



Student Handbook 2014-2015



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Dear Student,

Welcome to another year with the Upward Bound program at Missouri State University. By starting or returning to the Upward Bound program for another year, you have demonstrated a huge commitment to your education and future. Since 2003, this program has assisted promising students from low income households who will be first-generation college students to graduate from high school and succeed in college and professional careers.

By simply watching TV, surfing the internet, or reading magazines and newspapers, you can clearly see many of the challenges along the path to success that lie ahead. In these times, we are reminded of the phrase, "Success through Knowledge and Commitment!" The Upward Bound staff is committed to providing you with every opportunity to learn to think critically and more globally. The staff and I also wish to help you find conscientious ways to apply the knowledge you acquire as you continue your education beyond high school. All you need to bring is a positive attitude, motivation, and a desire to learn.

This handbook provides information about the activities, schedules, requirements, expectations, rules, and regulations of the Upward Bound Program. Please review the information provided and don't hesitate to ask questions if anything is unclear.

The staff of Upward Bound is looking forward to a great year and we hope you are too.

Best Regards,

TaJuan R. Wilson, MPA
Director, TRIO Programs
Missouri State University

HISTORY OF TRIO UPWARD BOUND

Upward Bound is part of TRIO, a collection of eight educational opportunity programs funded by the U.S. Department of Education. The initial, four-year Upward Bound grant came to Missouri State University in September of 2003. This program is funded to serve 50 students in three area high schools; Central, Hillcrest, and Parkview.

The other TRIO programs are:

- **Upward Bound Math & Science (UBMS):** Focuses on Math and Science.
- **Veterans Upward Bound (VUB):** Focuses on Veterans.
- **Student Support Services (SSS):** Assists first-generation, low income, and/or disabled students in gaining skills necessary to be successful in college.
- **Talent Search:** Provides college preparation information to students in grades 6-12.

- **Educational Opportunity Centers:** Provides school re-entry assistance to students who have dropped out.
- **Training Program for Federal TRIO Programs:** Provides training for TRIO staff.
- **McNair Scholars Program:** Provides assistance to college students planning to attend graduate school.

Note: There is also a TRIO SSS program at Missouri State University, which shares office space with Upward Bound.

You can find more information about the TRIO programs at the Council for Opportunity in Education and/or U.S. Department of Education websites, www.coenet.us and/or www.ed.gov, respectively.

HOURS OF OPERATION

Academic Year:	Monday - Friday	8:00 a.m.-5:00 p.m.
Summer Session:	Monday - Friday	7:00 a.m.-4:00 p.m.

Missouri State University and TRIO Upward Bound observe the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Spring Holiday
- Memorial Day
- Fall Break
- Independence Day (the Fourth of July)
- Labor Day
- Thanksgiving Day and the day after
- Christmas Day
- Spring Break

Note: Check with the UB office for specific dates. Evening appointments are available upon request.

CONTACT INFORMATION

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Email: upwardbound@missouristate.edu; Website: www.missouristate.edu/upwardbound

GENERAL INFORMATION

Acceptance Criteria

Students who are accepted into the Upward Bound program must meet one of the following criteria:

- Must be a potential first-generation college student. (Neither parent/guardian the student is living with has a bachelor's degree or higher.)
- Must meet an income guideline. (Determined each year by the U.S. Department of Education.)

Note: Department of Education guidelines state that sixty-seven percent (67%) of students must be BOTH first-generation potential college graduates AND meet the income guideline. Thirty-three percent (33%) of students may be either first-generation college students and/or meet the income guideline.

Students must also:

- Be enrolled in one of the following high schools that UB serves: Central, Hillcrest, or Parkview.
- Have a 2.25 or higher grade point average (GPA).
- Be a citizen of the United States, or a permanent resident.
- Provide a copy of their most recent federal tax return to document financial eligibility.
- Sign a statement indicating financial eligibility.
- Document their first-generation status on the UB application.

Waiting List

Placement into the UB program can be competitive, as UB may only serve 50 students from grades 9-12 in Central, Hillcrest, and Parkview. If the program is full, students who meet all the criteria for acceptance will be placed on a waiting list and invited into the program as other participants graduate or leave the program for other reasons.

Because the program must maintain specific percentages of students who meet first-generation or income criteria, students may not enter into the program in the same order they are placed on the waiting list. Occasionally, program staff may place a student on a waiting list to gather more information

Denial to Upward Bound

The UB staff reserves the right to deny admission to the program even if the student meets the criteria for admission. Reasons for possible denial to the program may include:

- Student has a history of very poor academic performance without showing efforts to improve.
- Student has erratic enrollment/attendance patterns.
- Student displays disrespectful or abusive behavior toward program staff or other students.
- Student has a poor disciplinary record.
- Student displays a lack of enthusiasm for the UB program.

