

# STUDENT RULES AND REGULATIONS

Upward Bound incorporates friendship, cooperation, respect, and support for one another. It also promotes honesty, discipline, dedication, and learning. To successfully participate in the program students must adhere to the following rules and regulations regarding instruction and tutorial.

## EXPECTATIONS

Students shall observe the rules and regulations of the college and shall refrain from conduct that is deemed unreasonable and interferes with the rights of others.

The violations of the following will result in disciplinary actions:

- Plagiarism, dishonesty, such as cheating or knowingly furnishing false information will result in meeting with the Dean of Instruction for disciplinary action.
- Forgery, alteration, or misuse of college documents, records, keys, or identifications.
- Theft of, conversion of, damage to, destruction of any property, or misuse of the college during Upward Bound activities.
- Unauthorized entry to or use of college property, equipment, or resources. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities.
- Violations of college policies, regulations, or rules.
- Physical abuse, threats of violence, choking game, or conduct that threat-ens the health or safety of any person on the college campus.
- Disorderly or lewd conduct during Upward Bound activities.
- Participation in a disturbance of the peace or unlawful assembly on campus or institutions of higher education.
- Failure to comply, resisting or obstructing directives of Upward Bound staff, campus officials, or other public officials acting in the performance of their duties.
- Use, possession, sale, manufacture, or attempt to manufacture narcotics, hookah, electronic smoking devices/liquids or illegal drugs on campus.
- Possession of markers or any tagging materials. Marking or tagging school property during any Upward Bound activity (i.e. field trips, tutoring, etc

## **Behavioral Probation**

The Upward Bound program has high expectations for its students in regard to behavior. In order to foster a productive learning environment and achieve the mission and objectives, Upward Bound expects its students to adhere accordingly to the Rules of Conduct outlined in student handbook. Failure to do so will require disciplinary action. In the unfortunate event that a participant receives a written warning for any serious behavioral infraction a parent conference will be called where the student will be provided an opportunity to explain his or her side of the event before a consequence is determined.

Every Upward Bound member has the authority and responsibility to report a violation of program rules. Rule violation reports will be submitted immediately to the Project Director. Misconduct during the Upward Bound Program will not be tolerated. The staff member writing the report must ensure that the original report is filed in the student's folder.

A student may bypass behavioral probation and be expelled from the Upward Bound Program, depending on the severity of the violation and the approval of the Director and Vice President of Student Services.

### **DIRECTOR REFERRAL**

(PARENT NOTIFIED BY PHONE)

A student is referred after violating Upward Bound Rules and Regulations. The student is placed on Behavioral Probation for the remainder of the summer session. The parent/guardian is called in for a meeting.

### **PARENTS MEETING: REMOVAL FROM THE PROGRAM**

A student on behavioral probation may be expelled from the Upward Bound Program after continuous violations of the Rules and Regulations of Upward Bound. The parent is called in for a meeting to discuss the severity of the violation and its repercussions. Parents and students may appeal the decision of the Director to the Vice President of Student Services or designee.

The Project Director has the authority to issue supplementary rules as the need arises. These rules will be reasonable and fair.

## **Bullying, Harassment, and Aggressive Behavior**

Upward Bound strives to create an atmosphere where all students, regardless of circumstance, feel emotionally and physically safe and comfortable; as a result the program holds a zero tolerance bullying stance. This means that no verbal warnings will be given for any instance of intentional bullying, harassment, or aggressive behavior, in any form. Instead, the involved parties will be directly referred to the Upward Bound Director.

Definitions of Bullying, Harassment, and Aggressive Behavior:

- Cyber bullying via social networking and communication platforms
- Cell phone calls/texts
- Emails
- Verbal comments, including insults and gossip.
- Inappropriate or hurtful actions
  
- Malicious destruction of property/possessions, such as cell phones, class materials, clothing, money, etc..
- Materials deemed offensive and in violation of state or federal law. Including but not limited to: underage smoking, drinking, use of illegal drugs, explicitly violent content, profanity, nudity, threats, brandishing weapons & unless used for hunting/gaming purposes), and sexually suggestive content.
- Do not befriend or follow UB staff on social media until the spring semester of senior year.

