

UBMS ACADEMIC Year Handbook 2023-24



BE KIND
TO YOUR
MIND

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ACADEMIC-YEAR COMPONENT 2023-2024

MESSAGE FROM THE DIRECTOR:

Welcome to the Upward Bound Math Science academic year program. We are excited that you have joined us for this program component. The UBMS program provides fundamental support to participants in their quest to graduate high school, enroll in the college of their choice, and ultimately graduate from that college within six years of high school graduation. All programming efforts will be in-person with some online activities when necessary.

The UBMS program uses a multifaceted approach to building student academic, social and leadership skills. We have decided and research supports that the best mix of activities to promote these goals are:

- Academic Support (Saturday Sessions, Individual Academic Support, & OnTrack Platform)
- Leadership/ Personal Skill Development
- Social/ Cultural Outings
- College Planning and Campus Visits
- Service-Learning Opportunities (Community Service Projects)
- Family Education.

There are **six expectations** that will determine the level of success accomplished by each participant. Students must:

- ✓ **Strive to earn a 2.75 or better GPA each quarter.**
- ✓ **Regularly participate in Academic Support which includes Saturday Sessions and Mandatory Tutoring.**

- ✓ **Attend all bi-monthly Saturday Sessions**
- ✓ **Complete monthly OnTrack Modules**
- ✓ **Attend Individual Academic Support (Designated students only)**
- ✓ **Exhibit a positive attitude and put forth serious effort to improve academically and develop personally.**

Full participation in the offerings of UBMS is necessary for success. To encourage participation in academic year activities and ensure eligibility for the summer program students must participate in no less than 75% of activities planned for the year. On average, there are 10 monthly activities.

Internal program evaluations have documented that students that meet the above listed expectations and graduate with the Upward Bound Math Science Program have higher college-going rates and graduate from college at higher rates than students that don't. [Help us to help you!](#)

We look forward to working with your family this year. Please don't hesitate to contact any one of our staff members with questions or for assistance. Thanks for entrusting your child to our care. We will take good care of them.

Derrick Veasey,
UBMS Director

PROGRAM PROFILE

The Upward Bound TRIO Math-Science (UBMS) is 100% federally funded and hosted by Wichita State University (WSU) in Wichita, Kansas. With the support of WSU and the cooperation of schools throughout Kansas, the program is designed to serve 74 high school students who have the potential to be the first in their family to attend college and earn a four-year degree, preferably in a science or mathematics field.

“The goal of the Program is to help prepare motivated math and science students for the college experience, and to demonstrate the relationship between higher education, responsibility to community, and respect for oneself and others.”

Naturally, the academic aspect of the Program is critical and is held to the highest standards. Equally important, however, is a students' ability to contribute to the scholastic and social communities. The Upward Bound environment offers participants appropriate ways of achieving individual goals in a cooperative setting.”

MISSION & CDDIP

It is the mission of the Upward Bound Math Science to:

- **EDUCATE** students with the propensity for study in STEM (Science, Technology, Engineering, or Math) areas for post-secondary.
- **STIMULATE** and **SUSTAIN** interest in STEM careers, and

- **MOTIVATE** low-income and potential first-generation college students to realistically consider the attainment of a post-secondary degree in STEM.
- Build the following characteristics into the lives of our students:
 - **CONSCIENTIOUS:** To make informed decisions and accept responsibility for the decisions they make.
 - **DEDICATED:** To strive for excellence in all aspects of their lives.
 - **DISCERNING:** To use their imagination, creativity, and cognitive skills to set and achieve their goals.
 - **INTENTIONAL:** To use their given talents and skills to better their lives and the lives of others.
 - **PURPOSEFUL:** To continually pursue personal success and development.

COST

Participation is **free** to qualifying students. All program activities, including admission tickets and meals, are covered by the program. Students are expected to “pay their keep” in sweat equity. Sweat equity is earned by working hard to accomplish program and personal goals.

PROGRAMMATIC THRUSTS

The UBMS program utilizes a five-prong approach to building successful students. The first prong is Academic Support Services. Academic Support Services are provided in multiple ways. The careful blending of all

is Academic Support Services are ways. The careful services has helped



UBMS alumni on the road to success for many years. Active participation in at least one Academic Support Service is mandatory for all students. Those students striving for a 3.5 GPA and all freshmen may have additional requirements.

ACADEMIC SUPPORT SERVICES

SATURDAY SESSIONS- Saturday sessions are intended to help students to master concepts worked on during the school year.

Community members, Wichita State University staff, USD259, and USD500 staff host the 1-hour sessions. The session consists of career exploration, STEM activities, mentorship, life skills development, and tutoring. All students are required to take notes when we have a speaker or presenters.

ONTRACK WORKSHOPS MODULES- Held each month, OnTrack modules help students improve their academic skills and better prepare students for the college path. Students are required to complete three modules per month. Details of OnTrack can be found on page 19. Please see the UBMS Calendar for specific dates. If students miss a Saturday session, they can make up missed sessions by completing 2 additional OnTrack modules during the missed session month.