Removal from Upward Bound

The UB staff reserves the right to remove students from the program. When a student fails to meet program requirements, UB will contact the student and his/her guardian through a formal letter sent to the student's home. If the student does not meet program requirements one semester, the student will be put on probation the following semester. If the student again does not meet program requirements that semester, the student will be terminated from the program. If the student meets all requirements, he/she will be taken off of academic probation.

In extreme cases, the warning letter and probationary period may not occur and the student may be immediately removed from the program.

Reasons for removal from the program include:

- Failure to attend Summer Academy.
- Academic dishonesty.
- Disrespectful or abusive behavior toward program staff or other UB students.
- Cessation of communication with UB.
- Having disciplinary problems on the Missouri State campus during the Summer Academy.
- Having disciplinary problems at the student's school.
- Failure to attend mandatory meetings.
- Failure to turn in grade reports.
- Dropping out of school for more than one semester.
- Being academically suspended from school.
- Dropping below a cumulative 2.0 GPA.

Due Process Hearings

Due process, as it relates to dealing with UB student issues, is simple. The Director and Assistant Director will first discuss the matter with all involved parties, including but not limited to: the student, parents, school officials, and site coordinators. They will take into account all information that is presented, as well as the student's prior disciplinary record in making a sound decision. In rare instances, PAC may be involved in the discussions related to the actions of their peers.

All final decisions are to be made by the Director. Such decisions will not only be in the best interest of the program, but also the student(s) involved and their fellow UB peers.

Assessment

Upon entering the program, students are asked to take the following assessments:

- The Learning and Study Strategies Inventory (LASSI) High School Version.
- The ACT assessment.
- The ACT writing exam.

The results of these assessments are used to create a Personalized Educational Plan (PEP), which will remain in the student's file and be updated each year. Specifically, results of these assessments will be used to:

- Assist the student with enrollment in college preparatory track classes.
- Determine if the student needs additional study-skills guidance.
- Determine in what subjects the student may need additional tutoring.

Change of Information

It is very important for the UB office to have students' correct information. Students who change mailing addresses, phone numbers, e-mail addresses, etc., must contact the UB office immediately so that we can make the appropriate changes in our database. We cannot be held responsible for students not receiving pertinent UB information or stipend checks if contact information has not been updated.

Grade Reports

Site Coordinators will be asked to provide students' grade reports at mid-quarter, end-of-quarter, and end-of-semester. Grade reports are used to monitor progress in classes and help identify students who are struggling academically so that tutoring or other assistance may be provided. Grade reports will not contribute to a student's stipend.

Students will be required to discuss current grades with their Site Coordinators at their monthly meetings together. After mid-quarter, end-of-quarter and end-of-semester grades are distributed, students will have a copy to be signed by their parents and returned to a TRIO staff member by the requested date. Mid-quarter, end-of-quarter, and end-of-semester grades are used to monitor students' success and determine appropriate tutoring levels for students.

There will be consequences for students who do not submit mid-quarter, end-of-quarter, and end-of-semester grade reports. These consequences will be based on the student's specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

GPA's are figured at the end of each week of Summer Academy (SA). Students will be sent home with a grade/points report that must be signed by a parent and returned the following Monday. Summer stipends are based solely on Summer Academy GPAs.

Mandatory Meetings

Destined for College (D4C) Meetings

Upward Bound students are required to attend the monthly Destined for College (D4C) meetings. The schedule for the meetings is given to the students at the beginning of the year and posted on the UB website, and reminder letters are sent to students each month. It is the student's responsibility to know when and where meetings are held and to be on time and participate in the entire meeting.

After-School Meetings (ASM)

Two After-School Meetings will be held at each school every month of the academic year. Students must be present at all of these meetings

Tutoring Sessions

Free tutoring is offered to all students. UB hires MSU students who are at least in their second semester of college and who have passed criminal background checks to meet students in their school's library or another public location for tutoring. Students may receive up to five hours of tutoring per week, if they so choose.

