



# Academic Year Student Handbook 2020-21

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[www.nwmissouri.edu/trio/ubms/](http://www.nwmissouri.edu/trio/ubms/)

Greetings from Upward Bound Math/Science!

It is a new year which brings great new things to UBMS including the introduction and growth of our academic year component. As we strive to offer college prep resources and services to all our UBMS participants, we really want to make sure we are supporting you throughout your academic year. No, this does not mean less during the summer component, quite the contrary, we are definitely offering more for both the academic year component and the summer component. However, summer will have to wait until our Summer Orientation in May.

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 UBMS provides. Whether it is attending mentor meeting; participating and attending group Zoom activities, college visits, or workshops; or participating in Saturday Academies, we want you to be stimulated both academically and socially in order to experience the greatest level of success.

We are just starting our recruitment process and are excited to offer 20-25 amazing new participants the opportunity to be part of our program!

We are all very excited for what this year of 2020-2021 holds. Please read through the handbook carefully and note the Saturday Academy schedule that is included.

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

*Sincerely,*

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**Saturday Academy Dates  
2020-2021**

*Upward Bound Math/Science Saturday Academies (SA) take place from 8:45 a.m. to 12:20 p.m. Fall will be strictly online and we will have a social time before every SA from 8:15-8:45 a.m. While we have the Spring dates below, we do not have locations yet. We will communicate as soon as we know more!*

<b>Saturday Academies</b>	
* September 26 8:15am-12:30pm	Regular Session Visitors Welcome Virtual
* October 17 8:15am-12:30pm	Regular Session Visitors Welcome Virtual
* November 14 8:15am-12:30pm	Regular Session Visitors Welcome Virtual
* December 5 8:15am-12:30pm	Regular Session Visitors Welcome Virtual
* January 23 8:15am-12:30pm	Regular Session New participant Orientation TBD
* February 27 TBD	TRIO Day Regular Session TBD
* March 27 8:15am-12:30pm	Regular Session TBD
* April 24 8:15am-12:30pm	Regular Session TBD

**Friday, November 20**  
(New Participant - application)

<b>ACT Dates</b>	
<b>Test Date</b>	<b>Registration Deadline</b>
*October - 10 - 24 - 17 - 25	* September 17
* December 12	* November 6
* February 6	* January 8
* April 17	* March 12
* June 12	* May 7
* July 17	* Jun1 18
* February 8	* January 10

**Saturday, February 27 (TRIO DAY)**  
(Bridge - application)

In case of inclement weather, be sure to check the Upward Bound Math/Science website and social media outlets for cancellations. Also make sure to sign up for UBMS texts: text @nwmsu-ubms to 81010. The website also has important information, dates, forms, etc. that can be of use to you.

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



<https://www.facebook.com/UpwardBoundMS/>



<https://twitter.com/UBMS1992>

## TRANSPORTATION

**Virtual Programing:** *There are no reimbursements for any virtual UBMS programs/events*

**UBMS Transportation:** *On Regular scheduled Saturday Academies (SA) going to Northwest Kansas City Center, UBMS provides van transportation from Northwest campus in Maryville and Love's Truck Stop in St. Joseph to the Kansas City Center. Students are expected to behave in a respectful manner while riding in the University vehicles. All UBMS rules are enforced while in the vans and throughout the course of the day and events thereof. Please abide by all the rules, including those set by your specific driver. If you partake in UBMS transportation to the SA, you need to ride it for the entire route—do not get off and get in with an individual car driver.*

**PERSONAL CARS:** *You may provide your own transportation to and from SA's or to the Northwest campus in Maryville and Love's Truck Stop in St. Joseph. Mileage reimbursement forms (appendix A) 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 from the closest transportation point unless adequate justification is presented and accepted by the Central Staff.** We strongly urge you to **carpool**. Participants who choose to drive their own vehicles from the Northwest campus in Maryville or Love's Truck Stop in St. Joseph to Kansas City Center **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 phone call.**

