and Bridge, all participants must remain on campus at all times unless leaving campus with program staff. Students must also remain in the area or building at all times unless accompanied by staff.
   a. Should a student be excused to attend an outside activity (doctor’s appointment, etc.), he/she must sign out with a staff member and provide the departure time, destination and expected return time. A written permission form signed by the parent/guardian must be on file at least 48 hours in advance.
   b. If a student wishes to ride to campus or return home with anyone except a parent/guardian, a written request must be submitted and signed by the parent/guardian. Emergency situations will be dealt with as they occur.
   c. During the day (8am-5pm), students must sign out in the UB office to receive his/her keys. If returning before 5pm, return to the UB office to sign in and return your keys. After 5pm, return your keys to your family group Resident Assistant.
   d. Staying in groups of three or more is required unless there is a staff member in the area. During field trips, students must follow the arranged itinerary and **must stay in groups of three or more at all times.**

**Open/Closed hours** – Separate wings have been designated for male and female students. (Except for Bridge students) No one of the opposite gender may visit any residence hall or hotel room at any time (other than supervised open floors on Tuesday evenings). During open floors, doors to all rooms are to remain open at all times. **Open hours (5 – 10pm)** are hours in which anyone of the same gender may be in your room. **Closed hours (10pm – 6:30am)** require that no one be in the room except those residing there. During **quiet hours** (10pm – 6:30am), excessive noise is strictly prohibited. Lights out at 11pm – NO EXCEPTIONS!

8. **Physical contact** – UB participants are expected to conduct themselves and approach friendships and romantic relationships in a manner that is mature and professional.
   a. Students must refrain from all public displays of affection and all other inappropriate or unwelcome physical contact. Appropriateness will be determined by UB staff. Students are expected to adhere to any and all requests to stop inappropriate touching.
   b. Disruptive and threatening behavior is that which puts the safety or health of others or self at risk. In situations where disruptive behavior is being exhibited, immediate action will be taken to determine if the student(s) involved may remain on campus and, if so, under what conditions. All disruptive behavior should be reported to a resident assistant or full-time UB staff member immediately. Physical harm caused by a UB participant to another person while at UB could result in immediate dismissal from UB.

9. **Profanity** – Profane clothing, language, or music is not permitted at any time. Only movies with a rating of G, PG, or PG-13 are allowed. No Mature or Adult Only video games are allowed.
10. **Stipends** - During the summer component, students will receive a stipend of $15.00 per week. Stipends will be deducted at the rate of $3 per day for all absences thereafter, not to exceed $15/week. As is the case during the academic year, a student must demonstrate satisfactory participation in project activities and must be in attendance in order to receive stipend payments.

The Upward Bound staff, in consultation with the Student Advisory Council (SAC), will determine “unsatisfactory participation.” Each student whose participation is deemed unsatisfactory will be notified and provided the opportunity to improve their participation prior to the withholding of stipend funds.

Students who participate in the summer Upward Bound work-study program will receive an additional stipend as allowed by federal legislation and regulations. The stipend amount varies each year based on the number of students participating and available funding but will not exceed $240 per month. *(For 2012, each work study student will receive a check for $240 at the end of June and $240 at the end of July—pending satisfactory performance)*

11. **Telephones** – The rooms in Perrin Hall do not have land line capability. If a student needs to use a phone, they should contact a RA.

12. **Tutoring** – Students will be afforded one hour of study hall each day during the summer. There also will be tutoring time in the library one night each week.

13. **Vehicles** – Students bringing a vehicle to campus must obtain a temporary parking permit from Upward Bound. Program participants are allowed to park in the lots east of Perrin Hall or in any other parking lot marked for student parking. Students are only allowed to drive their own vehicle, and during the SC, they must turn in their car keys to UB when arriving on campus.

14. **Visitors** – Visitors are not allowed to attend program activities (cultural trips, small/large group outings, etc.). Visiting with persons on campus outside of Upward Bound is highly discouraged.
   a. If a student wishes to have a visitor during open floors on Tuesday evenings (from 7:30-9:00pm) in the summer, he/she must fill out a visitor request form one week in advance and submit it to the Director for approval. Parents/Guardians may request that certain people not be allowed to visit their student.
   b. Visitors must remain in an area determined by UB staff and are not allowed in the residence hallways or rooms at any time.
   c. Participants are primarily responsible for the behavior of their guests. Visitors are subject to campus and UB regulations and will be asked to leave if they fail to do so. UB cannot be held responsible for the actions of non-UB persons while on campus.
   d. Visitation privileges may be revoked if a participant does not adhere to UB policies.