For some students, tutoring is a mandatory requirement for staying in the UB program. Students who earn a 2.00 or lower GPA during Summer Academy or on their end-of-semester transcript must receive two hours of tutoring a week during the academic semester immediately following. Those students are also on academic probation. All students who have one or more "F" grades in

Summer Academy or at mid-quarter or end-of-semester will have two hours of mandatory tutoring the remainder of the semester or until a higher official grade is released if the class continues into the next semester. In those same situations, students with any “D” grade must receive one and one half hours of tutoring, and students with any “C” grade must receive one hour of tutoring. Failure to meet these requirements will result in probation, a semester long period in which the student must meet all UB requirements or face dismissal from the UB program.

Site Coordinator Meetings

Students are required to meet with their Site Coordinator (SC) at least one time per month and encouraged to “check in” weekly. Students must meet with their SC at least 30 minutes per month.

Additional Meetings

At the beginning of each academic year, each student will meet with UB staff to update the student’s PEP and make plans to provide any needed services.

RSVP

R.S.V.P. stands for a French phrase, "répondez, s'il vous plaît," which means "please reply." This means that the person sending the invitation would like you to tell him or her whether you accept or decline the invitation. When you receive something from UB that says RSVP, please contact us and let us know if you will or will not be attending the activity. Your attendance, or non-attendance, at activities may affect meal counts and whether or not we even attend an activity. Sometimes we ask parents/guardians to RSVP as well.

Upward Bound Website

Students are encouraged to visit the Upward Bound website for general information, upcoming events, and information about other services (including forms).

The web address is: www.missouristate.edu/upwardbound.

Stipend Payments

Federal guidelines state that students may earn a stipend of up to \$40.00 per month during the academic year and up to \$60.00 per month in the summer. The academic year monthly stipend is based on monthly activity and attendance at all required meetings. Stipend payments are at the Director’s discretion, and are based on participation and attendance in all Upward Bound activities. Please note: All students will receive a stipend only after completing one full semester in the Upward Bound Program.

Students are given the TRIO UB academic year calendar far enough in advance so that they may plan their work schedules, transportation, etc., accordingly.

Summer Stipend (Occurs twice throughout the six week period)

The Summer Academy (SA) stipends are based solely on students’ SA grade point averages (GPA).

Stipend Scale

A stipend is paid to each student based on the following scales:

Academic Year

\$40.00 for meeting all meeting and tutoring requirements. See “Mandatory Meetings” on page 5 of this handbook for more information.

Summer Academy

4.00 Or >	\$60.00
3.75 – 3.99	\$55.00
3.50 – 3.74	\$50.00
3.25 – 3.49	\$45.00
3.00 – 3.24	\$40.00
2.75 – 2.99	\$35.00
2.50 – 2.74	\$30.00
2.25 – 2.49	\$25.00
2.00 – 2.24	\$20.00
Below 2.00	\$0

Core Beliefs

The following list of core beliefs outlines the professional actions and attitudes of all staff members, either full- or part-time in Upward Bound. Upward Bound students are also expected to act in this manner when representing UB at school and with UB staff members.

- Every attempt will be made to maintain the dignity and self-respect of both the student and the staff member.
- Students will be guided and expected to solve their problems without creating problems for others.
- Students will be given opportunities to make decisions and live with the consequences.
- The consequences of misbehavior will be allowed to follow their course to its natural conclusion in lieu of punishment whenever possible. It will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on UB, staff, or instructors.
- Students are encouraged to request a “due process” hearing whenever they believe the consequences to be unfair.
- Problems in UB will be handled by full-time UB staff. Criminal activity will be referred to the proper authorities.

Attendance

All students are required to attend mandatory Upward Bound meetings. During the school year, these meetings include:

After School Meetings (twice per month)

Destined for College Meetings (once per month)

Site Coordinator Meeting (once per month)

During the summer it is required that all Upward Bound students attend Summer Academy. It is requested that students and their families plan vacation trips, church camps and other trips around Summer Academy dates.

Each student can have two excused absences per semester with proper documentation.

Students will be marked absent if they meet any of the following conditions:

- A student is asked more than once to participate in activities during the D4C meetings.
- A student is asked more than once to pay attention to the speaker or activities (i.e. student is causing a disruption or is talking to other students when someone else is talking.)

- A student is asked more than once to stop working on something not related to UB or the D4C meeting (reading a book, writing a note, ear buds in ears, I-pad or I-pod, or phone out or bag or pocket.)

Behavior Policy

When on campus for the Destined for College meetings (D4C) and Summer Academy, students are to show respect to UB staff and all other individuals sharing the campus. Disruptive behavior in the classroom will not be tolerated.