## STIPENDS

- I. **Saturday Academy stipend:** All UBMS 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. This includes regular meetings with your selected mentor and sending appropriate Mentor Reports to Assistant Director. Further guidelines for payment of stipends are found in the "Rules" section of this handbook.
- II. **The academic year stipend**
  - 1) Robotics Stipend – Due to the additional Saturday's to complete the course curriculum, participant enrolled in the UBMS Nucleus Robotics course will receive payment at a rate of \$10.00 per Robotics scheduled Saturday's that are NOT part of the regular Saturday Academy.
  - 2) Payments will be authorized at the end of May if UBMS has received (a) documentation of the completion of all required meetings with the mentor and (b) the Final Report for the project. The May stipend will be up to \$40.00 if the documentation is postmarked by April 30, but only up to \$20.00 if postmarked later

## 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 UBMS, but against the law and UBMS policy as well. They are **very** serious offenses, which **will** result in your immediate dismissal from the program.
- 2 Students must attend the Saturday Academy to receive the monthly stipend unless a completed absence form is returned to us prior to the missed Saturday Academy, verifying participation in a school sponsored activity. No stipend for that absence will be paid if the form is not received before the missed Saturday Academy. (Absence forms can be obtained from a UBMS Central Staff member or printed from the UBMS website. Appendix B)
- 3 *A student must attend and participate in the entire Saturday Academy to receive the full stipend.*

- 4 *Anyone who arrives after 8:45 a.m. or leaves before 12:30 p.m. without prior approval will lose a proportional share of his/her stipend.*
- 5 Failure to follow any of the above regulations for Saturday absences will result in loss of the full stipend.
- 6 Students must document all absences by completing an absence report form before the missed Saturday Academy.
- 7 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.
- 8 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.
- 9 Also during the Academic year, receipt of the stipend (up to \$100 per year) will be based on:
- Academic year stipends will not be paid to students who are not meeting minimum grade requirements (i.e. 2.5 GPA)
  - Enrollment in Math and Science Classes: The participant must continue to enroll in college prep math and science classes each year. In the event that a participant has completed all of the courses in math and/or science offered by their local school, the school counselor should certify this to UBMS so that the participant may receive the stipend
  - Mentor Meetings: The participant must attend and participate in at least 10 meetings per year (about 1 - 2 meetings per month) with their mentor. The mentor must send documentation.
  - Meetings with Central Staff: Students are to meet a minimum of 4 times throughout the academic year with central staff. It is the students responsibility to set these appointments to meet their schools/activities schedule.
  - Individual Project: The participant must make satisfactory progress in accomplishing the goals of an individual project selected by the student with the approval of the UBMS Central Staff and the local mentor as an extension of the summer session activities. The project should seek to extend and/or expand the experiences of the participant in Math, Science or Technology, and, if possible, should contribute to the participant's school or community. **A Final Report on the project is to be sent to UBMS by April 30<sup>th</sup>**. See next section for more information on the UBMS Academic Year Project.
  - Class Progress: Participants must demonstrate satisfactory performance in all high school classes in order to receive the stipend. The mentor and UBMS Central Staff will determine "unsatisfactory performance." At the end of the first semester the participant will send UBMS a copy of the first semester grade card, and at the end of the school year, a copy of the participant's final grade card. These will serve as written documentation of annual progress for the participant.
- 10 **Supplemental Mentoring** - 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 need to attend supplemental mentoring with their high school high school mentor or UBMS central staff until the next grade report period. This additional mentoring will be discussed with the student, Mentor, UBMS Coordinator of Counseling, and Assistant Director. Any student placed on supplemental mentoring **will not be excused** from mentoring 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 mentor will receive an email from the UBMS 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 regular mentoring session and/or Saturday Academies. UBMS 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.*
- 11 If a student is ever excused from a mentoring session because of behavioral problems, they will report **directly** to the UBMS Assistant Director. The student's parents will be notified and other appropriate action will be taken.

- 12 **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 summer component or the end of summer cultural trip. Checklists are provided using Northwest’s Canvas online course system. Each UBMS student will need to use his or her Northwest login to access Canvas to complete the checklist items. Each student should monitor their own progress of when these items are due.

## ACADEMIC YEAR PROJECT

**Purpose:** The project should seek to extend the experiences in mathematics or science of the participant (not simply duplicate previous work) and, if possible, should contribute to the participant’s school or community. The project is to be selected by the student with the approval of the mentor and the UBMS staff as an extension of the summer session activities.

- A. The Proposal:** With the guidance and assistance of their mentor, the participant will develop and submit to UBMS a proposal for the project. (The purpose of the Proposal is so that we have an idea of what you are trying to accomplish. We want to make sure that you are doing something of some consequence, but we also want to ensure that you are not attempting too much to be accomplished reasonably.)

