University of Wisconsin-Stevens Point
Diversity and College Access
Upward Bound Program

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Upward Bound
Rules and Policies

(Revised 8/24)

Upward Bound is dedicated to seeing its students succeed, both academically and in life. Being a member of Upward Bound is a special privilege that all our students work hard to maintain. For these reasons, we have many rules set in place to maintain a safe learning atmosphere for all our students, staff, and parents/guardians.

The following rules apply to both the Academic Year and Summer Session whether held in person or virtually.

- The Upward Bound Program staff expect participants to carry themselves with respect and be responsible at all times.

  Disrespectful and inconsiderate behavior toward any other UB staff person or student, breaching privacy or confidentiality and any actions that do not support being a good community member of Upward Bound is a dismissible offense.

- Upward Bound reserves the right to add and subtract rules as needed to best suit the program. If situations that do not have a written rule pertaining to them arise, but do threaten the safety, learning environment, or health of the program, the Director of Upward Bound can institute rules retroactively to address the issue.

1. **Alcohol and Drug use (This also includes inappropriate use of other drugs, for example, prescription medication.)**
   a. **If there is any suspicion of alcohol or drug use, UWSP Police and Security are notified to initiate an** investigation. That investigation may include room searches, interviews with the students and staff, and possibly referral to licensed testing agencies. The Upward Bound staff will work with UWSP Police and Security as well as other local law enforcement as deemed necessary.
   b. If a student is found to be under the influence of alcohol or illegal drugs, in the possession of, or in association with these substances, a parent/guardian will be notified, and the student may be dismissed from the program. If this violation takes place during summer session, the student may be sent home.
   c. A student dismissed from the Upward Bound Program for a drug or alcohol related offense may apply for readmission into the program the following year.
   d. These rules apply to underage tobacco/vaping use as well.

2. **Student Safety and Well-being Concerns:** If at any time the Upward Bound staff has concerns that a student's behavior is putting their and/or other persons' safety and well-being is at risk, the parent/guardian will be notified to come pick up their student from the Upward Bound event or summer session. In these circumstances, the Upward Bound student may still continue participation in the Upward Bound Program's future activities and summer sessions when applicable.

3. **Technology and Social Media:** Students who record or post photos of any student or staff person without prior consent and/or post disrespectful and/or disparaging content regarding any UB staff person, student or the overall UB Program on social media may be dismissed from the program.
   a. Cell phone usage: The use of cell phones is allowed. However, there are many places that you still may not use your cell phone (study session, class, locker rooms, bathrooms). Upward Bound staff members have the right to confiscate your cell phone. Please use your cell phone responsibly!
   b. Students are issued Upward Bound owned iPads during required workshops and during the summer session. It is expected that students will care for and utilize their Upward Bound issued iPad appropriately. Students may be billed for the replacement of an Upward Bound Program iPad if damage occurs due to students' negligence.

c. Other technological devices are to adhere to the UWSP technology policy. Students will be required to sign a Technology Acceptable Use Policy upon admission to Upward Bound. Remember you are a representative of Upward Bound and should be respectful of the UWSP computers and other devices. Inappropriate use of technology will result in its possible confiscation.
d. Gaming systems are allowed; however, they are not recommended. If you are caught playing these games during study session or other inappropriate times, it will result in disciplinary action, and most likely confiscation of the gaming device until the end of the summer session.
e. Throughout the academic year, Upward Bound will be hosting many events. For these events, we expect that phones and other tech devices are not causing a distraction. While at an Upward Bound event, we will confiscate your tech devices if they distract you or people around you.

4. **Harassment and intimidation:** Participants who verbally or physically abuse other people will be subject to disciplinary action which could include dismissal from the program. All forms of harassment (e.g. cyber bullying) including instances outside of Upward Bound are inappropriate. Every Upward Bound participant represents the program daily. This policy is for both the academic year and summer session.

5. **Attendance**
   a. Upward Bound participants are required to do the following:
      i. Show up to all workshops, orientations, school visits, and summer sessions.
      ii. Notify Upward Bound by designated timelines if you are unable to make any of these events.
      iii. Upward Bound wants to see you succeed. Accomplish this success by coming to our events. Failure to attend events consistently may result in disciplinary action; this is at the discretion of the Upward Bound Academic Coordinator or Director.

   b. Campus visits are not required. However, Upward Bound recommends that in your Junior and Senior year you attend at least one per year. Sophomores do not typically join in on fall campus visits, however, in years with low attendance sophomores may be invited at the discretion of Upward Bound Staff.

6. **Academic Honesty**
   a. Any plagiarized work or AI generated work is not acceptable for the Upward Bound Program. Academic honesty is at the core of being an Upward Bound student and breaching this rule is taken seriously. This applies to the academic school year as well as summer session. Plagiarism, inappropriate use of AI, cheating, or other breaches of academic honesty will result in disciplinary action.
   b. Our rules regarding Academic Honesty include accidental plagiarism. We expect that our students will use their own ideas, or properly give credit to original publishers. Taking this program seriously acknowledges that academic assignments must be done with integrity.

7. **Hotels**
   a. Throughout the academic year and summer session, Upward Bound participants get the opportunity to travel to many unique and faraway places, which includes staying in hotels. It is of the utmost importance that you treat all rooms and hotels with respect; again, you are representing Upward Bound.
   b. When in hotels, it is important to remember we are sharing that space with numerous other people. It is required that students are respectful of all others. You must keep loud noise and disrespectful behaviors to an absolute minimum. Damages or incidents will be attributed to everyone in the room, not just a singular person.
   c. You must sleep in the room assigned to you.
   d. You must obey all hotel rules.
   e. Upward Bound is not responsible for items left behind at hotels, and Upward Bound cannot guarantee that your items will be returned.