Remember, this is a college and mature behavior is the expectation of every UB student

Additional consequences will be based on the student's behavior, past behaviors, and repeat offenses. In certain situations, students may be sent home and must face additional consequences. In all situations, the UB Academic Coordinator or UB Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

Academic Dishonesty Policy

Any Academic Dishonesty in school or with UB will result in probation and possible termination from the UB Program.

The term "cheating" includes, but is not limited to, the following:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor when writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material before material is revealed or distributed by the instructor.
- The misrepresentation of papers, reports, assignments, or other materials, as the product of a student's sole independent effort for the purpose of affecting the student's grade, credit, or status in the school.
- Failing to abide by the instructions of the proctor concerning test-taking procedures. Examples include: talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity.
- Influencing, or attempting to influence, any college official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation.
- Any forgery, alteration, unauthorized possession, or misuse of documents pertaining to academic records.

Dress Policy

Please dress appropriately in clothes that reflect well on you, the UB program, and Missouri State University. Students are expected to dress appropriately for the weather and the circumstances of any communicated UB activity.

When taking part in Upward Bound activities, students are expected to meet the following guidelines:

- During any UB activity, students will wear pants, appropriate tee shirts and tennis shoes.

- Pants must be tight enough and worn around the hips so that underwear is not visible. Allowable pants include jeans (no holes or tears), slacks, and khakis.
- Tee shirts will be clean and will not contain profanity, obscenities, suggestive or provocative statements, drug or alcohol symbols or advertisements, or gang dress symbols or graffiti.
- Tee shirts can be long or short sleeve.
- Shirts must meet pant. No belly buttons or abdominal skin should be visible.
- Skirts/shorts, Capri's and leggings to include yoga pants and sweat pants are not allowed.
- Tank tops, strapless tops and see through shirts are not allowed.
- Shoes should be worn at all times.
- Sunglasses are to be worn outside only.
- Hats, bandanas, or baseball caps may be worn outside only.

Be respectful of yourself and others. The Upward Bound staff, instructors, and Site Coordinators will ask you to change your clothing if it is deemed inappropriate. You may be given a warning or you may be asked to return home to change and come back.

Public Display of Affection Policy

Public displays of affection (kissing, hand holding, inappropriate touching) are not appropriate at UB functions and are not allowed. The consequences of these actions will be based on the student's specific situation, current behavior, past behaviors, and repeat offenses. In all situations, the Director will talk to the student about his/her actions and inform the parent/guardian of the behaviors displayed by the student. The consequences resulting from these behaviors may include, but are not limited to, probation and termination from the program.

Alcohol/Drug Policy

No alcohol, alcohol containers, tobacco products, or street drugs are allowed at Upward Bound functions at any time. Possession will result in termination from the Program. Students are allowed to possess a reasonable amount of over-the-counter (OTC) pain-relievers, which must be listed on the student's medication form. Students are also allowed to possess prescription medications if they have a medical doctor's prescription for the said medication.

Weapons/Fireworks Policy

Possession or use of a weapon (including fireworks) at school, on MSU's campus, or at a UB activity is prohibited. Offenders will be automatically terminated from the program.

Lice Policy

Control of the spread of communicable diseases is essential to the well-being of students and to the efficient operation of school activities. Students who have been identified as having head lice will not be allowed to attend Summer Academy classes or off-campus program functions. If a student is found to have head lice during Summer Academy, the student will be asked to leave campus so that they can address the situation. Parents will be notified. The student will not be allowed to return until they have performed a de-lousing treatment, and brought back a release form stating that they have been checked and found free of lice. Access to campus healthcare facilities for the verification of the head lice check will be coordinated by UB staff and will be available to UB students. Summer Academy students will be responsible for all make-up work accumulated during their absence so, it is important to resolve the matter immediately and return to classes as soon as possible. If a student is identified as having head lice prior to an off-campus, overnight trip, they will not be allowed to attend until the matter is resolved. These students must address the matter and return a release form at least 24 hours before the trip departure time. Any student who does not return the release form

will not be allowed to participate in the trip. Again, campus healthcare services can be coordinated and utilized to perform the head check.

If a case of head lice is found among students during an off-campus, overnight trip, the infected student will not be allowed to participate in the scheduled activities until the matter is addressed and adequately resolved with the supervision of a program official or assigned designee.

Computer Use Policy

Students will be assigned a user ID with which they may log on to the UB and campus computers and access email, the World Wide Web, and the Missouri State University libraries' search engines while on campus.