The proposal should:

1. describe the chosen project and show how it will contribute to a solution for some problem. (i.e., *Why did you select the project?*)
2. include a projected general timeline for the accomplishment of the project, including suitable “milestones” and a tentative completion date. (i.e., *Set a schedule for yourself.*)
3. identify available resources, including assistance from others if utilized. (i.e., *What will be needed? What’s available?*)
4. indicate how the results or outcomes will be disseminated. (i.e., *What will you do with the results?*)
5. provide assurances that any live test subjects involved will not be subjected to cruel treatment or exposed to potentially hazardous situations or materials.

The Proposal may be mailed or emailed (use “UBMS Project Proposal” on the Subject line) to Assistant Director or Coordinator of Counseling..

- B. Conducting the Project:**

1. In conducting the project the participant should keep a journal of steps implemented. Journal entries should include the dates, specific actions taken and goals accomplished, if any, so that another researcher could reproduce the project exactly.
2. The participant and mentor should periodically evaluate the progress being made and discuss possible improvements or refinements.

- C. Upon Completion:** A Final Report on the project is to be submitted to UBMS no later than April 30 (unless otherwise arranged). The final report may be in a form appropriate to the project (e.g., *videotape or snapshots showing the phases in the transformation of a plot of land into a wildlife habitat area*), but should be accompanied by a written report also.

\*Unless it conflicts with prevailing school or conference rules and guidelines, the participant is encouraged to enter their project in a local, regional, or state Science Fair. This determination of conflict will be left to the participant and mentor or to the affected agency.

## **CLASS ATTENDANCE AND CLASSROOM/ZOOM POLICIES**

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

### **Requirements:**

1. Attend all classes/Zoom meetings.
2. Be punctual.
3. Be cooperative and respectful in the classroom, hallways, and online events.
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 mentor (level 1)
2. Written report from academic teacher/staff member to UBMS 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**

### **UBMS Staff**

Every UBMS 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: Tanya Riley or Gene Westbrook.

