

Missouri State University
Upward Bound Program Student
& Parent/Guardian Handbook
2023-2024



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*This Handbook, Contracts, and Polies are subject to change at the discretion of the Program Director

Missouri State University
Upward Bound Program
901 S. National Ave.
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Springfield, MO 65897
417-836-6220

Dear Upward Bound Students and Parents/Guardians,

It is my pleasure to welcome you to another Missouri State University TRIO Upward Bound Program year and wish you great personal and academic success throughout the upcoming months! We are excited to offer you: weekly tutoring, weekly check-ins, individual advising sessions, monthly cultural activities, college visits, and Saturday academy sessions. Tutoring is mandatory for all students achieving below a 2.5 GPA. All tutoring this year will be conducted in partnership with target school A + offices ACT test prep will be offered online and through in-person boot camps in partnership with the SPS Access and Success Department. In addition, cultural, social, and volunteer activities during the academic year will continue. We will host a Summer Academic Academy and many other opportunities!

All of our activities are designed to help foster and encourage students to set challenging personal and academic goals that reflect integrity. I am sure you agree that students who expect to achieve their goals—DO!

The TRIO Upward Bound staff will be going over the material in this handbook regularly with the students at their check-ins and during Saturday Sessions. However, all students and parents/guardians are expected to know all the program guidelines and expectations. If you have any questions or comments, please contact us.

Thank you again for your support and enthusiasm for the Missouri State University TRIO Upward Bound program. We are looking forward to having a great year with you!

Warmly,



Nicholas Horne

Program Director



What is Upward Bound?

Upward Bound is a federally funded program created in 1965 as part of the Higher Education Act. Funding is now provided by the U.S. Department of Education. Upward Bound is an educational program designed to develop the skills and motivation necessary for students' success in education beyond high school. The Missouri State University Upward Bound program is comprised of 9th-12th grade students from Central, Parkview, and Hillcrest High Schools. During the academic year, students meet weekly with the Upward Bound Academic Coordinator and Graduate Assistant, participate in specified Saturday Sessions, and attend individual advising sessions. During the summer, participants may receive instruction in mathematics, science, literature and composition, foreign language, computer applications, study skills, and other disciplines for six weeks on the campus of Missouri State University. Students from the schools mentioned above must apply and be accepted to be in the program.

How Do We Know We Are Successful?

Parents/Guardians and students often wonder how we measure our success as an educational program. The U. S Department of Education measures our success on the following five objectives:

- That we have at least 54 eligible students in the program at all times.
- 33% of participants served during the project year will have a cumulative GPA of 2.5 or better on a 4.0 scale at the end of the school year.
- 33% of all Upward Bound seniors served during the project year will have achieved proficient level on state assessments in reading/language arts and math.
- 95% of project participants served during the project year will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a regular secondary school diploma.
- 30% of all current and prior year UB participants, who at the time of entrance into the project had an expected high school graduation date in the school year, will complete a rigorous secondary school program of study and graduate in that school year with a regular secondary school diploma.
- 62% of all UB participants, who at the time of entrance into the project had an expected graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation, or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (e.g. spring semester).
- 75% of all participants, who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (e.g., spring term) because of acceptance by deferred enrollment, will attain either an associate or bachelor's degree within six years following graduation from high school

The Missouri State University Upward Bound program tracks involvement with students; we monitor students' personal and academic achievements. The success of Upward Bound has been incredible. We aim to reach 100% college enrollment at the end of every year!



What is Expected of Students?

Student Commitment – I agree to:

- ❑ Attend all mandated events- weekly meetings, individual advising, and scheduled Saturday Sessions
- ❑ Attend high school: scheduled classes, labs, and discussions regularly.
- ❑ Enroll in a rigorous core program (4 years each of Math and English, and 3 years each of Science and Social Studies) in accordance with entrance requirements for the Missouri University System and successfully complete 1 credit of foreign language
- ❑ Strive to achieve a quarterly GPA of 2.5 or better. Students are allowed one (1) quarter after acceptance to achieve this goal.
- ❑ Complete the annual needs assessment and semester Educational Action Plan (EAP)
- ❑ Engage in monthly cultural activities, enrichment, and workshops with UB staff when given permission.
- ❑ Attend at least one summer academy during their participation in Upward Bound.