Upward Bound has a small computer lab for student use. All Missouri State computer policies apply to the UB computers. Students may not use social media websites while using the UB computers unless given permission on a specific occasion. If a student is seen using one or more of these sites without permission, the student must immediately close the site when told to do so or they may lose their computer privileges.

It is the intent of Missouri State University and its users to adhere to the provisions of copyright laws relative to software and to comply with license agreements and/or policy statements contained in the software packages used on campus.

Accessibility Policy

Missouri State University strives to ensure disabled users have access to information that is comparable to the access available to others. The University will work toward this goal in compliance with prevailing technology and industry standards. The University will also insure that eligible students, faculty, and staff with disabilities can effectively access information in University environments, such as computer labs, classrooms, offices, and other work environments, to the extent that it is reasonable to do so. Access from non-University environments, such as dialup access from home, is not managed by the University.

Computers/Networks Policy

Taxpayers, students, and others providing funding for Missouri State technology resources expect that these assets will be used and offered equitably. Furthermore, they expect the use of these resources to support the University's purpose of developing educated persons and its mission of public affairs.

The University open-access computer lab facilities are considered to be study areas. All activities which disrupt, attempt to disrupt or support the disruption of a study environment will not be tolerated and corrective action will be taken.

Email Communications Policy Email communications must comply with federal and/or state regulations and university policies including all university information technology policies. Missouri State University will not request personal confidential information such as social security, credit/debit card, or bank account numbers be returned by email. Students are responsible for keeping their email passwords confidential, and must not share their password with others or leave it exposed.

U.S. Copyright Law and Software Licensing

The federal copyright law protects all computer software. It is illegal to make or distribute copies of copyrighted material without authorization.

Under no circumstances should copyrighted software be distributed outside the college through any mechanism, electronic or otherwise. When in doubt, **do not copy**. (*State of Missouri Law, RSMO 1988 569.094-569.099*)

Note: Unauthorized use of passwords and the breach of security of any computer system is illegal.

Basic Computer Rules and Regulations

- Always apply normal standards of academic ethics and polite conduct to your use of computing services.
- Respect the equipment and privacy of others.
- Drinks, food, and tobacco products are not allowed in campus computing facilities.
- Campus computing facilities may not be used for personal profit.
- Your computing activities should not interfere with the rights of other users.

Examples of Activities to Avoid

- Game playing and use of social networking sites.
- Excessive printing.
- Sending annoying or obscene messages to any other user.
- Using computing systems for personal activities that are not required for class or research.
- Downloading/installing any programs.

Disciplinary Action

Misuse of campus computing facilities will be reported to the Director who will decide how to proceed. Consequences to the student may include UB probation or dismissal from the program.

UPWARD BOUND SERVICES

Academic Advising

Students enrolled in the TRIO Upward Bound Program are expected to take “college preparatory bound track” classes. This helps ensure that the students are academically prepared for college and that the students meet college admission requirements. UB will assist the students and work with their school counselors to enroll them in classes that will help facilitate their future success. Students should expect to meet individually with UB staff during Summer Academy to discuss current and future class enrollment.

Students are encouraged to make an appointment to talk to the UB staff if they have any questions about their academics.

Bridge Program

Seniors who have recently graduated from high school may apply to take part in the Bridge Program at Missouri State University (MSU) if they meet certain requirements. These students will take up to six hours of college credit the summer following their senior year. Early in their senior year of high school, UB students will apply to MSU for the next fall semester. TRIO UB will submit a fee waiver to cover the application cost. UB covers costs for:

- Six college credit hours
- Books for those six hours
- Campus parking
- MSU housing and meals when the budget allows

After the summer Bridge Program, the credits can be transferred to the college of the student’s choice.

Counseling – Career, Personal

Upward Bound students may make an appointment with the UB counselor/Site Coordinator to talk about career-related and/or personal issues. Common issues students face may include:

- Stress management
- Depression
- Balancing school, work, and family
- Relationship problems

All issues discussed in counseling sessions are kept strictly confidential unless the student poses a threat to him/herself or others, or mandated by law. The UB counselor also has a wide network of local referral sources for students needing additional services.

Cultural Travel

Students have an opportunity to travel with UB which may include field trips to college campuses, area cultural sites and attractions, and student leadership conferences. Some travel opportunities will be available to all Upward Bound students while others will require an application and interview process.

While traveling, UB pays for all transportation costs, meals, and admission tickets. UB cannot transport or pay for participants other than UB students. Students who fail to attend a cultural event they’ve signed up for, and that UB paid for, may be held accountable for the cost of their tickets.

