

UPWARD BOUND STUDENT HANDBOOK 2024-2025



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Level 3 Policies

- Violate buddy system (not in groups of at least two or consists of an equal number of males and females).
- Misuse of facilities such as closing lounge doors, turning lights off in dorm areas, or moving or damaging furniture.
- Return to dormitories or other facilities after designated time (break curfew) or attempt to be on campus or use facilities during non-UB times.

Level 2 Policies

- Use or cause a distraction with a mobile phone during a UB activity, class, or event (phone ringing, texting, talking, etc.)
- Possess or wear explicit materials on campus (i.e. shirts, videos, music, etc.).
- Wear offensive or inappropriate attire (school dress codes apply during all UB activities such as 2 finger width straps for tank top, appropriate length of skirts, dresses, and shorts, and no undergarments exposed-male or female).
- Congregate in areas not designated as common areas such as dorm hallways of the opposite gender.
- Refuse to attend or participate in UB activities.

Level 1 Policies

- Conduct themselves in an inappropriate manner (i.e. using profanity, running or yelling at unacceptable times).
- Be late to an activity
- Misuse of dorm keys such as leaving dorm unlocked, being locked out excessively (lost key), or using key in a manner for which it was not intended.
- Exhibit poor hygiene
- Fail to sign in or out during summer component.

****Intentionally defying UB policies is worth double the amount of the policy broken and may result in a strike or being removed from the summer program. The UB staff has the right to view policies on a case by case basis and any alterations are up to staff discretion. The UB staff has final say on all disciplinary procedures.***

DO NOT BRING (to any UB activity)

- Non-UB visitors who are not your guardians
- Any tobacco product
- Offensive/inappropriate clothing or explicit materials
- Anything that would cause immediate expulsion

Handbook Test

Congratulations, you have read the handbook. Now it is time to test your knowledge. Students must pass the online UB Handbook Test on Brightspace. Students must earn an **80% or above**. Monthly stipends are held until the student has passed the test. Students will receive all of their held stipends once the handbook test is passed. Students are only able to attempt the test once a month. If a student does not pass the test, their score will be reset the following month.

Suspension

A student can be suspended from the UB program for a length of time if they break a policy, at the discretion of UB staff. Length of suspensions will be determined based on severity of policy or policies broken. If a student is suspended twice, the student will be at risk of being removed from the UB program.

Absence Policy

When students miss required UB activities due to school or family-related events, the absence will be excused **IF** the student submits an Absence Request form signed by the school's sponsor of the activity or guardian at least 24 hours **PRIOR** to the missed UB activity. Excused absences will not be counted against students. All other absences will be considered unexcused. If a student misses an activity and fails to inform the UB office, the absence will be counted as a "no-call no-show." **After two no-call no-shows, students will receive a strike.**

If a student's school attendance is **below** 95%, they will be ineligible for **any** UB activities that are scheduled for the school week for the remainder of the academic year.

Program Policies

Students represent the UB program, therefore, students are expected to present themselves in an acceptable manner at all times.

Students may not:

Immediate Expulsion

- Possess, use and/or distribute alcohol or illegal drugs or prescription drugs (prescription drugs may be used with doctor approval only).
- Have sexual contact.
- Physically assault any person, which endangers or threatens the health, safety or welfare of said person.
- Possess weapons including, but not limited to: guns, knives, fireworks, or chemicals.
- Steal/attempt theft of property or damage to the college or another's personal property.

Level 5 Policies

- Use or possess tobacco or possess other prohibited items. (This includes vaping)
- Create an intimidating, hostile, unsafe, or offensive environment including ongoing disrespect to classmates, staff, or any other professional taking part in the UB program on the NCMC campus or any other location where activities are held. Includes threats, repeated insults, name calling, etc.
- Tamper with fire extinguishers, pull stations, or smoke detectors. It is against the law and students could be fined \$500.
- Leave campus, motel, or UB activity without permission from UB staff.
- Enter the dorm or motel room of the opposite gender.

Level 4 Policies

- Take part in public displays of affection (i.e. kissing, affectionate contact, full hugs, kissing, or other suspicious PDA)
- Congregate in a fire exit or utilize undesignated exits in dorms.
- Throw objects out of windows or talk to non-UB students through windows.
- Be disrespectful, rude, or negative to anyone encountered throughout each activity (i.e. misrepresenting UB, disobeying directives from UB staff, being negative or rude to others, disrupting quiet hours, etc.)