ACT PREPARATION – Each semester UBMS program will provide ACT prep for all students to gain skills, strategies, and tool to mastery ACT test. All upperclassmen who intend to test using an ACT Fee Waiver or whose fees are paid for by the program are required to attend these preparation sessions. Additionally supplemental tools through web-based and ACT booklets. Students also have access to personalized

Progress
Reports

- Students can provide the UBMS program with a copy of their bi-weekly progress report provided by their school.

testing prep schedules secured by the program for their individualized support. Students desiring the opportunity to work on ACT or SAT prep can use ACT Study Guides, available in the office, to help with test preparation. ACT Preparation counts towards a student’s academic support hour goals.

GRADE MONITORING –All UBMS participants will have their grades monitored by the UBMS staff. The program staff will access student progress reports and semester grades at the end of each quarter. The schedule for release of these grade reports is noted on the program calendar.

COURSE SELECTION ASSISTANCE – All UBMS Students will enroll in a pre-college curriculum as required by the state for graduating seniors who want to attend a four-year university upon graduation from high school. The UBMS staff, along with the school counseling staff, is available to assist you in this plan.

Please note that while this handbook lists the curriculum required to graduate from either USD 259 or USD 500 the UBMS-preferred curriculum is either the prescribed Qualified Admissions Curriculum or the KS Scholars Curriculum.

The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90.

CURRICULUM SUPPORT

THE KANSAS SCHOLARS CURRICULUM IS ONE OF THE

REQUIREMENTS KANSAS RESIDENTS MUST MEET TO RECEIVE STATE SCHOLAR DESIGNATION DURING THE SENIOR YEAR. THIS CURRICULUM IS NOT THE SAME AS THE QUALIFIED ADMISSIONS CURRICULUM.

WHAT ARE THE OTHER REQUIREMENTS TO BECOME A STATE SCHOLAR?

- Students must have taken the ACT between April of the SO year and December of the SR year.
 - Students must be Kansas residents.
 - Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.
-

WHAT IS THE BENEFIT OF COMPLETING THE KANSAS SCHOLARS CURRICULUM?

Students that complete the curriculum, and meet the other requirements, may be designated as State Scholars, which makes one eligible to receive State Financial Aid as provided by the Kansas Legislature. State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of funds. Financial need is measured by federal methodology using data submitted on the FAFSA.

WHAT ARE THE QA CRITERIA FOR HIGH SCHOOL STUDENTS?

Graduates of accredited Kansas high schools under the age of 21 with fewer than 24 transfer credit hours are admitted to a state university if they meet *one* of the following requirements.

- Achieve an ACT score of 21 or higher, OR
- Achieve a SAT score of 980 or higher, OR
- Graduate in the top one-third of their class, AND
- Achieve a 2.0 GPA or higher on any college credit taken in high school (please see table on the following page).

Please note the following:

1. The Kansas Scholars Curriculum is required by the Board of Regents for the Kansas State Scholarship Program. It is only considered for the Kansas Teacher Service Scholarship and the Kansas Ethnic Minority Scholarship.
2. You can *technically* graduate from high school and not be “qualified” to attend college.

LEADERSHIP AND PERSONAL SKILL DEVELOPMENT SERVICES

SATURDAY SESSIONS

These sessions are held virtually and in person biweekly (refer to your activity calendar for dates and location). Failure to attend regularly could affect student stipend amount and participation in the summer component.

1. Students must attend all Saturday sessions. Parents/Students should notify the office at least 48 hours in advance when they anticipate an absence.
2. Students should arrive on time for all Saturday sessions. Sessions will start at 9:30 AM, therefore students should arrive five (5) minutes early. Attendance is taken at the start of each session.
3. If the session is online, students are required to participate from **9:30 a.m. to 11:00 a.m.** In person, students are required to participate from **9:30 a.m. to 12:00 p.m.** Any student leaving will be identified as having participated in only a portion of the session. Students leaving early must receive permission to leave from the UBMS staff member on hand.
4. While online, students should follow the online etiquette.
5. Students are required to take notes during speaker presentations.
6. Students are not permitted to leave the premises without staff permission.
7. Students should turn cellular phones to vibrate, and refrain from unauthorized use of electronic devices.
8. Transportation arrangements to and from Saturday sessions are the responsibility of the student and parent(s). Transportation should be secured before attending sessions.

SATURDAY SESSION SCHEDULE

9:20AM	Continental Breakfast
9:30AM	Announcements
9:45AM- 10:45AM	Workshop/Presentations
11:00AM- 12:00PM	Tutoring Session (All Subjects)
12:00PM	Dismissal

LOCAL (WICHITA) SATURDAY SESSIONS

2023-2024

a year in a glance

AUGUST

Aug 26: Fall Orientation

SEPTEMBER

Sept 9: Saturday Session
Sept 23: Saturday Session

OCTOBER

Oct 7: Saturday Session
Oct 12: College/Career Exploration
Oct 21: Saturday Session

NOVEMBER

Nov 4: Saturday Session
Nov 18: Saturday Session

DECEMBER

Dec 2: Saturday Session
Dec 16: Saturday Session

JANUARY

Jan 13: Saturday Session
Jan 27: Saturday Session

FEBRUARY

Feb 10: Saturday Session
Feb 16: College/Career Exploration
Feb 24: Saturday Session

MARCH

Mar 9: Saturday Session
Mar 15: College/Career Exploration
Mar 23: Saturday Session

APRIL

April 6: Saturday Session
April 20: Saturday Session

MAY

May 4: End of Year Awards Celebration

Saturday Sessions are from 9:30 am-12:00pm.
Located at Wichita State University Rhatigan Student Center (RSC) room 233.
November 18, March 23, and April 6 will be located in the John Bardo Center Room 264

***ALL activity dates, times, and subjects of events are subject to change.**

NOTICE OF NON-DISCRIMINATION AND FUNDING

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, and political affiliation, status as a veteran or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0156; telephone (316) 978-3316. The Upward Bound Math Science Program is fully funded by the U.S. Department of Education and hosted by Wichita State University. The program has been funded continuously since 1991.