Senior Class Cultural Trip

UB will offer a Senior Class Cultural Trip to all students participating in the Bridge Program. The senior trip will take place after the students have finished their senior year (graduation) and before the Summer Academy and Bridge Program.

Requirements for the Senior Trip and Bridge Program

Seniors must:

- Submit all required grade reports.
- Graduate with a cumulative GPA of 2.50 or greater.
- Miss no more than two Destined for College meetings without prior approval within the academic year.
- Miss no more than two after school meetings without prior approval in any one semester of their senior year.
- Attend all mandatory tutoring hours.
- Fill out a college admissions application to the college of his/her choice (no later than January 31) and submit a copy to UB.
- Be accepted by MSU for the summer semester following senior year of high school.
- Fill out a FAFSA (no later than February 15) and submit a copy of the completed FAFSA to UB.
- Fill out at least two scholarship applications and submit copies of the completed applications to UB.

Summer Cultural Trip

In order to recognize the accomplishments of the students who successfully complete the Summer Academy, UB will offer a Summer Cultural Trip. The Summer Cultural Trip will take place one to two weeks after the end of the Summer Academy.

Note: *Seniors will not be eligible for this trip since they will still be in the process of completing the Bridge Program.*

In order to be eligible for the Summer Trip, students must complete the following requirements:

- Miss no more than 16 hours of class
- Maintain a Summer Academy cumulative GPA of 2.75 or greater.
- End the Summer Academy with 35 or more merit points.

“Destined for College (D4C)” Meetings

Once a month on a Saturday, UB students meet on the Missouri State campus to attend Destined for College meetings. These meetings consist of a series of workshops centering on differing topics of preparation for college. Sometimes students will travel to area cultural attractions, college campuses, etc. Destined for College meetings are mandatory and unless otherwise stated, last from around 9:00 a.m. to 3:00 p.m. Lunch is provided for the students.

Financial Aid Assistance for College

UB provides many services to assist students with financial aid. Program staff assists students in filling out and filing their FAFSA paperwork. Computers are available in the UB office for students to file their FAFSAs on-line. Program staff also monitor several on-line scholarship searches and keep scholarship applications on file in the office. Students are welcome to come in and search for scholarships anytime during business hours.

Professional Job Shadowing

Staff will assist students in gaining an opportunity to shadow area professionals and spend time with them on the job so that the students may get an idea of what different careers are like. The student will be paired with professionals in areas the student has shown interest.

Students interested in shadowing should speak to staff about that decision. Staff will ask students a series of questions, including the profession to be shadowed and preferences on location, dates, and times. Staff will contact the appropriate professionals directly to discuss the logistics of the shadowing experience. Staff will then empower the student to contact the appropriate professional and confirm a day and time for shadowing.

Students must present themselves professionally when interacting with professionals. They must be clean, groomed, and dressed appropriately for the worksite. Students must stay at the worksite for the entire time they are scheduled to be there unless there is an emergency, at which time the UB staff and the professional must be notified.

If students need to cancel a professional job shadowing appointment for any reason, they must contact UB staff and the job shadowing professional immediately to set an alternate date. *Students who miss a professional job shadowing date without contacting the Upward Bound office may be restricted from further assistance and may also forego that month's stipend.*

Summer Academy

During the summer, UB students participate in a mandatory six week Summer Academy. Students will come to campus each Monday through Thursday to take courses to help prepare them for the coming school year. On Fridays, students will participate in seminar sessions, volunteering and researching, as well as discussing the summer theme.

Students who meet the requirements of the Summer Cultural Trip will also earn one hour elective pass/fail credit with SPS for participating in Summer Academy, unless they choose to opt out of having this credit included on their transcript.

Tutoring Services

Free tutoring is offered to all students. UB hires MSU students who are at least in their second semester of college and who pass criminal background checks. Tutors meet students in their school's library or another public location for tutoring. Students may receive up to five hours of tutoring per week, if they so choose.

For some students, tutoring is a mandatory requirement for staying in the UB program. See these requirements on page 10 of the Handbook.

UB students can expect the following from their tutors:

- The tutor keeps each assigned appointment. If for any reason a tutor will not be able to keep his/her appointment, the student will be notified.
- The tutor assists student in reviewing course materials, answering questions, and helping prepare student for examinations.
- The tutor assists student in developing stronger study skills.
- The tutor acts as a role model for the student.

UB students receiving tutoring have the following responsibilities:

- Students must be on time for tutoring appointments.