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Overview of Upward Bound Program

Purpose of the Program

Upward Bound (UB) helps students overcome the social, academic, and cultural barriers that may keep them from advancing to post-secondary education. **UB is designed to provide academic instruction, motivation, study skills, and other support services necessary to give that extra “push” to high school students interested in attending college and finding the right career.**

Program Goals

1. Maintain student GPA at 2.50 or higher
2. Have students test proficient or better on math and language EOCs
3. Students served will advance successfully to the next grade level each year
4. Students will complete a rigorous program of study and graduate on time
5. Students will enroll in a college or university by fall following high school graduation
6. Participants will obtain an Associates or Bachelor's degree within 6 years

Benefits of Participating in Upward Bound

1. Students receive tutoring during the school year in order to help them prepare for college by improving their grades.
2. Students spend six weeks at a summer residential program through NCMC which reduces anxieties about attending college and familiarizes students with life on a college campus.
3. Students enjoy cultural, social and recreational activities throughout the academic and summer program.
4. Students get a jump start on upcoming fall classes with summer Upward Bound academic courses.
5. Students earn monthly stipends during the academic year and weekly stipends during the summer program.
6. Students receive assistance in completing college entrance, scholarship and financial aid applications.
7. Students gather information on post-secondary education and career opportunities

Eligibility

Students are eligible for the North Central Missouri College (NCMC) UB Program if:

1. A citizen or permanent resident of the United States, Guam, the Northern Mariana Islands or the Trust Territory of the Pacific Islands.
2. A potential first generation college student or meets federal income guidelines.
3. Has a need for academic support in order to successfully pursue a program of education beyond high school.
4. Has completed the 8th grade, is at least 13 years old but not older than 19.

Target Schools

UB serves students in 6 schools from Grundy, Daviess, Caldwell, Linn, and Livingston counties:

Chillicothe R-II	Gallatin R-V	Brookfield R-III
Hamilton R-II	Trenton R-IX	Tri-County R-VII

Program Procedures

General Policies and Procedures

UB staff has carefully developed policies to ensure that all students may benefit from all activities and remain safe. UB staff members take the responsibility of care for the students very seriously. Many of the following guidelines have been developed for this reason. All guidelines are in effect while students are on campus or at any UB sponsored function.

Appeal Process

Any decision pertaining to participation or loss of privileges may be appealed. An appeal of a decision of the UB staff must be submitted in writing within one week (7 days) during the academic school year and twenty-four (24) hours during the summer program. All extenuating circumstances must be given in writing along with the signature of the student and the date. The Upward Bound staff will review the appeal and a final decision determined.

“Three Strikes – You’re Out” Policy

When students have an infraction in any of the areas stated in the policy, they will receive a strike. Upon receiving a strike, both students and guardians will be notified. If a second strike is issued, the student is placed on Program Probation and guardians are notified. If a student receives a third strike, the student will be dismissed from the program immediately. Strikes are cleared at the beginning of each academic year.

The “Three Strikes – You’re Out” Policy covers infractions in areas the staff feel are detrimental to the student’s success in preparing for college or suggest a lack of interest in participating in the program. **The following policies will result in a strike:**

- Forms are not returned to the UB office within the **30 days** after the announced deadline.
- Shows continued interest in joining the Armed Forces immediately following high school graduation (*the only exception is planned participation in ROTC and/or military academy*).
- Shows continued disinterest in pursuing post-secondary education to obtain a two-year degree or higher immediately following graduation from high school.
- Student has an F on 1st quarter, 1st semester, 3rd quarter, or 2nd semester grade reports.
- Student has three unexcused absences at required UB activities.
- Student has two “no-call no-shows” at required UB Activities.
- Student does not meet 80% of monthly Academic Assistance requirement (for every three months, a strike will be given).
- Student receives 2+ days ISS or OSS during the school year for major discipline issues.
- Student breaks a level five policy
- Student breaks multiple policies that equal five or above (i.e. a level 2 and a level 3)
- A student is suspended from the Upward Bound program at any point in time
- **A student intentionally does not comply with their established 4 year plan of study**

Program Probation

Students placed on Program Probation are ineligible to attend reward trips, college visits, and special events but will continue to receive stipends. However, they are still required to attend Extreme Saturdays, attend monthly school visits, and weekly A2 sessions. Students will be placed on Program Probation if they receive a D+ or below or they receive two strikes on the “Three Strikes – You’re Out” Policy.