KANSAS CITY, KANSAS SATURDAY SESSIONS

2023-2024

a year in a glance

AUGUST

Aug 19: Fall Orientation

SEPTEMBER

Sept 9: Saturday Session
Sept 23: Saturday Session

OCTOBER

Oct 7: Saturday Session
Oct 21: Saturday Session

NOVEMBER

Nov 4: Saturday Session
Nov 18: Saturday Session

DECEMBER

Dec 2: Saturday Session
Dec 16: Saturday Session

JANUARY

Jan 6: Saturday Session
Jan 20: Saturday Session

FEBRUARY

Feb 3: Saturday Session
Feb 17: Saturday Session

MARCH

Mar 2: Saturday Session
Mar 23: Saturday Session

APRIL

April 6: Saturday Session
April 20: Saturday Session

MAY

May 4: End of Year Awards Celebration

Saturday Sessions are from 9:30 am-12:00pm.

Located TBD

***ALL activity dates, times, and subjects of events are subject to change.**

SOCIAL AND CULTURAL OUTINGS – It is the practice of the UBMS program to provide exposure to community and university cultural events as the budget allows. Students typically enjoy at least two social/cultural activities during each semester. Past activities have included attending community sponsored plays, musical events, and exhibitions. Students are encouraged to suggest activities for UBMS participation.

IN-SCHOOL VISITS – The Director, Assistant Director, and Project Advisor make routine visits to high schools and send TRIO programs, both locally and regionally. These visits are both to recruit potential new students as well as to maintain contact with current students.



STUDENT LEADERSHIP

CONFERENCES – Current UBMS students may have the opportunity to represent UBMS at the tristate, regional, and national levels at student leadership conferences or math science symposiums sponsored by TRIO associations.

Students may be chosen based on a written application, behavior to date, UBMS travel opportunities available to them before, and program commitment. An assigned staff member will serve as a chaperone for each conference that UBMS students attend.

MENTORING OPPORTUNITIES – Mentor activities are offered because of collaborative efforts with other WSU departments or student organizations. Possible activities for the 2020-2021 academic year include shadow days with the WSU Student Ambassadors and a program with community professionals.

COLLEGE PLANNING & CAMPUS VISIT SERVICES

MONTHLY SENIOR MEETINGS – All UBMS seniors (local) are required to attend the virtual/in-person senior meetings monthly. The meetings are facilitated by a combined effort from Wichita State University and UBMS. The meetings will include important information for seniors to prepare them for college. Examples of meeting subjects are as follows: financial literacy, completing the FAFSA, college admissions, scholarships, and mental health care.

SENIOR REQUIREMENTS:

- Complete FAFSA by November 1, 2023
- Complete 2 college entrance applications by December 1, 2023
- Admission into 2 colleges by December 1, 2023
- Attend 3 monthly senior meetings
- Complete 3 scholarship applications by January 1, 2023

If senior requirements are not met by appointed deadlines, semester stipends will be forfeited and/or participation in summer bridge 24' will be forfeited.

COLLEGE APPLICATION ASSISTANCE

Often, completing the actual college application is the key to admission and even the automatic scholarship awarding process. Students are provided with assistance completing applications to any institution of interest. When possible, staff members work with colleges and universities to waive application fees. **Seniors that plan to attend Summer Bridge 2024 will need to complete a Wichita State University college application. Deadline for this is February 2024.**

CAMPUS VISITS – Exposure to various post-secondary institutions allows students to visit a campus and talk with university officials so that they may make an informed decision concerning their college selection. **Each UBMS student must sign up for at least one campus visit per year.** See the enclosed calendar for dates and locations of upcoming college tours.

FINANCIAL AID & SCHOLARSHIP SEARCH ASSISTANCE – All seniors are assisted with completing the FAFSA (Free Application for Federal Student Aid). Students receive assistance with the verification process and interpreting the SAR (Student Aid Report). Additional resources of private financial aid or scholarship are sought after as well. Students also work on completing scholarship applications and essays.

COMMUNITY SERVICE – Providing services to persons in need and sometimes less fortunate can often encourage students and motivate them to persist. Being involved allows the student to become “connected” and develop a greater sense of ownership and pride in their school and community. Service-learning opportunities are also major tenets in student development theory. It is our hope that this effort yields compassionate, understanding, and passionate community leaders. At least two community service projects are planned each semester.