- Students must come prepared for the tutoring session. Students should bring textbooks, homework, and questions to the session.
- Students must be honest with their tutor about material they may not understand.
- To cancel a tutoring appointment, contact your tutor directly and then contact UB staff.
- Inform UB staff if you would like to switch tutors for any reason.

If a student misses a tutoring appointment, there may be consequences. In all situations, the Director will talk to the student about his/her choices and inform the parent/guardian of the behaviors displayed by the student and the consequences resulting from the behaviors, which may include, but are not limited to, probation and termination from the program.

PEER ADVISORY COUNCIL (PAC) HANDBOOK

The Mission Statement of PAC

The mission of the Missouri State University TRIO Upward Bound Peer Advisory Council (PAC) is to represent the interests of all Upward Bound (UB) students by:

- Communicating effectively with all UB students.
- Formulating ideas about extra-curricular activities and Saturday meetings.
- Encouraging UB students to be active, respectful UB participants.

To better help the education and preparation of UB students.

Qualifications for PAC

1. Attendance

Potential PAC members must be in good standing with UB concerning grades, discipline records, and meeting tutoring and meeting requirements.

2. Fill out an application

Applications will be given out at March D4C meeting and must be returned by April D4C meeting. Applicants may only apply for one position.

Staying in PAC

In order to remain a member in good standing of PAC, the student must comply with the following:

- PAC members will succumb to the same requirements made of all UB members.
- PAC members will attend and participate in PAC meetings and activities.
- Serve as a role model to other UB students.

The Ground Rules for Meetings

Students should observe the following guidelines when attending PAC meetings:

- Be on time and notify staff when you are going to be absent.
- Respect others.
- Be prepared for meetings.
- Be open-minded and have open communication.

Elections, Officer Terms, and Related Topics

Elections for Offices:

The following rules govern the election of officers:

- Bridge students may not run for office.
- Students may not run for an office without a complete application.
- Applications will be passed out at the March D4C meeting and must be returned by the April PAC meeting.
- Elections will be held during the May D4C meeting and only students in attendance at that D4C meeting are allowed to vote.
- Candidates must give a brief speech.
- If a candidate is unable to attend the May D4C meeting, he/she may elect a substitute to read his/her speech.
- Candidates may run for only one office.

- In the case that no one is running for a particular office, UB students may nominate peers to that office. The group will then vote on that position.
- In the case of a tied vote, UB members will revote. If the vote is still tied, the UB member with UB seniority will receive the position.

The Officers' Term:

The Officers' Term runs from the May D4C meeting date voted in through to the same meeting the following academic year.

Replacing a Member

In the event that an officer needs to be replaced, any existing officer may nominate a UB student member to fill the vacant position. The students being nominated must meet the requirements listed under the qualification section and a 2/3 vote is needed to accept the student as an officer.

Probation and Removal of PAC officers

Probation

A member may be placed on probation for reasons which include, but are not limited to:

- One unexcused absence from a PAC meeting.
- Not fulfilling/performing office duties.
- Placement on UB academic probation.

If it is found to be necessary to place an officer on probation, he will abide by the following restrictions:

- The officer may not exercise voting rights for two consecutive PAC meetings.
- Officers on probation must attend PAC meetings in order to have voting rights re-instated.

A member may only be placed on probation once in an elected term. If the officer must be placed on further probation, then the officer will be suspended from his/her term.

Probations/Suspensions

Officers' behaviors will be examined on a case-by-case basis to determine if he/she will be put on probation or suspended.

Removal

Any officer can motion to remove or suspend another officer from their office with just cause

The member to be removed will be given time to provide justification for their actions.

If a member is removed from the UB program, they will be removed from PAC.

A member may be removed from PAC for reasons which include, but are not limited to:

- Two unexcused absences from PAC meetings.
- Failing to work well with other PAC members or to represent UB well publically or in PAC meetings.

BOARD OF OFFICERS: THE PEER ADVISORY COUNCIL

The Executive Board

The Heads of PAC

- Director of TRIO Programs
- Upward Bound Coordinator

The Officers

- President (1)
- Vice-President (1)
- Secretary/ Historian (1)
- Public Relations Officer (1)

PAC Members

Elected assistants (4)

The Judicial “J” Board

All PAC Officers and Members

DUTIES AND PURPOSES: THE GOVERNING BOARD OF PAC

The Executive Board

- Act as leaders of PAC.
- Act as the leaders and representatives for UB.
- Make decisions for the good of UB.
- Conduct PAC meetings.