Student Behavior

It is a privilege to be a participant in the Upward Bound Program. With this privilege comes higher expectations of student behavior, attitude, and self-conduct for participants when compared to their non-Upward Bound peers. Participants should at all times display behavior and attitudes that are respectful, positive, and appropriate, and bring credit to themselves, their guardians, their school, and the UB program.

Behavior Policies of Upward Participants are as follows:

- **Use of Technology:** Any student caught using their cell phone or other technology during structured Upward Bound activities risks having the item confiscated. Furthermore, any form of cyberbullying between Upward Bound students is prohibited.
- **Theft:** Students suspected beyond a reasonable doubt of stealing other people's property are subject to suspension. However, students are responsible for keeping track of their personal belongings and are encouraged to label valuable belongings brought to Upward Bound activities. Upward Bound is NOT responsible for lost, stolen, or damaged items.
- **Vandalism:** No acts of public or private property destruction, no matter how small, are acceptable.
- **Sexual Misconduct:** No sexual misconduct or public displays of affection in any manner will be tolerated.
- **Respect for Others:** Any student will be reprimanded if they behave in a manner that is immature, negatively affecting the collective group, irresponsible, and unsafe. This includes disrespect and the use of profanity.



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Any violation of these rules subjects students to be put on probation and if applicable immediately sent home at the expense of the student and/ or parent/guardian. The probation will remain in effect until the staff has time to meet and determine the date that the probation will be removed, or if dismissal from the program is appropriate. The student will be notified of staff decisions within 1 week of when a student is put on probation. During probation the student will not be allowed to participate in UB-sponsored activities or events.

Immediate/ Automatic Dismissal (BIG THREE) from the program will occur if a student engages in either of the following activities/ behaviors:

- Aggressive Behavior to any staff, faculty, peers, participants of the Upward Bound Program, and/ or partners and stakeholders of the program. This includes physical fighting.
- Bullying and Harassment Behavior to any staff, faculty, peers, participants of the Upward Bound Program, and/ or partners and stakeholders of the program
- Use/ Possession of Alcohol, Weapons, Drugs, or Tobacco: No use or possession of alcohol, weapons (including pocketknives), drugs, marijuana, tobacco, and other illicit drugs is allowed.

NOTE: *Staff has the right to make adaptations and modifications when deemed necessary and appropriate, and reserves the right to assess and initiate corrective action on a case-by-case basis.

Expectations of Parents/ Guardians

As part of the Upward Bound application process parent(s)/guardian(s) sign a commitment contract where they have agreed to:

1. Grant permission for their student to participate in the UB program.
2. Fully support and facilitate their student's involvement in the UB program.
3. Support Upward Bound Staff by agreeing to the policies set forth as to how programming is conducted and how the project is run.
4. Attend UB activities that involve guardian representation/attendance during the year.

Fully supporting your student's involvement may include providing transportation to an activity, providing lunch for your student when a meal is not provided by UB, sharing ideas and feedback with UB staff, and attending parent/guardian meetings and events as scheduled. We are always open to your ideas for other ways to get parents/guardians involved. Your involvement in parent/guardian meetings and events is expected, though we understand you may not be able to attend each time.

UB Academic Year Calendar 2023-2024

All Weekly meetings, Saturday Sessions, advising meetings, and Tutoring* are mandatory! Attendance at Saturday Academy sessions is required for ALL students BASED ON GRADE LEVEL. The schedule is set now for the entire semester; however, students will receive reminders in their in-school UB meetings, via messaging apps, and on the UB website. If a student is aware of an excused absence, this needs to be outlined in writing by the parent/guardian via the excused absence form and provided to the Academic Coordinator or Graduate Assistant.

***Tutoring:** Students with GPAs below 2.5 are required to attend tutoring.

NOTE: Weekly Meetings will take place in the partner schools.