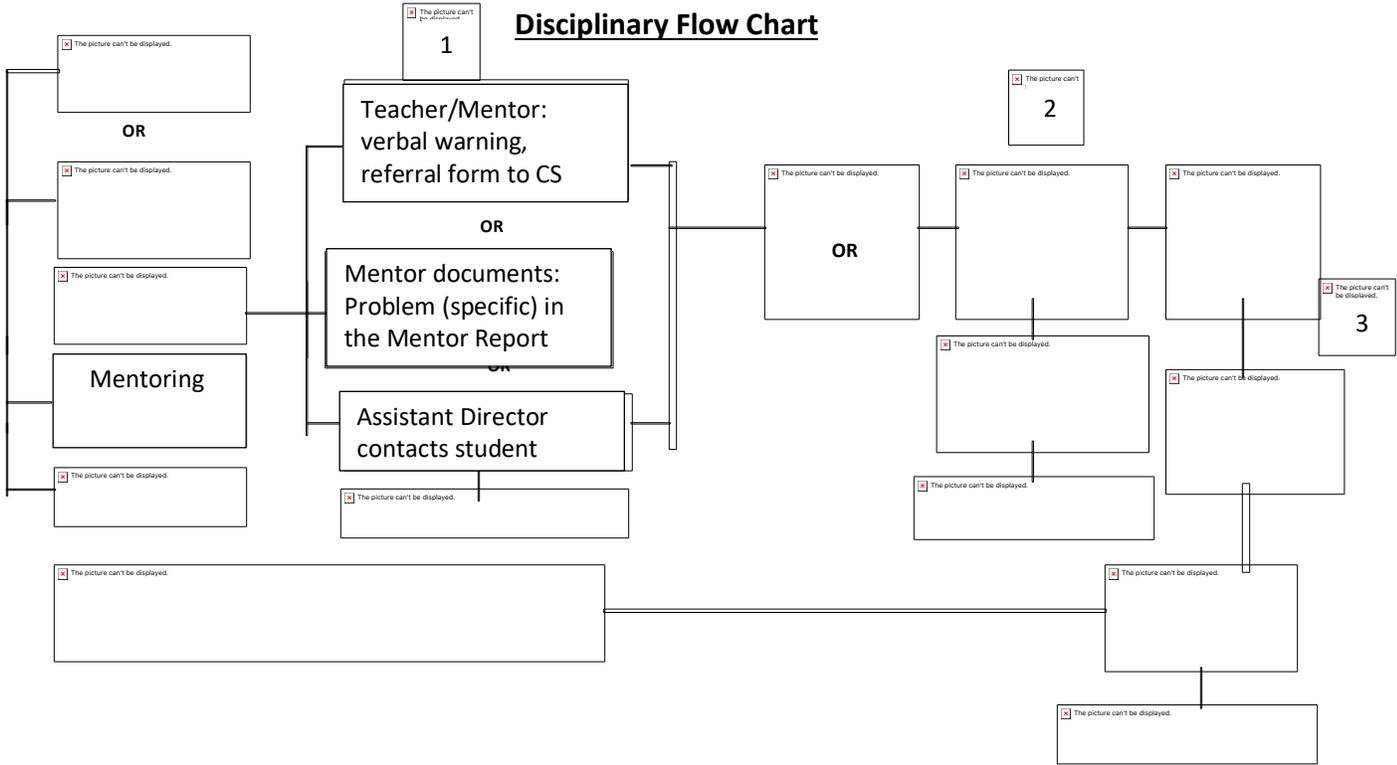
### **UBMS Student Advisory Council**

An UBMS Student Advisory Council consisting of representatives elected from the previous summer component, 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 UBMS participants. The council will serve as a sounding board for student discipline and make recommendations for appropriate disciplinary actions. Students who have violated UBMS rules or regulations will appear in front of the council for appropriate action/assistance.

### **Probationary Status**

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

The disciplinary flow chart is an outline of the procedures followed when a student has difficulty adhering to program rules and regulations. The philosophy behind this chart is "three strikes and you're out," unless engaging in activities which warrant immediate dismissal (see Rule #1, page 4). It is also important to note that the disciplinary flow chart is in place for the entire year; inclusive of the AYC and SC. This is to say that if a student appeared before SAC during AYC 2018-19 and that same student experiences a problem during SC 2019, 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 2019-20, unless the probation period, established by Central Staff, continues into the beginning of the following year. Probationary status may continue into the beginning of the next academic year if deemed necessary by Central Staff.



**DISCIPLINARY ACTIONS**

When an UBMS 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 UBMS 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 UBMS 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

## ATTIRE

The Upward Bound Math/Science staff is committed to promoting a healthy, safe, and positive learning environment for every student. Therefore, Upward Bound Math/Science has implemented the following dress code to ensure each student is dressed neatly, cleanly, and in good taste. Student dress and grooming is the responsibility of the individual and parents/guardians within the following guidelines:

- Clothing must cover undergarments, bra straps, genitals, cleavage, torso, backside, and midriff.
- Spaghetti straps are not allowed unless covered by a sweater, jacket, or other garment.
- Pajamas may not be worn during academic time or at evening activities unless an exception is made by a staff member.
- Shorts, skirts, and dresses should be long enough to cover all personal anatomy and undergarments as a student walks, bends over, sits, or moves throughout the day.
- Spandex shorts and biker shorts may not be worn unless they are underneath other clothing.
- Garments, including leggings, athletic apparel, and shirts, should not be see-through or revealing of personal anatomy or undergarments.
- Hats, sunglasses, and hoods should be removed when entering buildings as a sign of respect.
- Headphones may be worn throughout the day but not during academic time or activities unless an exception is made by a staff member.
- Students must wear shoes or sandals at all times except in the residential hall or when an exception is made by a staff member.
- Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate.
- Swimsuits are only permitted at designated activities and should cover all personal anatomy as students walk, swim, and move. Swimsuits with thong-style bottoms are prohibited. Students found in violation of this policy may be asked to cover up with a t-shirt or shorts. Failure to do so will result in the student sitting out of the activity.
- Certain activities, such as fitness time or formal events, may allow for exceptions to the standard dress code. Staff members will answer any questions about dress codes for specific activities or events.
- Clothing with holes or gaps in inappropriate locations is not acceptable, including open-back tops
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing and shoe choice during the class period in the interest of maintaining safety
- Students who are found in violation of the above policy are entitled to have a conversation with a staff member and will be asked to change. If a student continues to violate the above policy, a write-up will follow a verbal warning, at which time an action plan will be made between the student and a staff member to remedy the situation.
- Some unforeseen circumstances may result in clothing being deemed inappropriate for reasons other than those listed above. In such situations, each student is entitled to have a conversation with a staff member about the garment but may still be asked to change. Students with questions about apparel or swimsuits should seek prior approval before wearing the apparel.