DUTIES AND PURPOSES: THE OFFICERS OF THE EXECUTIVE BOARD

President

- Calls to order and adjourns meetings.
- Supervises meetings.
- Prepares the meeting agenda.
- Pre-approves all past minutes.
- Approves activities to go to PAC for voting.
- Resolves voting conflicts or ties.

- Types minutes, saves original and typed copy.
- Gives copy of minutes to officers before the next PAC meeting.
- Documents activities, takes pictures/video, and tapes trips.
- Assists with website upkeep, newsletter upkeep, takes quotes from students, produces yearly scrapbook.

Vice-President

- Assumes presidential and duties of officers in absence.
- Corrects President’s errors.
- Assists in supervising assistants.
- Creates and manages the suggestion box.
- Assists in other duties as needed.

Public Relations Officer

- Spokesperson for PAC and Upward Bound.
- Coordinates special events and activities.
- Make announcements related to special events.
- Notifies students of elections.

Secretary/Historian

- Keeps minutes at PAC meetings.
- Keeps files on PAC members, including absence forms and other documents.

Executive Assistants

- Act as assistants of PAC.
- Act as leaders and representatives for UB.
- Make decisions for the good of UB.

DUTIES AND PURPOSES: THE JUDICIAL BOARD

The primary responsibility of the Judicial Board is to take on the role of peer manager in order to maintain order within Upward Bound.

QUALITIES: OFFICERS AND MEMBERS

The Judicial Board officers and members are expected to embody the following qualities:

- Respectful
- Honest
- Outgoing
- Open-minded
- Responsible
- Team player
- Creative
- Hard-working
- Focused
- Unbiased
- Presentable

APPENDIX A: TRIO CONTRACT

Missouri State University



TRIO Upward Bound Program
Student Contract

Missouri State University TRIO Upward Bound staff strives to help participants realize their full potential and achieve their academic and personal goals. In keeping with our program objectives, standards for participants must be set. Students should be prepared to meet all expectations. Failure to do so may result in the student forfeiting a stipend, being put on academic probation, or being removed from the program.

In joining the Upward Bound program, students commit to the following:

- Communicating pertinent information concerning student's home life, school, etc. to UB staff.
- Taking the LASSI and the ACT tests upon entering the program.
- Meeting once per month for 30 minutes with their Site Coordinators at their high schools.
- Attending two After School Meetings each month at their high schools (Director may approve up to 2 absences per semester. Student must submit parent-signed Excused Absence form for Director's consideration.)
- Attending one Saturday Destined for College Meeting each month at Missouri State University (Director may approve up to three absences per year. Student must submit parent-signed Excused Absence form for Director's consideration.)
- Setting up tutoring sessions with UB-hired MSU tutors at a public, high school, or MSU library according to the following guidelines: Students who earn a 2.00 or lower GPA during Summer Academy or on their end-of-semester transcript must receive two hours of tutoring a week during the academic semester immediately following. Those students are also on academic probation. All students who have one or more "F" grades in Summer Academy or at mid-quarter or end-of-semester will have two hours of mandatory tutoring the remainder of the semester or until a higher official grade is released, if the class continues into the next semester. In those same situations, students with any "D" grade must receive one and one half hours of tutoring and students with any "C" grade must receive one hour of tutoring. Failure to meet these requirements will result in probation the following semester.
- Submitting all signed grade reports as requested by UB (mid-quarter, end-of-quarter, end-of-semester, Summer Academy.)
- Attending a six week Summer Academy each summer on Missouri State University's campus (Student may have the option to opt out of Summer Academy one summer.)
- Attending an eight week Bridge Program at Missouri State University the summer semester following high school graduation.
- Abiding by Upward Bound Student Handbook, respecting Upward Bound by maintaining a mature image and focus on preparing for higher education.

I agree to the above and understand that a violation of these expectations will result in a review of my continued participation in the Missouri State University TRIO Upward Bound Program.

Student Signature _____

Date _____

Parent Signature _____

Date _____

APPENDIX B: CHANGE OF INFORMATION FORM

UPWARD BOUND CHANGE OF STUDENT INFORMATION

Personal Information

Name: _____ Date of Birth: _____ Gender: _____
Social Security Number: _____ Marital Status: _____
Address: _____ School: _____
City: _____ Grade: _____
State: _____ Zip: _____ Place of Employment: _____
Phone: _____ Allergies: _____
Email: _____

Medical Information

Physician: Address/City/State/Zip: _____
Phone: _____ Fax: _____

Name	Changes in Household Relationship	Place of Employment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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