15. **Voluntary termination** – Any student desiring to leave the UB program must:
   a. Notify the Director of their intent to leave;
   b. Return all University and Upward Bound property; and
   c. Not leave campus with anyone other than their parent or guardian.
Supplemental Policies for Bridge

1. Bridge students will attend all classes in which they are enrolled. **Absences will not be tolerated.** UB staff will contact your instructors weekly in regard to attendance and grades.

2. Bridge students must maintain a grade of C or higher in all of their classes. Failure to do this will mandate that they schedule and attend daily tutoring at the Talent Development Center until the grade has been raised to an acceptable level (C or higher).

3. Bridge students will be expected to follow all University and UB rules.

4. Bridge students must meet with the Bridge Supervisor on a regular basis during the week.

5. Bridge students **will be expected to eat all daily meals** at the University cafeteria.

6. Bridge students will be able to leave campus anytime during the day when they are not expected to be in classes or other required activities. **Bridge students must be back in the residence hall at 10:00pm every night.** They are required to sign in and out.

7. Bridge students are encouraged, but not required, to participate in family group activities.

8. Bridge students are required to attend Thursday large group activities (if their class schedules allow) as well as Friday morning guest speakers and large group announcements (or work study, if applicable), provided they are maintaining acceptable grades and have no immediate academic responsibilities.

9. Bridge students are allowed to have private vehicles on campus and can use them at their leisure. They cannot, however, transport non-bridge students in their vehicles during the UB week without permission from the non-bridge student's parent(s)/guardian(s). A written notification or phone call to the UB Central Staff will be required.

10. Bridge students not maintaining a "C" in all classes will not be allowed on the cultural trip.
Disciplinary Procedures

**UB Staff**
Every Upward Bound member, student faculty, and staff has the authority and responsibility to report violations of program rules.

**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 participants. The SAC may serve as a sounding board for student discipline and make recommendations for appropriate disciplinary actions. Students who have violated UB rules or regulations may appear in front of the council for appropriate action. SAC may also assist in the development of rules and guidelines, act as a disciplinary and recognition board, maintain student-staff communication, assist with residence hall functions and provide program direction.

**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 a need for improvement in grades, behavior, attendance, attitude or a combination thereof. The purpose of the probationary period is to allow the student the opportunity to rectify his or her situation before asked to leave the program. Students may be asked to appear before the Student Advisory Council because of academic violations, as well as violations of rules and regulations.

**Student Incident Report**
An Upward Bound Student Incident Report will be completed whenever a discipline problem is reported to the Central Staff. A staff member will complete the form and it will be discussed in its entirety with the student. A copy of the form will then be mailed to the student's parent/guardian.

**Disciplinary Actions**
When an Upward Bound participant experiences difficulty in abiding by the program rules and regulations, the participant must take ownership of their actions and face the consequences. Very serious disciplinary issues (use/possession of weapons, drugs, alcohol or tobacco, physical violence, theft, sexual misconduct, etc.) may result in immediate dismissal.

**Disciplinary Consequences**
1. Verbal warning
2. A Student Incident Report received from an academic teacher, Resident Assistant, or other staff will be given to the UB Director for appropriate action:
   a.) Probation/notify parents
   b.) Mandatory sessions with UB Counselor/notify parents
3. Upon receipt of second incident report, action may include:
   a.) Appearance before Student Advisory Council
   b.) Reduction or loss of stipend
   c.) Restrictions from group activities or trips
   d.) Probation or dismissal
4. Upon receipt of third report, action may include:
   a.) Meeting with Central Staff members
   b.) Dismissal
University Policies

The following actions and/or items are not permitted at Northwest Missouri State University:

- Dishonesty such as cheating, plagiarism, etc.
- Forgery, alteration, or misuse of college documents, records, or identification
- Disorderly conduct, breach of the peace, infringement upon the right or defamation of another, either on campus or at college-sponsored activities
- Illegal entry into any University building
- Theft or destruction of property
- Housing of animals
- Hazing, physical or verbal abuse
- Gambling with money
- Explosives, fireworks and all weapons, including pocketknives

Sexual Harassment Policy

All members of the Northwest Missouri State University community have an interest in increasing and maintaining a sexual harassment-free environment. Sexual harassment can result in psychological and professional injury to the victim; it can undermine the integrity of the institution; and it may lead to legal liability. Sexual harassment is a violation of federal and state law as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations. Specifically, Northwest Missouri State University will not tolerate sexual harassment in any form, including, but not limited to, verbal, written, or physical harassment. This policy applies to all members of the University community, and all such members are encouraged to promptly report complaints of sexual harassment. Persons found to be in violation of this policy shall be subject to disciplinary action, including, but not limited to, written warning, demotion, re-assignment of duties, transfer, physical relocation, suspension, or dismissal. (Taken from the Northwest Missouri State University Handbook of Personnel Policies and Procedures.)