COLLEGE CLASSES – UBMS encourages students at the junior and senior level to take the opportunity to earn college credit prior to high school graduation by taking college courses. To see if you qualify to take college courses, we encourage students to speak with tier school college career counselor.

OTHER POLICIES AND GUIDING PRINCIPLES

STUDENT CODE OF CONDUCT

UBMS STUDENTS WILL NOT:

...display behavior, which is abusive or threatening to anyone, including physical, psychological and/or sexual harassment.

...steal, abuse and/or deface University and/or Program property and facilities.

...possess, distribute and/or use illegal drugs, alcohol, and/or any form of tobacco.

...possess weapons, explosives, fireworks, and/or any other items that would put anyone at risk of injury and/or death.

...tamper with fire safety equipment.

...gossip or spread rumors about anyone.

...engage in unauthorized Physical Displays of Affection (PDA). Unauthorized PDA includes the touching of any body parts below the shoulders and above the knees. Arms are exempt. Kissing is strictly prohibited and will not be tolerated by the students or the staff.

...hold hands, or otherwise display authorized or unauthorized affection during structured program activities, (i.e., field trips, workshops, classes) or flirt or fraternize with any staff member.

SEVERE WEATHER POLICY

On occasion, severe weather requires cancellation of activities.

Academic Support and Saturday Sessions will be canceled if the school system and/or Wichita State University cancels classes. People should tune in to local radio and television stations for notification of closings. Students can also check their Facebook page for notices from the staff.

Also, people may call the WSU Inclement Weather Line at 978-6633 for notification. If cancellations have not been made and you consider road conditions to be hazardous, please call the UBMS Office on 978-3316 ahead of time to notify staff of your plans.

PARENT/GUARDIAN INVOLVEMENT POLICY

We encourage parents/guardians to be involved in all aspects of their children's lives, but particularly with the UBMS program because we know and believe that it is a program that can and will work. It has been proven that when students see their parents' involvement, they are more likely to succeed in that area. Parents are most welcome to visit our office or attend parent/staff events as scheduled by the program.

ATTIRE FOR STUDENT TRAVEL OR FIELD TRIPS



UBMS students adhere to the following dress code when traveling or participating in program sponsored field trips to represent UBMS, WSU, and themselves in a positive light. The following list is not exhaustive

but does highlight some areas of concern.

- Each student is expected to dress in **UBMS issued shirts and closed toed shoes** for these excursions.
- Hats and sunglasses are to be worn outside only and not in any building.
- Bandanas are not to be worn anywhere by anyone.

- Students are to be fully dressed appropriately and presentable any time. Sagging pants and revealing clothes are not acceptable.
- Skirts and shorts are to be no higher than the length of the student's fully extended arms including fingertips. Both are at the discretion of staff.
- No halter-tops or midriff shirts of any sort. Students wearing such attire will be asked to change.
- Students will not be allowed to wear sleepwear.
- Shoes must always be worn.

COMPUTER/IPAD POLICY

TO PROTECT THE MACHINES AND SOFTWARE, STUDENTS MUST ABIDE BY THE FOLLOWING REGULATIONS:

- Using the computer is a privilege. Students must be respectful of the equipment. Students must not abuse or mistreat the machines, software, or manuals.
- Students must show good behavior while using the computers, just as they would in any classroom environment. Students must behave and communicate appropriately.
- Users shall not play games or use the computer resources for other non-academic activities unless permission has been granted to do so.

STUDENTS WILL REFRAIN FROM:

- Installing any software on the machines, including games

- Acting out around equipment that could be accidentally damaged.
- Placing food or drink at any workstation
- Downloading any material (programs or program enhancements) from the Internet
- Searching the Internet for any pornographic sites
- Copying material from a CD-ROM to the hard drive of the computer
- Setting up any instant messenger service
- Using obscene language, harassing, insulting, or bullying others
- Sending or displaying offensive messages or pictures
- Violating copyright laws
- Creating, viewing, distributing, or storing libelous material (false statements about another person, organization, etc. that could harm their reputation)
- Any jump drives used to store student work will be issued by the program. No outside storage media can be brought into the classrooms.
- Computers, software programs, and Internet access are available to students for the sole purpose of education as directed by their instructor or other UBMS staff.

ONLINE EXPECTATIONS

Listed below are expectations that ALL students must follow when attending online activities. Failure to follow the rules set forth by UBMS will result in forfeiture of your stipends.

- ✓ Students must attend online activities on time.
- ✓ Students must sign in at the designated times and complete work by the established deadlines.

- ✓ Students must be dressed properly when attending any sessions that require video. No pajamas or inappropriate clothing.
- ✓ When attending any video conferencing meetings all attendees must limit distractions. No eating and drinking while in meetings.
- ✓ Students must treat the UBMS staff, presenters, and peers with respect always. This includes email communication or any other communication.
- ✓ Use clear and concise language.
- ✓ Avoid slang terms and texting abbreviations such as “u” instead of “you.”
- ✓ Remember that all college level communication should have correct spelling and grammar.
- ✓ Students must not display online behavior, which is abusive or threatening to anyone, including the threat of physical, psychological and/or sexual harassment.
- ✓ Cyberbullying of any kind will not be tolerated!
- ✓ Do not post personal information into Google Classroom.