Senior Year and Bridge Program

Senior Contract

At the beginning of their senior year, students will sign a Senior Contract. The contract outlines new tasks and responsibilities that the student must assume in order to remain in the Upward Bound Program and to be eligible for the Summer Bridge Component and the senior year cultural activity.

Senior Meetings

The focus of the meetings will be on fulfilling the Senior Contract and receiving information on topics related to their senior year and upcoming college freshmen year. Once a month, seniors will have a school visit with the UB Staff to discuss and document progress on their senior contract. Seniors will complete college applications, request application fee waivers, complete scholarship applications, go over FAFSA, and review other requirements of their senior contract.

Summer Bridge Program

During the Summer Bridge Component, seniors who have graduated from high school with UB have the opportunity to enroll in the Bridge Program. The Bridge Program will allow students to take 2 college classes earning 6 college credits at NCMC. The credits can then be transferred to the college the student plans to attend. Bridge students must follow all components of the Bridge contract to participate in the summer program.

Summer Component

During the Summer Component, students live on the NCMC campus through the week. They then return home to spend weekends with their families. Transportation to and from the UB summer Program will be provided (excluding moving days). While on campus, students will have similar access to all college facilities as college students. The summer component is comprised of academic, cultural, social, and mentoring activities. A summer handbook will be given prior to the summer component with additional information about activities, rules, policies, and plans of operation.

New students are required to participate in the summer component their first year of entry.

Those students not participating in the residential component of the summer will be enrolled into the online learning portion of our summer component. Successful completion of the online component is required in order to receive a summer stipend (which is at a reduced rate compared to the residential component) **AND** in order to be an active UB participant the next academic year.

Summer Enrollment & Packet

Prior to summer component, students will receive their summer packet with detailed information about the summer. The packet includes the summer handbook, work-study notification letter, transportation waiver, medication form, tentative calendar, emergency numbers, course schedule and transportation schedule.

Academic Advising

The high school student-to-counselor ratios in the target schools leave counselors little time to work individually with students. Therefore, academic advising assists these counselors by spending time with students who need additional encouragement, motivation, and skills to continue to post-secondary education.

UB provides information about college admission requirements and requires students to follow a rigorous course of study that will fully prepare them for post-secondary education. Each student is required to complete a 4-Year Plan that outlines the classes he or she plans to take during high school. *See page 10 for details on rigorous course of study.*

Career Exploration

UB provides exposure to guest speakers representing a wide spectrum of career options to instill the value of setting ambitious career goals and objectives for meeting these goals. Talking to guest speakers not only helps students learn more about various careers, it also helps students understand what they must do in high school and college if they want to enter a particular career field. In addition, participants complete career interest inventories to help focus on future goals and research career fields in which they are interested.

College Selection

Participants learn about college options and college entrance requirements. The UB office will help students research the most up-to-date college information through technological services. UB staff members take students on campus visits and teach them to conduct internet searches of college websites to request information. These activities provide participants with a wide range of post-secondary choices.

Financial Aid and Scholarship Application Assistance

The UB staff conduct seminars and work extensively with senior participants and their guardians to help prepare FAFSA, scholarship applications, and college admission applications. Timelines, updates, one-on-one contact during school visits, newsletters and senior meetings help seniors meet deadlines and submit competitive, high-quality applications.

Personal Advising

Over the course of the program year, UB participants often require advice on a wide range of family and personal issues. In situations where professional counseling is warranted, the program will assist in securing necessary service by making referrals to professional counseling facilities.

Services and Activities for Guardians

UB provides a variety of services designed to assist guardians in understanding the requirements for high school graduation, college preparation, college admission, and financial aid. Guardians will also receive a bi-monthly newsletter highlighting the activities currently occurring in the UB Program, advising updates, and tips for guardians.

Welcome Back and Open House Meetings

Welcome Back meeting is for students and guardians to kick-off the UB academic year. Students have the opportunity to return new year forms and all attendees will be updated on UB changes, events, etc. for the academic year. Local organizations will also be in attendance for families to learn more about their resources and services.

Open House is designed to orient new families and re-introduce returning families to UB. During the Open House, a general session will be held for all attendees in which a presentation will be given that highlights the program's activities. Following the general session, there will be workshops geared towards specific groups (new guardians, returning guardians, new students, and returning students). New students are required to have a family member in attendance.

Summer Orientation

Summer Orientation is provided at the beginning of the summer to introduce summer staff, go over rules, schedules, program changes, and updates. Participation is required by all students and their guardians/guardians. This takes place prior to moving in.