Times are as follows:

- Parkview: Tuesdays, during Power Hour (11:10-12:10) – Room 111
- Central: Wednesdays, before school on Late Start (8:10-8:40) in Teacher’s Lounge located in Commons
- Hillcrest: Thursdays, during Flex Time (11:10-11:40) in Room N110

| Date | Event/ Activity | Description |
|-----------------------|--|--|
| Week of 09/05/2022 | Weekly Meetings | Welcome Back/Getting to know each other |
| 09/09/2023 | Welcome Saturday Session ALL STUDENTS/GUARDIANS | MSU Library Rm 101 |
| Week of 09/11/2023 | Weekly Meetings | Policy review/expectations for the semester |
| Week of 09/18/2023 | Weekly Meetings | EAP/Planner |
| Week of 09/25/2023 | Weekly Meetings | Stress Management Activity |
| Week of 09/25/2023 | New Applications Open for Spring Semester | For New Participants |
| Week of 10/02/2023 | Weekly Meetings | Exploring College Options |
| Week of 10/09/2023 | Weekly Meetings | Preparing for a college visit |
| 10/13/2023 | Upward Bound New Applications Due | Turn into Counseling Office Or in TRIO Office |
| 10/14/2023 | Saturday Session: Seniors and Parents/Guardian | MSU Campus - Lib. Rm. 120 Application Day! Please bring Social Security Number |
| 10/19/2023 | Fayetteville College Trip | University of Arkansas - Fayetteville |
| 10/19/2023 | End of First Quarter SPS | Grade Eval |

| | | |
|-----------------------|---|---|
| Week of 10/23/2023 | Weekly Meetings | Scholarships, Financial Aid, and College Search |
| 10/23-10/31 | Red Ribbon Week | Roll out of TGF&V curriculum via Email or Canvas |
| Week of 10/30/2023 | Weekly Meetings | College Search Project |
| 11/04/2023 | Saturday Session: Freshmen, Sophomores, Juniors | Mastering Skills for Academic Success |
| Week of 11/06/2023 | Virtual Meetings (Email) | Tutoring Information |
| Week of 11/13/2023 | Weekly Meetings | Resume Template and rollout of UB Ambassadors |
| 11/20 – 11/24 | Thanksgiving Break | No School/No Meetings |
| Week of 11/27/2023 | Weekly Meetings | Mindful social media |
| 11/29/2023 | UB Ambassador | Applications DUE via email, text, or to the counseling office |
| 12/016/2023 | Saturday Session: All Participants | MSU Campus – Lot 19 Annual Food Drive & End of Semester Activity |
| Week of 12/04/2023 | Weekly Meeting | Introduce UB Ambassadors/Winter Wrap-Up/Welcome new participants |
| 12/22/2023 | End of Second Quarter | Grade Eval |
| 12/25 – 01/03 | Winter Break | No Meetings/School |
| 01/13/2024 | New Participant Welcome New Participants and Parents/Guardians ONLY | MSU Lib Rm. 120 9-11:30am |
| Week of 01/22/2024 | Weekly Meetings | Planner/review of Semester |
| Week of 01/29/2024 | Weekly Meetings | EAP / Goal Setting |
| 02/03/2024 | Saturday Session Freshman/Sophomores | Career Readiness/Interviewing. MSU Lib. 101 9am – 2:00 pm |
| Week of 02/05/2024 | Weekly Meetings | Debit vs Credit |
| Week of 02/12/2024 | Weekly Meetings | Budgeting and Money Apps |
| Week of 02/26/2024 | Weekly Meetings | Investing and Saving for Future/Games |
| 03/04/2024 | Spring College Visit | Details to come |
| 03/08/2024 | End of Third Quarter | Grad Eval |
| 03/08-03/15 | Spring Break | No Weekly Meetings |
| Week of 03/18/2024 | Weekly Meetings | Exploring Cultures/Cultural Sensitivity |
| 03/23/2024 | Saturday Session: Juniors | ACT Prep |
| Week of 03/25/24 | Weekly Meetings | Service-Learning Brainstorm |