## **Dress code guidelines:**

Upward Bound Program's policy Dress Code follows the high school dress codes which requires that students wear appropriate apparel that is clean and NOT hazardous to their and others health and safety.

Upward Bound Program acknowledges the rights of students and parents to make decisions regarding dress and grooming. However, Upward Bound recognizes that any apparel that draws undue attention to the wearer tends to detract from the educational process and will, therefore, be deemed inappropriate and prohibited. The Director and Assistant Directors will make decisions where there are questions about the appropriateness of the clothing. The Director and Assistant Directors will also determine the nature of gang dress and paraphernalia through continual consultation with local authorities.

- All clothing shall be neat and acceptable in repair and appearance, sufficient to be worn within the bounds of decency, modesty, and good taste and appropriate for school. Clothing must conceal undergarments at all times. Shorts and miniskirts must be modest (discretion of the Director).
- Shoes must be worn by all students at all times. No open-toe shoes during class.

- Hats and caps are NOT allowed inside campus buildings except for medical/religious reasons. Hats must be worn forward.
- Attire with lettering or drawings that depict sexually suggestive experiences or actions, profanity, obscenity, drugs, alcohol or tobacco, degrades the integrity of the individual and Upward Bound Program and may not be worn at UB activities or on campus. This includes any clothing reflecting gang-type affiliation such as rags or colors.

No satanic/cults materials/symbols on clothing.

- Improper attire such as strapless wear, tube tops, and halter tops, shirts that do not cover a person's stomach, underwear-type sleeveless shirts, see-through or fish net type outfits, and muscle midriffs are not permitted. Pants: Excessively baggy pants are not allowed.
- Sunglasses are not to be worn in the classroom except for medical reasons. Attire that may be used as a weapon may not be worn such as steel-toe boots, chains (including wallet chains), and items with spikes or studs.
- All gang-related symbols, colors, or insignias are not to be worn during Upward Bound activities or on campus grounds.

### **Cell phone/electronic use:**

Personal use of cell phones and/or other electronics (i.e. camera, tablets, etc.) is prohibited during Upward Bound classes, speakers, and events, unless notified otherwise by UB staff member. Instances when personal electronics may be used include:

- At lunch during or UB sponsored events .
- Traveling with Upward Bound e.g. college tour, cultural events.
- Activities that require cell phone use, as specified by UB staff.
- Any use of cell phones/technology during tutorial, instructional, and/or work-shop sessions will be confiscated. If confiscated, the student's parent/guardian will be asked to retrieve it.
- Parents/guardians are required to sign their son/daughter in and out if the student is to leave the campus for any period of time.
- Please leave valuables at home. Upward Bound will not accept responsibilities for lost or stolen items.
- Not fight, push, or throw items to someone (either playful or in anger). This will not be tolerated.
- Use restraint and avoid the use of obscene or offensive words, cursing, or loud conversation in rooms, or in the general public areas. Students are reminded that not

all adults use offensive or inappropriate language as part of their daily speech. People will show greater respect for you if you do not use offensive or inappropriate language.

- Not tamper with or damage any safety equipment in (smoke and heat sensors, fire alarm horns and/or pull stations, fire extinguishers).
- Not use, possess, sell, distribute or manufacture any poison, illegal, or controlled substances while in the residence hall. Drugs, narcotics, illegal substances-any type of illicit drug possession, use, storage, or distribution is not allowed anywhere on the RC campus. Violation of this Campus and School District policy will result in the immediate dismissal from Upward Bound. Recreational Marijuana is still illegal on all college campuses.
- Not use, possess, sell, or distribute alcoholic beverages while in Upward Bound activity. Possession, use, storage and distribution of alcohol is not allowed anywhere on the RC campus.
- Violation of this Campus and School District policy will result in the immediate dismissal from Upward Bound.
- Not store, keep or possess any weapon that could cause bodily harm. This includes but is not limited to: guns, (hand rifle, shot, sawed-off, B-B, pellet, air-powered, etc.) ammunition, knives, martial arts devices, or any other device which could cause great bodily harm, injury, maiming, dismemberment, or death, and is strictly forbidden.
- Not be in possession of energy drinks. Sport drinks are allowed.