Target School Advocacy

The program staff will intervene with target school officials on behalf of participants as needed through individual meetings, academic assistance, and guardian-teacher conferences in order to assist students in their academic efforts.

Upward Bound Resources

The UB Office provides a computer and internet access to all students on site at the UB office based on availability. UB also has many resources available for students to check out on a "first come-first serve" basis. Items may be checked out from the UB office or the UB Staff.

Resources include: academic and ACT prep materials, calculators, career and college resources, classroom texts, laptop computers, hotspots (MiFi's) and reference materials.

In order to check out equipment, students and guardians must complete the appropriate paperwork beforehand. Students will need to have a NCMC Acceptable Use Policy signed. The policy will be effective while the student is active in UB. UB guardians will also need to sign a guardian contract giving permission for UB to check out items to their student. Lastly, a contract will be signed by the student every time an item is checked out. This contract informs the student of rules in using the item, the date the item is due back, and the consequences if it is late.

If a student loses or breaks materials checked out to them, they will be financially responsible for replacing the items and check out privileges may be revoked. Stipends will be held when equipment is overdue or if equipment needs to be replaced. The money can be deducted from their stipends to replace items that have been loaned out.

ACT Prep

UB will provide focused ACT prep sessions during designated Extreme Saturdays to juniors and a summer class will be provided to rising juniors. ACT prep materials are available upon request. Fee waivers are available to juniors and seniors. A maximum of two waivers can be used.

Academic Policies

Academic Policies are one of the key factors students should focus on when preparing for a post-secondary education. Students are required to maintain a 2.50 or above GPA on a 4.0 scale while participating in UB.

4-Year Plan

All participants are required to develop a 4-year plan with the UB Asst. Director in order to determine the college-preparatory courses they plan to take throughout high school. UB staff will meet with each student 2x per year to keep their 4-year plan updated. 4-year plans are also utilized for summer academic course planning. All UB students will be advised to follow a rigorous course of study. **Not complying with a rigorous course of study can prevent admission into certain colleges and programs.** **Intentionally not following your 4 yr plan will result in a strike for Upward Bound.**

Rigorous Course Of Study (RCOS)

To meet standards set forth by the U.S. Dept. of Education, a rigorous course of study includes **four years of English, three year of Mathematics** (Alg 1 and higher), **three years of Science** (Biology **AND** Chemistry or Physics required), **three years of Social Studies** and **one year of foreign language**. Vo- Tech does not meet the science requirement. All effort should be made to take foreign language during the student's sophomore year.

Midterm & Quarter Grades

Starting with the first quarter midterm, UB requests grades for students on a quarterly basis. This allows the UB staff to stay up-to-date on each student's academic progress and address concerns with students, guardians, and teachers in a timely fashion.

UB Tutoring Prescription Sheets

For each academic course in which a student receives below a C- during any quarter, the student will receive a UB Tutoring Prescription Sheet. With guidance from the student's teachers, the UB Academic Advisor and student will develop a plan of action in order to focus on areas of improvement and increase the student's grade.

A2 Passes

At first and third quarter, A2 passes will be handed to those students receiving all A's and B's on their grade report; entitling them to 60 free minutes A2 time or double the time they stay. **Students who choose to complete or opt-out of A2 time may keep their A2 passes until the summer component.** Students are responsible for keeping the A2 pass if intended for the summer component. Using the pass in the summer, will grant the student 1 Bonus stamp for the week the pass is used.

Progress Reports

Progress Reports are designed to give guardians a better understanding of their teen's academic UB progress. Progress Reports are sent out after each quarter. Information included in these reports are required tutoring time, eligibility to opt-out, probation status, and strike history.

Teacher/Guardian Contacts

If at any time a student has a D or F in any course, the UB staff will be contacting both the teacher of that class and the guardian **weekly** to determine student progress in the class. Contact of both teachers and guardians will continue weekly until student progress in that class reflects a C- or above.

Stipends

In addition to the educational benefits students receive from UB, they also receive a monthly allowance called a stipend. Cash stipends will be distributed at the end of each Extreme Saturday. Stipends are based on attendance at Extreme Saturdays (XS), School Visits (SV), weekly contacts (WC), and Academic Assistance (A2). The number of years of participation, academic standing and being on track of obtaining a rigorous course of study, and successful completion of the **residential** summer component determine how much money is earned. **Students must attend and successfully complete the Summer Residential Component to increase their stipend by \$5 each year. Students must be on track to obtain a rigorous course of study and have good academic standing & not be on UB probation to be eligible for a \$5 bonus after 1st semester. After 2nd semester, if these requirements are not met– the bonus will be removed.** Student stipends cannot exceed \$40 a month. Even if you are excused for an event or activity, you will still receive a deduction to your stipend if you were physically not present. Makeup assignments are available online for students who have an excused absence to an Extreme Saturday. Successful completion of the assignment will earn back half of the stipend deduction.