| | | |
|------------------------------|---------------------------|--------------------------------------|
| Week of 04/02/2024 | Weekly Meetings | Preparing for College |
| Week of 04/08/2024 | Weekly Meetings | How did TRIO help you? |
| Week of 04/15/2024 | Weekly Meetings | Mental Health / Counseling Contacts |
| Week of 04/22/2024 | Weekly Meetings | Goal review and future planning |
| Week of 04/26/2024 | Weekly Meetings | Reflecting on the Year/Survey |
| 05/04/2024 | Saturday Session: Seniors | Award Letter Review/Senior Breakfast |
| Week of 05/06/2024 | Weekly Meetings | Wrap Up Event/Grad Celebration |
| 05/18/2024 | SPS Graduation | |
| 05/23/2024 | End of Fourth Quarter | Grade Eval |
| 05/23/2024 | SPS Last Day of School | |
| *All Dates Subject to change | | |

ADVISING

In addition to these dates, students are required to attend 1-on-1 Advising based on the schedule below. Please note and be aware that advising sessions may occur within the partner school or after school in person on MSU campus, or via Zoom.

| Grade/ year in Program | Primary Staff Advisor | 1 st semester | 2 nd semester | Summer |
|--|-----------------------|--------------------------|--------------------------|-----------|
| Freshmen / 1st year | AC/GA | Once a month | Once a quarter | Bi-weekly |
| Sophomore | AC/GA | Once a quarter | Once a quarter | Bi-weekly |
| Junior | AC/GA | Once a quarter | Once a month | Bi-weekly |
| Senior/ Bridge Student | AC/PD | Once a month | Once a month | Weekly |
| If a student shows heightened need in academics and/or social emotional needs the advising schedule will change to meet with “said” student more frequently. | | | | |

Additional Important Dates

| | |
|---------------------------|---|
| October - April | Tutoring, weekly, by appointment or request |
| October 3 rd | College and Career Fair – Hillcrest High School, 5 pm |
| October 6 th | Late Registration Date Oct. ACT |
| October 28 th | ACT Test |
| November 1 st | Early Decision/Action Deadline (By University) |
| November 16 th | SPS U at Glendale |
| November 17 th | Late ACT Registration (Dec. Test) |
| December | New FAFSA Opens (Date to come by Dept. Of Education) |
| December 1 st | Early Decision/Action Deadline (by University) |
| December 9 th | ACT Test |
| January 19 th | Late ACT Deadline (Feb. Test) |
| February 1 st | Missouri Priority FAFSA filing Deadline |
| February 10 th | ACT Test |
| March 22 nd | Late ACT Deadline (April) |
| April 1 st | MO Deadline for filing FAFSA |
| April 13 th | ACT Test |
| May (TBD) | Deadline for Summer Institute Applications |
| May (TBD) | Summer Orientation Meetings (all students who submitted applications to the Summer Institute will need to be present with their parents/guardian) |
| June 5– July 7 | Summer Institute |
| July 4 | No Class; MSU Closed |
| July TBD | Cultural Rewards Trip |



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Attendance Probation

If a student has excessive absences during the year resulting in less than 25% participation, the student will be placed on a month-long participation probation and staff will evaluate whether there is true commitment toward participating in Upward Bound. The course of action may be loss of cultural/social privileges, exclusion from trips, and/or possible dismissal from the program. If a student has any issues, concerns, or questions they may discuss these with Upward Bound Staff

Additional/ Optional Services and Activities

Additional services are scheduled throughout the year. Students and parents/ guardians will receive prior notice so that the proper preparation for attendance can be made. Such services and activities include:

- Financial Aid Support and Services
- Financial and Economic Literacy Workshops
- Mentoring
- Job Shadowing Opportunities
- College Visits
- Cultural and Social Enrichment Opportunities
- Service Learning
- Food Pantry
- Social Work Check-Ins
- Drug and Violence Prevention Workshops