DIGITAL CITIZENSHIP

The definition of a digital citizen is a person who develops the skills and knowledge to effectively use the Internet and other digital technology, especially to participate responsibly in social and civic activities. Simply put, one who knows how to conduct themselves online. We should all actively strive to be good digital citizens.

You will have to utilize the internet for research as well as attend meetings online. The following core principles are necessary for your success. There are three core principles: respect, educate and protect.

- **RESPECT** your fellow peers. Do not disrupt video conferencing meetings or online classroom time.
- **EDUCATE** yourself by completing your own work. Do not ask peers for copies of their work. **DO NOT CHEAT!**
- **PROTECT** your personal information. Do not give out personal information in Google classroom or while using the internet.



WIFI-USE POLICY

Campus guests are invited to use WSU's wireless network to access the Internet at no charge and with no registration or prior arrangements required. Please connect your wireless to WSU Guest, open a web browser, and agree to the usage policy.

<http://webs.wichita.edu/?u=wireless&p=/guest/>

Guest access is limited to web browsing on the default ports (HTTP on port 80 and HTTPS on port 443) and SSL VPN (port 443). Guest access is also rate-limited to prevent abuse of the university wireless network.

Users may encounter material which is controversial, and which users, parents, teachers, or administrators may consider inappropriate or offensive. However, on the Internet it is impossible to control the content of data and a user may discover controversial materials. It is the user's responsibility not to initiate access. UBMS shall not be held liable for any decision to restrict or regulate access to Internet materials.

VANDALISM AND HARASSMENT

Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, Internet, and other networks. Vandalism will result in immediate revocation of all Internet/computer access.

Harassment is defined as any activity specifically designed to annoy, tease, or otherwise distress another user, and is strictly prohibited.

COVID- 19 PROCEDURES

WHAT YOU NEED TO KNOW ABOUT COMING TO CAMPUS:

All individuals (students, employees, visitors) on-site at Wichita State University will be asked to comply with the following health and safety measures:

- Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue and then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Do not come onto campus if you exhibit any symptoms associated with COVID-19 within the 24 hours prior to your arrival.
- Do not come onto campus if you have been exposed to COVID-19 unless you have complied with any recommended quarantine period.
- Limit your interactions to designated areas, as necessary.

PROGRAM PROBATION AND TERMINATION

Probation is defined as a period when a student is placed under close supervision and given directives to correct certain behaviors to modify or face further disciplinary action, which may include being dropped from the program. Behaviors that can lead to probationary status include but are not limited to:

- Failure to maintain at least a 2.75 GPA.
- Repeated failure to attend mandatory UBMS functions (Academic Support, Saturday Session, College Visits, OnTrack Modules, Senior Meetings, etc.)
- Suspension or expulsion from school
- Poor school attendance
- Behavior that is disrespectful to UBMS staff, students, WSU faculty/staff, and/or community members
- Behavior that is inconsistent with the high expectations of UBMS students.

The length of probation shall be determined by the UBMS director but shall not exceed one grading period (nine weeks).

After a period of probation, the student may be terminated from the program if the situation does not improve. Upon termination, students are not allowed to participate in program activities, including the summer component.

STUDENT ACTIVITIES EXEMPTION POLICY

The purpose for this policy is to establish guidelines for student participants in the Upward Bound Math and Science academic-year program who also wish to be active in their school and/or community while maintaining the integrity of the program's goals and mission.

I. DEFINITIONS

SCHOOL ACTIVITY: Any school-sponsored endeavor that occurs immediately after the school day is completed. School activities may or may not have a weekend component, but regular practice, research, and team activities require attendance immediately after school is dismissed. Examples of school activities include drama, debate & forensics, sports such as football, basketball, or volleyball, and the various clubs that meet after school.

CO-CURRICULAR: These activities may or may not revolve around school. The focus of these activities is on skills-building, personal growth, or education of the student about a topic or interest. Examples of co-curricular events would include church youth groups, participation in the Wichita Youth Symphony, or Wichita Ballet.

IMMEDIATELY AFTER SCHOOL: The beginning of the activity, athletic program, or event starts within fifteen minutes of the end of the regular school day.

EXEMPTION: Pre-approved permission to be exempt from participation in UBMS program events, such as tutoring, Saturday Session, and Ontrack modules, for a period of the school year due to a conflict with a school-related activity or event.

II. PROCEDURE

1. Students desiring an exemption from academic assistance, Saturday Session, or community service projects sponsored by Upward Bound Math Science MUST first notify their advisor of their intent to participate in the school, co-curricular, or community service program. The advisor, in consultation with

the Program Director, will decide if the student requesting the exemption is eligible for one. Factors include the following:

- a. Student's previous participation level in program activities
 - b. Current GPA
 - c. Letter of support from parents/guardian
2. If the exemption is not allowed, the student is expected to continue to participate fully in the program's activities. Failure to do so can result in the loss of participation in UBMS-sponsored activities, including the summer session.
 3. Before the exemption is granted, the student must secure and deliver to the UBMS office within three days a letter from the coach/program coordinator/sponsor of exact time commitments, including dates, time in and time out. This letter must also have the signature of at least one parent/guardian to indicate that it has been read and talked about at home.
 4. Students granted exemptions are still required to attend functions, seminars, and tutoring when the school activity is not in conflict. For example, if track practice is from 3:30-5:00 Monday-Friday and track meets are on Friday afternoon, then the student would be expected to participate in any Saturday activities planned by UBMS.
 5. Students granted exemptions are required to turn in updated grades for each class **weekly** using one of the three methods mentioned earlier in this text. Students should use the form "Student Progress Report" having each classroom teacher

complete his or her section. Completed forms are due to the UBMS office by Wednesday of the following week. Students are welcome to call the Assistant Director at 978-3316 or email at ubms@wichita.edu to ensure receipt of the form. Failure to turn in a completed form on a weekly basis can result in the exemption status being revoked.