Example Stipend Earnings

	1st year	2nd year	3rd year	4th year
	\$15/month	\$20/month	\$25/month	\$30/month
	1st year	2nd year	3rd year	4th year
XS	\$5	\$7	\$8	\$10
A2	\$4	\$5	\$7	\$8
SV	\$2	\$4	\$6	\$8
WC	\$1/per week	\$1/per week	\$1/per week	\$1/per week

ACT Assessment

The ACT assessment test is used by many colleges as an entrance requirement. UB juniors are required to take the ACT prior to their senior year. A waiver is granted twice to cover the cost of the test to juniors or seniors. **Students are required to submit their test scores to the UB office each time the assessment is taken and also need to send their scores to NCMC for Bridge class preparation.** UB can also supply the student with various ACT prep materials.

College Visits

During the school year, Upward Bound takes students to at least two post-secondary institutions to assist with developing a better understanding of various colleges and to help with making an informed decision when it comes time to select a college. Students must be in good standing with their school and UB, have attendance of 95% or higher and at least a C in all classes to attend college visits. Preference for attendance will be given to Seniors, Juniors, and then underclassmen.

Policies for Off Campus Trips:

UB staff has carefully developed policies to ensure that all students may benefit from all activities and remain safe. If at any time a UB staff member has probable cause to believe that there is suspicious activity pertaining to a policy, the staff member has the right to search the student's belongings and may take the appropriate deduction from the student. If at any time there is a serious concern about a student, the guardian/guardian will be notified regardless of the time of day or location.

Refer to the Program Policy Section for a detailed listing of Off-Campus Policies.

Academic Component

Unlike many school programs, UB plans activities throughout the academic year and throughout the summer. Participation during all components of UB is important for the student to receive the true UB experience.

Family Contract

As an active participant of the UB program, participants must agree to participate in all scheduled activities and to the aspects outlined in the Annual Family Contract. Any failure to do so can result in a strike towards the "Three Strikes-You're out Policy" (see pg 12) leading to dismissal from the program. Since being a successful participant in the UB Program is a team effort between students, guardians, and UB, it is required that a guardian/guardian sign and agree to the Annual Family Contract.

UB Transportation Waiver

Transportation is provided for all non-Trenton students to NCMC for monthly Extreme Saturdays and special activities. Students not using provided UB transportation must return a Transportation Waiver signed by their guardian. It is important that the forms are received prior to the activity for counts and supervision purposes. **Guardians are responsible for bringing & picking up students to the designated drop off & pickup points early.**

Academic Assistance (A²)

At the start of the academic year, all students will be required to meet for one hour per week of A² at their school's tutoring site (see below for schedule). A² time will be evaluated and adjusted from 1st quarter, 1st semester, and 3rd quarter grades.

- Students with A's and B's are required to obtain ONE hour of Academic Assistance each week. These students are eligible to opt out with guardians consent after the first quarter. **Students are not eligible to opt out their first year participating in UB.**
- Students who have a C are required to obtain **ONE** hour of Academic Assistance each week.
- Students who have one or more D's or F's are required to obtain **TWO** hours of Academic Assistance each week.
- Students are required to make weekly contacts during the opt-out period.**

A² Priority List

- Work assigned from prescription sheets.
- Rigorous course of study (English, Math, Science, Foreign Language and Social Studies)
- EOC practice/ACT Prep
- Non-Rigorous course of study (Ag Science, FACS, Accounting, etc.)
- UB Required Activities/Senior College & Scholarship Applications
- Extra academic building activities as assigned by site coordinator.

Brookfield	Switzer's Room	Wed 3:00-5:00	Hamilton	HS Library	Mon 3:02-5:02
Trenton	Geyer 326	Tues 3:30-5:30	Gallatin	HS Library	Tues 3:00-5:00
Chillicothe	D 35	Wed 3:10-5:10	Jamesport	Business Room	Mon 3:05-5:05

Students should attend their assigned tutoring location. A student may consider making up A² time at another tutoring site with prior permission from site coordinator. Students are reminded that the conduct policies are in effect during A². If conduct policies are broken, the appropriate disciplinary actions will be faced.