UB Ambassadors

We are excited to be rolling out a leadership group: The Upward Bound Ambassadors. This leadership group will consist of six 10th – 11th-grade students (GPA 2.75≤)– two from each partner school. As an Ambassador, you'll be the bridge between students and administration, driving positive change through your ideas and initiatives. You will plan impactful service projects, lead engaging events, and develop crucial leadership skills. Applications open in early November, with selections in December for a term spanning spring to fall semesters. Stand out, make friends, and leave a lasting legacy with the UB Ambassadors. The UB Ambassadors will meet with Ms. Ratcliff on the last Monday of the month at various coffee shops, restaurants, and/or other spots in town from 4 p.m. – 5 p.m. Because of this, reliable transportation is a must for these students. UB Ambassadors will be rewarded for their service with a \$50 gift card to the MSU bookstore per semester (total gift amount of \$100). If you're motivated, enthusiastic, and ready to lead, we invite you to join the UB Ambassadors. Together, we'll create an Upward Bound experience that reflects your aspirations and sets the stage for a brighter future. Application information is forthcoming.



RSVP Procedure

To control program costs, students will be expected to RSVP for all trips, and cultural and social events. An RSVP form will be sent to students prior to the event. If applicable a flyer & permission slip will be distributed to each student prior to the trip with a specified date of return. All forms must be completed/returned to the UB Coordinator, to their school counseling office, via a messaging platform, such as email or phone, or returned to the UB office on the MSU campus by the date specified for the student to be considered for the event. All students who have committed are expected to attend. We are a grant-funded program with limited funds, and we do not want to waste money that could be better spent elsewhere.

Cultural/ Social Events Statement of Expectation

Optional and voluntary cultural and social event opportunities will be offered for Upward Bound Students to attend. These events may at times be sponsored by Missouri State University which are created, curated, and intended for the college-age demographic. MSU-sponsored events align with university policies and are designed to reflect the mission, vision, and values of the institution. Students and guardians are expected to have discussions prior to attending all voluntary events discussing the content and activities of the event. Should questions arise concerning event specifics, guardians and/or students may call the TRIO office to receive further details. Permission from guardians should be given before students RSVP to an event. RSVPing to such events is mandatory for staffing and logistic purposes.

Personal Safety Policy:

- Personal Safety Products items (excluding pocketknives) are permissible for students to have during structured Upward Bound activities. This includes overnight travel. Items must be specifically designed and used for self-defense purposes only.
- If a student does bring a personal safety item to an event, they must notify Upward Bound staff at the beginning of the activity about what they brought/ have with them.
- Staff reserves the right to determine whether the item brought is a permissible personal safety item or does not meet the criteria and may confiscate the item until after the event.
- During activities, staff may also have undisclosed personal safety items with them in case of emergent situations.

Stipend

What Is A Stipend

To further motivate students toward achieving the objectives of Upward Bound, we will be distributing stipends to students on a semester basis and to students who participate in Summer Academic Academy. In calculating each individual’s stipend, students may earn up to \$100 per semester and \$60 per month during Summer Academy based on participation at required UB activities and grades.

How Do Students Earn One?

Academic Year:

First and foremost, students must attend all mandated Upward Bound Activities. Students must either have not missed any mandated events OR have an excused absence form on file to receive stipends. Semester stipends are then based on GPA. Students whose unweighted GPA is 3.0 - 3.49 at the end of the semester will receive **\$50**. Students whose unweighted GPA is 3.5 or above at the end of the semester will receive **\$100**. Students will have the option to select a one-time (End of Academic year) or two-time (Semester) payout.