## Participant Commitment

1. I understand the expectations that UBMS has for both myself as a participant and my family as my supporters. I also understand that a copy of the UBMS Student Handbook is readily available on the UBMS Homepage for our reference. If changes are made to the handbook, any revisions will be shared during a Saturday Academy or emailed out and an updated handbook will be posted to the UBMS website.
2. I understand UBMS is a voluntary program and I support and am willing to abide by the rules and regulations expressed by the Central Staff and UBMS Handbook.
3. I accept, understand, and comply with all UBMS expectations and understand the disciplinary actions that must be taken if I choose to go against the spirit of UBMS in any way.
4. I understand that my full commitment to the goals and objectives of UBMS are necessary during the entire length of our involvement in order to receive the optimal benefit from the program.
5. I understand that the UBMS Central Staff is committed to me and fellow participants to assist 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.



Please sign below and return this bottom portion to the UBMS office  
**(we must have signed copy before participating in the first UBMS AY activity)**

I have read and understand the purpose of the Northwest Missouri State University TRIO Upward Bound Math/Science Program, which is to prepare participants to successfully complete a program of postsecondary education. As part of my personal effort in this preparation, I commit to Upward Bound Math/Science and intend to participate in all academic year and summer components of the program. I understand that attendance is an integral part of participating. Therefore, I agree to attend and actively participate in all classes, mentor meetings and activities sponsored by Upward Bound Math/Science. I will comply with all rules and regulations of the TRIO Upward Bound Math/Science Program, and I am aware that failure to comply could result in dismissal from the program.

I understand and willingly commit to meeting these expectations.

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Parent/Guardian Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**MILEAGE REIMBURSEMENT REQUEST FORM  
(PRIVATE VEHICLES)**

NAME OF DRIVER: \_\_\_\_\_ Purpose of Travel: \_\_\_\_\_  
 ADDRESS & ZIP CODE: \_\_\_\_\_  
 SOC. SECURITY #: \_\_\_\_\_  
 (required)



**\*\*\*PLEASE RETURN THIS FORM WITHIN 30 DAYS OF THE DATE OF TRAVEL**

DATE	FROM (LOCATION)	TO (LOCATION)	One-way or Roundtrip? (CIRCLE ONE)	PASSENGERS (List all UBMS Students in Vehicle)
			One-way Roundtrip	

I certify that the above information is correct. The mileage claimed was for the purpose of transporting participants of the UBMS program to and from scheduled UBMS activities.

Signature: \_\_\_\_\_

For Office Use Only:  
 Received on: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_  
 Total Miles and Reimbursement Amount: \_\_\_\_\_ miles \$ \_\_\_\_\_  
 Staff Name & Date when Reimbursement DPV was processed: \_\_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

# ABSENCE REPORT

September 26, 2020  
Virtual

October 17, 2020  
Virtual

November 14, 2020  
Virtual

December 5, 2020  
Virtual

January 23, 2021  
TBD

February 27, 2021 - TRIO Day  
TBD

March 27, 2021  
TBD

April 24, 2021  
TBD

FAX: 660-562-1631  
Phone: 660-562-1538

I will be absent from UBMS Saturday Academy on :

**Due in UBMS Office by 4:00pm  
the Monday prior to Saturday**

\_\_\_\_\_ Month \_\_\_\_\_ Date

because of:

Illness  School Activity  Other (please specify)  
If ill & turned in after deadline send a text or call 660-541-3967 (see below)

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's Printed Name: \_\_\_\_\_

**Have your event sponsor/coach or UBMS mentor complete the following if your absence was because of a school activity.**

\_\_\_\_\_, an Upward Bound Math/Science participant, has said that he/she will be absent from Upward Bound Math/Science on the above date because of participating in the following activity:

Your name was give to us as a sponsor/coach/mentor to verify the student's participation in this activity, please fill out the following information.

ACTIVITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

POSITION: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_



Received by Upward Bound Math/Science office on \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_.

Staff initials: \_\_\_\_\_