The following policies also apply to students during tutoring time:

- Students on Academic Probation must fulfill their weekly requirement before they are permitted to use open lab.
- While acquiring A² time, technology use is reserved for academic use only.

If students are unable to attend their A² session then they must contact a UB staff member. If a student misses an A² session, he or she must make up the time missed by the end of the month. Students MUST sign in and out in order to receive A² time.

If they do not sign out, they will only receive 15 minutes of A² credit.

Once a student signs out of tutoring, UB is no longer held responsible for them.

Please make sure all students are picked up in a timely manner.

Self-Tutoring

If a student is unable to attend an A² session due to a school-related activity (i.e. athletic practice), he or she may obtain required tutoring hours through self-tutoring. The student must sign and turn in a Self-Tutoring Contract, with required signatures, before the end of the first month of their self-tutoring. The hours completed must be monitored and signed off by the designated “tutoring supervisor” stated on the self-tutoring contract. **One contract is required for each activity and a new log is required monthly.**

Students on self-tutoring will be required to report the same amount of time that would be required if they actually attended A².

Students who miss the deadlines will lose the Academic Assistance portion of their stipend. Students can submit Self-Tutoring logs by mail, fax, or email. If the student plans on emailing the log, it must be signed, scanned, and then emailed. Self-Tutoring logs **will not** be accepted without a tutor supervisor signature or after the deadline. The deadlines can be found on the back of each tutoring log sheet. **Not turning in the tutoring log will count towards the “Three Strikes-You’re Out Policy”.**

Alternative Tutoring

Alternative Tutoring is designed for students who miss a tutoring session because of an illness (and were absent from school the day) or school activity **AND** absolutely cannot make up the time to meet tutoring requirements. **Prior approval by the UB Asst. Director is required.** If it is determined the student could not have foreseen missing tutoring and could not make up the time, the student will receive a log in which they will record study time at home. The log must be turned in by the last day of tutoring for the month and must have a guardian signature confirming the reason the student missed tutoring and that study time was completed. This will be used only as a last resort and is at the discretion of the academic advisor. The log cannot include more than two hours of tutoring. Students are encouraged to complete tutoring at the beginning of the month in case they do become ill or other plans arise.

Weekly Contacts

Weekly contacts give UB students and staff members a chance to touch base and to exchange any necessary information. **Acceptable weekly contacts may only be made in person (A2, Extreme Saturdays, and School Visits), by phone, Microsoft Teams (chat/video) or through Brightspace.** On Brightspace, the Weekly Contact Survey may be completed prior to Saturday at 11:59pm to fulfill this requirement. An unsatisfactory weekly contact (leaving a voicemail, just saying hello) or an email will **not** count.

Extreme Saturdays

Extreme Saturdays provide students with a chance to learn valuable information and foster a sense of community among UB students. The Extreme Saturdays are held once a month and attendance is mandatory. During Extreme Saturdays, students attend various breakout sessions, career presentations, and community service/team building activities.

2024-2025 Extreme Saturdays 9:00 a.m.-12:30 p.m.

September 21	October 26	November 16	December 7
January 18	February 15	March 15	April 26

If students cannot attend an Extreme Saturday, they will need to submit an “Absence Request” form to the UB office. Forms must be signed by a guardian or school sponsor. Absences due to school-related or family events are excused if the signed absence request form is submitted. Guardians/parents may also call UB staff **at least 24 hours in advance**. Any other absence is considered unexcused. See the “Absence Policy” (p.13) for further detail.

UB staff must be notified of absences no later than 24 hours prior to the activity.

Transportation Policy

Transportation will be provided to UB students, when available. Students will obtain the schedule for Extreme Saturday pick-up/drop-off times and locations in their new year packet. It is also available on the UB website and Brightspace. For Extreme Saturdays and other UB events, Trenton students are expected to arrive at the NCMC campus. Students must be at the pick-up locations at least 5-10 minutes early, the pick-up time is the **LEAVE** time. In order to be on time for events, students must be on time at these locations. If students choose to use alternate transportation, they must have an **UB Transportation Waiver** turned into UB staff at least 24 hours prior to the event or have a guardian/guardian contact UB staff in advance.

School Visits

Monthly, the program advisor travels to each school to meet with students. The purpose of school visits is for students to maintain close, one-on-one contact with the program staff and to stay on track with their college preparation. Frequent contact with UB staff helps students stay focused on their goals. During the meetings, each student’s academic goals and progress are discussed as well as announcements, upcoming activities, disciplinary status, and other important information.