Summer Academy:

Summer Stipend Criteria is based on attendance and passing grades. Please see the chart below for Summer Academy stipend breakdown.

| Summer Stipend Criteria | Amount (Stackable, not to exceed \$60) |
|--|--|
| Attendance at Summer Academy with limited absences (3 days or up to 20 hours) | \$30 |
| Passing grades in all summer coursework | \$30 |
| NOTE: Students who do not participate in the Summer Academy do not receive summer stipends | |

Upward Bound Staff Contact Information

All Upward Bound staff can be reached
through the following

Missouri State
University TRIO
Programs
901 S. National Ave.
Meyer Library, Suite
109 Springfield, MO
65897

Phone: 417-836-6220

Email: upwardbound@missouristate.edu

Our staff is available by telephone and e-mail. Please feel free to contact us.
Hours of Operation 8:00 AM- 5:00 PM Monday-Friday

Nicholas Horne
Program Director

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Remind App

Send a text to 81010
Message: @msupwar

WEBSITE: <https://trio.missouristate.edu/upwardbound/>



Student Annual Commitment Contract

Students Name: _____ Grade: _____ School: _____

I WILL: (Initial in space provided following each statement)

1. Attend school regularly and be on time. _____
2. Participate in class by being an active listener and taking part in discussions. _____
3. Work with Upward Bound Staff to create academic goals within my EAP and work to accomplish objectives. _____
4. Set aside time to study daily and complete all homework and classroom assignments. _____
5. Discuss my school day with my parents/guardians daily. _____
6. Talk to my teachers and Upward Bound staff about my academic concerns and attend tutoring (if needed). _____
7. Participate in the mandatory Upward Bound Activities: Weekly meetings, Saturday Sessions and Individual Advising _____
8. Engage in social and cultural events, college field trips, and other UB-sponsored events if given permission from my guardians. _____
9. Attend the UB field trip/activity, if I turn in a permission slip. If I cannot attend, I will call ahead and cancel. Failure to show up/cancel could result in the loss of field trip privileges. _____
10. Strive to achieve a minimum 2.5 GPA
11. Be in good disciplinary standing with my school and Upward Bound. _____
12. Take messages, permission forms and notices home and return them (if applicable) ON TIME _____
13. When college ready, provide copies of financial aid application confirmation and college acceptance letters. _____
14. Behave in a respectful manner and abide by the behavioral policies during ALL UB activities. _____
15. Encourage parents/guardians to attend UB parent/guardian meetings. _____

Student Signature

Date

Upward Bound Staff

Date

Stipend Payout Selection (Please Check One Box)

One-Time Payout (End of Academic Year)

Two-Time Payout (Semester)

*Failure to sign limits the student to only participate in weekly meetings and individual advising sessions.



Parent/Guardian Contract of Commitment

I will meet the following requirements as an Upward Bound participant’s parent/guardian.

1. I will ensure that my student strives to maintain a 2.5, 75%, or C average in all their high school classes.
2. I will ensure that my student submits a signed and completed Upward Bound Annual Agreement as requested by Upward Bound staff.
3. I will ensure that my student follows the rules and regulations of the program.
4. I will enforce all rules and regulations of the program as they pertain to my student.
5. I will ensure that my student attends a summer academy across their time of participation as a student.
6. I will ensure that my student meets the attendance requirement of the program and I understand they can be disciplined or terminated for unexcused absences.
7. I will review the optional and voluntary cultural and social events and college visits and provide permission for my student to attend events deemed appropriate.
8. I understand that the use of drugs or alcohol is not tolerated and will result in my student’s immediate dismissal from the program.
9. I recognize and understand the three automatic dismissible actions.
10. I will regularly stay abreast of program announcements, updates, activities, and events.
11. I will call the program and/or send notice via email or hand-written note to the program office in the event of a cancellation for any trips/activities that my student is scheduled to attend.
12. I will notify the Upward Bound Program if my address or telephone number should change.
12. I will answer inquiries regarding my student from the program.
13. I recognize the importance of a college education for my student’s future, and I am committed to the goals and objectives of Upward Bound.

My signature below certifies that I am committed to the academic success of my student, and I support the efforts and objectives of the Upward Bound Program. I understand that my failure to comply with any of the Upward Bound guidelines as outlined, could indirectly put my student’s participation in the program at risk

I, _____, the parent/guardian of _____ have read and understand the above statements. I do hereby agree to the terms and rules of the Upward Bound program.

Parent/Guardian Signature

Date

Upward Bound Staff

Date

*Failure to sign limits the student to only participate in weekly meetings and individual advising sessions.