Computer and Network Use Policy

UB allows students the use of laptops in the residence hall and computers in campus labs. These computers are property of the University and therefore, students must abide by all University rules in addition to UB rules. The University and UB reserve the right to discontinue/deny service without notice to any student it determines is abusing the computing system. Abuse includes, but is not limited to, physical damage to equipment, harassment to other users, wasting computer resources, use of unauthorized user names or passwords, launching of computer viruses, copying or duplicating software, duplication of system data files or programs equivalent to the system services or participation in chain letter distribution. Abuse of the network, the removal of a hard disk, or the opening of the computer case or wall jack will be subject to disciplinary action and/or fines. The University has licensed all of the software installed on the campus computers; it is illegal to duplicate or copy the software. Do not load any software or any other operating system onto a University computer. Any student found violating any of these policies may have their e-mail, computer and/or Internet privileges revoked. An Upward Bound Computer Use Agreement must be signed and submitted to the UB office each summer.

Northwest Missouri State University and the UB program will uphold all state and federal laws. Any violation of the law or above policies is subject to action by the UB program and/or University, including, but not restricted to, removal from the residence halls, stipend deduction, stipend reduction, UB probation, UB dismissal, and/or college suspension. The UB program reserves the right to enter any room where there is probable cause to believe that a policy is being violated.
Weather
A TORNADO WARNING is announced when a tornado has been sighted. The WARNING will report the last known location of the tornado and its movement. Those located in the warning area should take cover in the basement of the building immediately.

Fire Alarms
Fire alarms are provided at various locations in the hallways. There are emergency exits at each end of the hall and fire extinguishers are centrally located. DO NOT TAMPER WITH EITHER THE ALARMS OR THE EXTINGUISHERS. It is important that they be in good working order should an emergency arise. Violators will be subject to a $500 fine and/or up to 6 months imprisonment. In the event of an alarm, the building must be evacuated and all doors to the residence hall rooms closed.

Fire and Bomb Threats
The entire building must be evacuated in the event of a fire or bomb threat. Shut all doors behind you and once outside, stay with a staff member.

Armed Intruder
Anyone in the area or facility where an armed individual has entered and started shooting should:

- Exit the building immediately (if possible)
- Tell anyone they encounter to exit the building immediately
- Notify University Police by calling 911 or 660-562-1254
- Give the dispatcher the following information: your name, location of the incident, your location, number of shooters and identification of shooter (if known), number of people at the scene

Anyone directly involved in the incident and unable to exit the building or area should:

- 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 University Police by calling 911 or 660-562-1254
- Give the dispatcher the following information: your name, location of the incident, your location, number of shooters and identification of shooter (if known), number of people at the scene
- Wait for officers to assist you from the scene
To contact someone at the UB offices, dial (660) 562- plus the extension listed below.
To reach us by fax, you may dial (660) 562-1631.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Ext.</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phil Kenkel</td>
<td>Director</td>
<td>1861</td>
<td><a href="mailto:pkenkel@nwmissouri.edu">pkenkel@nwmissouri.edu</a></td>
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<tr>
<td>Kori Hoffmann</td>
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<tr>
<td>Jackie Cochenour</td>
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<td><a href="mailto:jackiec@nwmissouri.edu">jackiec@nwmissouri.edu</a></td>
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<tr>
<td>Tori Smith</td>
<td>Office Manager</td>
<td>1630</td>
<td><a href="mailto:tori@nwmissouri.edu">tori@nwmissouri.edu</a></td>
</tr>
</tbody>
</table>

In case of an emergency, call the Upward Bound office
from 8:00 a.m. - 5:00 p.m.
660-562-1630

After hours, call University Police at (660) 562-1254

OR

UB staff cell phones:

Phil: (816) 805-0888
Kori: (573) 289-3155
Jackie: (319) 371-7405