6. When the exemption is revoked, written notification will come from the UBMS office to the parents/guardian of the student participant explaining the reason why the action was taken.
7. Students granted exemptions are expected to return to the regular program schedule the day following the end of the exemption period. Failure to do so could constitute forfeiting that student's roster spot in the summer program.
8. Students who did not get an exemption or that have their exemption revoked may appeal the decision of the Assistant Director to the Program Director, who has the final say on the matter.
9. Students that are granted an exemption and later choose to no longer participate in that school function will not be granted another exemption during that school year and must return to full participation the following day.
10. All students are expected to achieve at least 75% overall participation in the academic year to be eligible for summer session participation.

TRIO Upward Bound Math Science
APPLICATION TO EXEMPT STUDENT FROM UBMS ACTIVITIES

Must be completed and turned into UBMS staff 48 hours before activity date

Student Name: _____

Date of Application: _____

Activity: _____ Dates for exemption: _____

Time of Day: _____

Days Effected: Monday Tuesday Wednesday Thursday Saturday



The following list contains the UBMS policy and procedures concerning student exemptions from participation. Both student and parent/guardian should initial in front of each item to indicate that each has read and understands the policy.

Parent Student

_____ I understand that exemptions to participation will be based, in part, on past participation level, GPA, and letter of support from parents/guardian

_____ I understand that if I am not granted an exemption, I am expected to fully participate in the UBMS program

_____ I understand I am granted only one exemption per school year, even if I chose to not participate in that activity for which I was granted an exemption

_____ I understand I must participate in all program-related activities that do not conflict with the exempted activity

_____ I understand I am responsible for obtaining a weekly update on my grades for each of my classes and turn it in to the UBMS office by the following Wednesday

_____ I understand my current GPA must remain above 2.75 as reported on the weekly report from teachers

_____ I understand that I am expected to return to full participation the day following the conclusion of the exemption period

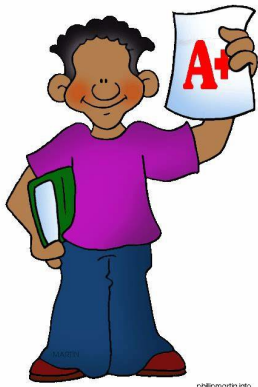
_____ I understand I can appeal my exemption not be granted or revoked by the Assistant Director to the Program Director

_____ I understand that I can have my exemption revoked for the following reasons:

1. Current GPA falling below 2.75
2. Failure to return Weekly Report form to the UBMS on time
3. Failure to participate in non-conflicting activities

Signatures: _____
Parent Student Date

TUTORING SESSION DURING THE ACADEMIC YEAR EXPECTATION



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Saturday session tutoring is mandatory for all participating students. Freshmen students in the UBMS program are required to attend at least one tutoring session per week. This can be in person or online. Tutoring is mandatory for all students with a C grade or below in any class. This is to ensure that you are maintaining academic requirements for Upward Bound Math Science. After school tutoring sessions and Saturday tutoring sessions will be held for students at select

times to complete tutoring hours.

1. All UBMS participants are required to participate in regular tutoring. A student who has below a 2.75 GPA quarterly, or who has a grade average of “C” in any subject area is required to attend a tutoring session. Students can participate in online or in-person tutoring by a UBMS professional tutor.
2. Students attending tutoring are required to bring homework. This is on Saturday and during the week, if in attendance.
 - a. If a student does not have homework, they will need to verify with staff that all school homework is complete and turned in. They will then be required to do ACT practice or OnTrack modules during tutoring time.
3. If a student will be absent from online or in-person tutoring sessions due to a school-related activity an activity form must be

completed and submitted to the UBMS office, no later than 48 hours of the absence.

- Any students not attending a reasonable amount of required tutoring in a semester will be at risk of not receiving a stipend.

PHOTOSTUDY

Our online tutoring platform PhotoStudy enables students to instantly connect to live STEM tutors 24/7, whether they are at school or at home. Students can access the app via their phones at any time. Instructions on how to use the app are located below.

PhotoStudy
Snap a photo of your problem for instant study help

Connect with Facebook

Sign Up Log In

by signing up you agree to our [Terms of Service](#)

English Talking With

Stuck on homework problems?

Get 24/7 live study help within seconds from a Tutor – anytime, anywhere. Help is available in the Math, Science and Writing whenever you need it most.

PhotoStudy is FREE to you as a member of Upward Bound (paid by your TRIO program).

GET THE APP

It's as easy as 1...2...3!