# TRANSPORTATION /FIELDTRIPS

## **Transportation: Bus Rules for both Daily and Field Trip Event**

- Must be on the bus at the scheduled departure time.
- Enter bus in an orderly manner, find a seat quickly and remain seated while the bus is in motion.
- No littering or vandalizing the bus or other people's property.
  
- Spills must be cleaned up and any garbage must be taken out by the students.
- For long trips, students are allowed to bring a pillow and a blanket (one person rule). No trading buses without prior approval from UB staff.
- Students are allowed to bring snacks.
- No loud music but headphones are allowed.

## **Overnight fieldtrip rules:**

- To ensure safety and protection of students, students are assigned to a staff/ chaperone on each of the overnight trips.
- Students are to let their assigned chaperone know where they are always.
- Students are responsible for their own belongings and will not hold the chaperone responsible for lost or stolen items.
- Students are to leave the hotel/dorm rooms in an orderly manner. Dirty towels are to be left under the sink in the hotel bathroom. Bed coverings are to be left on the bed. Students are to make sure they have all of their belongings with them prior to leaving the hotel. The bus will not return to the hotel/dorms for forgotten items.
  
- Students are not to take towels, pillows or other items from the hotel. Curfew is assigned upon arrival to the hotel and will be monitored. Students are not to have the opposite sex enter their rooms for any reason. Students can talk in the lobby when appropriate and with staff approval.
- No more than 5 people at one time in the elevators.
- Remember there are other guest who would like to get some sleep and rest, therefore, students are not to be loud in the hotel room. If there are any complaints, you will be removed from the room and placed with Director or UB staff supervision for the remainder of the trip or sent home. Students are not allowed to make any outside phone calls with the hotel phone. Students are not to make harassing phone calls to other rooms. No renting movies or ordering food without prior approval.

## Covid safety protocol

We have designed safety protocols based on CDC guidelines and an exclusive team of medical professional to develop our protocols. They will continue to change as the situation in every part of the country and the world change. Protocols may differ by trip based on the group, itinerary, or location.

### 1) Prevention

- a. Each traveler should bring enough face masks (disposable preferred) for the duration of the trip. We will have a supply of disposable face masks available should a traveler need extra.
- b. Hand Sanitizer will be available throughout the trip.
- c. A Health screening (a number of questions) will be asked of each traveler daily.
- d. Temperature checks of each traveler will be done daily.
- e. We require that all travelers either be vaccinated against COVID-19 or have a negative COVID-19 test within 72 hours of departure.
- f. Any travelers exhibiting COVID-19 symptoms will be isolated from the group. (Including a fever of 100°F or greater.)

### 2) Safety Briefing.

- a. The Tour Manager will give a safety briefing to each group before departure reminding them of all the necessary precautions.

### 3) Itineraries

- a. Itineraries may be adjusted based on capacity limits, closures or openings, and experience as we strive to provide the most comprehensive trip for all travelers.

### 4) Meals

- a. Individually wrapped and plated meals will replace buffet options. We work with each meal vendor to handle appropriately food for the group and to adhere to their protocols including handwashing and mask wearing. Group meals will be held in a private or isolated area with appropriate seat configuration and meal type.

### 5) On the Bus

- a. Buses will be disinfected using a variety of techniques, including electrostatic and anti-microbial sprayers, foggers, and steamers. All high-touch surfaces will be disinfected multiple times daily. HVAC and filtration systems have been enhanced to exchange air more frequently and clean the inside air.

Each traveler will be assigned a specific seat for the duration of the trip. Luggage loading and unloading will be managed to control distancing.

6) At the hotel

- a. We maintain a personal relationship with all our hotels. We only use those properties committed to the highest standards in cleanliness. They maintain enhanced cleaning processes designed to limit interaction between travelers and other guests. Social distancing protocols apply to hotel check-in, check-out, breakfast, and all common areas. We strongly recommend single or double occupancy only and are working closely with all properties to offer these at a reasonable rate.

## Reminder:

Masks will be required on all college campuses, in all enclosed spaces and when social distancing is not possible. You will need to follow any local, state, or national guidelines, and also follow any site-specific requirements for face coverings including inside any cultural site or venue.