01
Take a picture of the problem you need help with

02
Instantly connect with a tutor in an interactive 10 minute chat session.

03
Tutors help you solve the problem ASAP & answer any other questions.

How to access your FREE tutoring sessions:

Download "PhotoStudy" in the App Store

Select "PRESET ACCOUNT" to sign in

Enter your email address

ONTRACK MONTHLY MODULES

Students will be required to complete their OnTrack module once a month. OnTrack is an online college and career readiness curriculum designed to help students, parents, counselors, educators, and after-school program staff successfully navigate the post-secondary education obtainment process. Through grade-specific video modules, Ontrack provides 9th-12th grade students with the knowledge and confidence to complete their high school experience and create a viable post-secondary education plan.

A Snapshot of the OnTrack Curriculum: 9-12th Grade PSE Planning, Preparing and Registering for SAT and ACT tests, Career Research, Identifying Post-Secondary Options, College Visits, Financial Literacy, Completing PSE Applications, Writing College Essays, Completing the FAFSA Process, Identifying Scholarships, Developing Critical Thinking Skills, Building Strong Relationships with School Personnel, and Character Development.

ONTRACK DUE DATE SCHEDULE: THURSDAYS

September 21st

October 19th

November 16th

December 14th

January 18th

February 15th

March (None)

April 18th

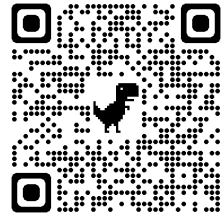
May (None)

ONTRACK STUDENT SIGN-UP INSTRUCTIONS:

1. Before they sign up, students who are new to OnTrack, should watch this walkthrough video, which explains how to use the program: <https://ontrack.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6ee44496-8d5d-4d40-80e8-aaac014c60d0>
2. Students will then go to ontrackpse.com and click the Sign-Up button.
3. To sign up, they will need an Access Code, which they will put on the first page of their sign up. Your Access Code is: **WSUBMS**
4. The sign-up process is 3 quick pages and then a pre-survey. The issues your students might face as they're signing up are covered in the document I linked to earlier.

ACT TEST DATES

Wichita State University-Upward Bound Math & Science has a college reporting code for students to use to have official score reports sent to UBMS program. **The code is 5882.** We ask that each student use this code when registering for the ACT.



What to Bring:

1. Bring a printed copy of your ticket to the test center. If you do not bring your ticket will not be able to test. If you have lost your ticket, you can print another through your MyACT account.

2. Bring acceptable photo identification. You will not be admitted to the test if your ID does not meet ACT requirements.
3. Bring sharpened, No. 2 pencils with good erasers (no mechanical pencils or ink pens). Do not bring any other writing instruments; you will not be allowed to use them.
4. You may bring a watch to pace yourself, but do not bring a watch with an alarm. During testing your watch must be removed and placed on your desk face up. If your alarm sounds during testing, you'll be dismissed, and your answers will not be scored.
5. Bring a permitted calculator to be used on the mathematics test only. You are not required to use a calculator at all, but if you do, it is your responsibility to know whether your calculator is permitted.
6. Snacks to eat outside the test center on break.

Test Date	Regular Registration Deadline Late Fee Applies After This Date	Late Registration Deadline
September 9, 2023	August 4	August 18
October 28, 2023	September 22	October 6
December 9, 2023	November 3	November 17

February 10, 2024	January 5	January 19
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April 13, 2024	March 8	March 22
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June 8, 2024	May 3	May 17
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July 13, 2024*	June 7	June 21
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LEARNING AND STUDY SKILLS SURVEY

All new students are required to complete the Learning and Study Strategies Inventory (LASSI). It is designed to gather information about learning and study practices and attitudes. Upon submission and approval of your institution's number, 60 statements will be presented that relate to your knowledge of these areas.

STEPS TO COMPLETE THE SURVEY:

1. Visit this link
<https://www.collegelassi.com/lassi/> OR scan the QR code on the side.
2. The web page will provide directions for taking the survey.
3. After reading the directions you will be asked to enter the following details to continue
 - a. School Number: **82125**
 - b. Username: **gyaw**
 - c. User Password: **wpzw**



STIPEND POLICY

Stipends are a privilege, not a right, given to students that meet the grade and participation requirements.

Students receive stipends as an incentive to reach their academic goals and program for participation. Academic year stipends will be distributed at the end of the academic year. Students will receive their total stipend for 1st and 2nd semester grades and participation at the end of the academic year. If a student only meets the requirements for one semester, they will receive a partial stipend payment.

1. The **minimum requirement** to receive a stipend is a 2.75 GPA at the end of semester and be an active participation in at least 75% of UBMS activities each semester. Examples of participation include Saturday sessions, required tutoring, community service, cultural field trips, college tours, leadership conference, academic strength training, etc.

Earn Stipends from:

- Saturday Session
- School Meetings
- Ontrack Modules
- Tutorial-Tutorial Session (Photo Study or in-person)

UPWARD BOUND MATH SCIENCE PARENT INVOLVEMENT

Parents/guardians are very important to the Upward Bound Math-Science Program. We encourage parents to get involved with the student's engagement in the program:

- Cooperate with TRIO Upward Bound Math-Science staff to reinforce program guidelines for students.
- Encourage students to attend academic and financial aid workshops.
- Support and encourage participation in both academic and summer components.
- Provide a conducive and productive learning environment.

As a parent/guardian, you play a crucial role in the success of your student. We have found that parents/guardians who support their students in the following ways have had a significant impact on their student's progress in the program:

- Whenever possible, honor your child's commitment to the program by not scheduling any activities that will conflict with any UBMS activities.
- Provide or help arrange transportation for your student to get to study sessions and other events.
- Remind your student of his/her commitment to the program when he/she presents another activity that may conflict.
- If your student is unable to attend an event, please communicate that to program administration (or encourage them to) promptly.
- Keep you and your student's contact information up to date.
- Whenever you are able, please attend applicable special events with your student! Your attendance sends the message, "this is important and has value."

If you'd like some ideas as to how you may assist in preparing your child for college, please visit these additional resources: Go to eCampusTours.com and type the search engine the topics below.

- Empty Nest Syndrome
- Dorm Room Basics – What to pack and what to leave
- Five common college parenting mistakes
- How Can I Help My High School Student Be Successful?
- "Helicopter Parents": How to settle hovering tendencies.
- Being a Healthy Part of Your Student's College Decision
- Break those bad habits early: Getting your student ready for college life.

COMMUNITY RESOURCES

UBMS wants our students and families to know that we care about them! The pandemic has presented some challenging times for all of us. Many families have lost income and so much more. Listed below are resources that your family can utilize if you are in need.

COMPREHENSIVE RESOURCE LIST:

WICHITA, KANSAS

Below are the Wichita region church assistance programs. Operating across the greater Wichita area, including surrounding counties, there are numerous churches that help people of all religions. The charities provide various social services and emergency financial aid to the poor and low income. Most of what they offer is available as a last resort, so families and individuals need to be out of other options.

Many local churches and volunteers are part of the regional group. Together they work to help seniors and the working poor in the community. Some of the resources include food, free Christmas meals, and more. While not common, some financial aid may be offered to help

pay a portion of rent or an energy bill. Resources are available from churches in the Kansas counties of Butler, Harvey, Sedgwick, Sumner, and Kingman.

https://www.needhelppayingbills.com/html/wichita_church_assistance_programs.html

KANSAS CITY, KANSAS

Below is our current list of Kansas City food pantries. We not only provide listings of pantries, but we also provide information on: food closets, food banks, soup kitchens, congregate meal locations, food boxes, vouchers, etc. Our comprehensive list of food assistance programs provides full descriptions, pictures, hours, volunteer information, etc. Food locations provided are faith based, government and nonprofit. We list them all.

https://www.foodpantries.org/ci/ks-kansas_city

COMMUNICATION TOOLS

The UBMS program endeavors to remain in touch with both students and parents. To that end we use several media to remain connected.

PROGRAM NEWSLETTER– The UBMS Star a quarterly publication produced by the UBMS staff and emailed to both parents and students. Articles are submitted dealing with college going topics like financial aid, college admissions, and career awareness. The newsletter is to be published through the UNMS website and social media as well as emailed quarterly and should be read by each student. Topics of interest will include a message from the director, scholarship information, program updates, a monthly calendar, an article from the Assistant Director and the student spotlight, a sampling of student short stories,

poems, or other literary works. Please take the time to submit your written works to Mrs. Berg for publication in the student Spotlight!

UBMS WEBSITE – The program website, www.wichita.edu/ubms, is maintained by the UBMS Administrative Specialist. The page has general programmatic information as well as application materials, program surveys, and copies of the UBMS Star. New enhancements to the website include a monthly calendar of events, a plethora of links for scholarship searches and financial aid assistance, as well as the research presentations for each summer participant.

UBMS FACEBOOK GROUP– *UBMS Current Students and Participants* is the Facebook group used for current students and parents. Alumni are included in the *UBMS Participants and TC's (WSU)* Facebook page [@Ubms Wichita State](https://www.facebook.com/UbmsWichitaState) – Activity notifications and updates are posted on our Facebook account. Join the group and stay informed.

UBMS INSTAGRAM– Activity notifications and updates are posted on Instagram [@wsu.ubms](https://www.instagram.com/wsusubms). Join the group and stay informed.

REMIND – Receive up-to-date information and reminders direct to your phone or email.

WICHITA, and MAIZE FAMILIES: Enter the phone number **(785) 831-4536** or **81010** with the message **@a7f6**. Or go to the link <https://www.remind.com/join/a7f6> and join us.

KANSAS CITY FAMILIES: Enter the phone number **(785) 831-4536** or **81010** with the message **@a1b2c3**. Or go to the link <https://www.remind.com/join/a1b2c3> and join us.

The preceding policies and guidelines are by no means comprehensive in scope. They merely serve as the basic code of behavior designed to ensure that all students are safe and benefit from the Program to the fullest. Should you have questions regarding the content of this document, please forward them in writing to the UBMS program director, Mr. Derrick Veasey at 1845 Fairmount, Box 156 Wichita, KS 67260 or derrick.veasey@wichita.edu

NOTICE OF NONDISCRIMINATION

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, and political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-3186.

NOTICE OF FEDERAL FUNDING

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