8. **Stipends:** Stipends during the Summer Session are rewarded on criteria developed by the Upward Bound staff. Things such as attendance, behavior, homework completions, positive attitude, etc. will determine the criteria and amount of

stipend. These criteria are subject to change per summer session and Upward Bound Staff. Stipends will be awarded on a specific day of the week during summer session (pay attention to rules meeting for this date, time, and location)

Academic Year Expectations:

1. **GPA Requirements:** Upward Bound students are required to carry a 2.5 (on 4-point scale) GPA for each semester or trimester in core subject areas that include English, Reading/Literature, Science, Math, Foreign Language, Social Sciences (Psychology, History, Civics, etc.).

2. **School Visits**
    a. Throughout the Academic Year the Upward Bound Academic Coordinator, Program Advisor, and Director will be making scheduled visits to each high school/junior high in the program. These visits will range from informal academic skill building tips to serious conversations about future education. It is important that Upward Bound participants attend these meetings, as it is a great way to stay connected to the program and learn about opportunities provided by the program. It is expected that students will show up to these meetings. If a student cannot attend a meeting, the student must notify Upward Bound before the visit takes place.
    b. These visits will be scheduled to take place every 3 to 4 weeks. School visit calendars are placed on the UB websites and students may also be notified via email and/or the Upward Bound Program's group texting service (students must "Opt In" to receive text messages from Upward Bound). Upward Bound recommends regularly viewing the Upward Bound website for notices on upcoming events.

3. **Abiding by all school rules:** While you are not under direct supervision of Upward Bound, as a member of the program, you are a representative of the program. Upward Bound expects its students to abide by all of their respective school rules. Any breakage of school rules can result in discipline from the Upward Bound program at the discretion of Upward Bound staff.

Summer Session Expectations:

1. **Residence Hall rules**
    a. Students are expected to be in their rooms at times assigned by the Upward Bound staff.
    b. Students are not permitted to be in any residence hall room they are not assigned to. Common areas are designated in the residence hall for students to utilize for hanging out, socializing, etc.
    c. Part of living in a residence hall is learning to live in a community of people. Please remember to take care of your valuables! Upward Bound recommends you always lock your door to make sure your valuables are properly taken care of. Upward Bound staff members may help you look for stolen items but are in no way responsible. We recommend students do not bring easy to steal valuables that are not needed. For example, your computer can be used as a learning tool, but your game system cannot.
    d. Another part of living near other people is privacy. Every student will have an assigned residence hall room and a roommate. We ask that students be respectful of everyone's privacy and personal belongings.
    e. We ask that students respect the privacy of everyone. Taking or using someone's personal devices (cell phone, iPad, etc.) and/or photographing without their permission is considered a breach of privacy and will result in disciplinary action.
    f. The floors in the residence hall are divided based on sex. Students should only be on their sex's floor. Accommodations can be made for trans students, but a written plan between the student, their parent/guardian and UB staff must be agreed upon ahead of time. There are common areas where both sexes can be together including the lobby, basement, outside areas, classrooms, etc.
    g. A great part of the summer program is having a place to live away from home. We expect you to treat your room, building, and all other university property with respect. This includes but is not limited to your room, common areas, dining areas, classrooms, and buses.
    h. The Residence Hall Director has the freedom to make rules for the residence hall as they feel is needed to ensure student safety and a positive learning environment. These rules should always be followed.

2. **Campus rules**
    a. Students must follow all rules set forth by UWSP.

b. Designated times will be set aside for students to go off campus during their free time. During these times, students must always sign out of the residence hall and be accompanied by a UB staff member. **No student can roam about campus or check out for off campus activities without a UB staff person or parent/guardian present.** Upon returning to the residence hall, students must check back in.
c. Lost room keys will cost $20.00 to replace if lost or damaged.

3. Visits from parents/guardians

a. While Upward Bound appreciates and respects the efforts parents make to improve their student's lives, Upward Bound also wants its Summer Session to be an opportunity for the students to grow self-sufficiency and gain responsibility. Parents can come to campus, visit, or take students out to eat with advanced notice and approval to ensure students would not be missing other scheduled group activities. Parents/guardians can also call or email Upward Bound staff to check on their child.
b. When a parent, friend, or family member does decide to visit, you must notify the Residence Hall Director at least one full day in advance. Only visitors approved by a student's parent/guardian are allowed.
c. When a parent, friend, or family member takes a student off campus, or visits the residence hall they must sign in/out on the 'Parent Contact Log' located behind desk. Failure to sign in/out may result in Upward Bound Staff thinking we have a missing student. It also would result in stipend deductions/disciplinary action for the student.

4. Weekends home/Checking Out

a. Upward Bounders are given the freedom to go home two weekends out of the summer program. Traditionally, Independence Day weekend counts as one of those weekends. Please complete the Student Checkout form on the UB website or contact the Residence Hall Director no later than the Wednesday prior to the weekend or weekend day you plan to take a student off-campus and/or home.
b. Upward Bound runs through July and therefore through July 4 holiday. We understand that many families have important events at this time. It is expected that rides be arranged beforehand when specific dates are released. Please pay attention to mailers and online information for updated dates regarding the program's plans for the Independence Day holiday.
c. Students may check out of the residence hall to attend medical, dental, mental health and other appointments when scheduled. Parents/guardians are asked to give the Upward Bound staff at least 24 hours' advanced notice of a scheduled appointment that falls on a Monday – Friday.

5. Attendance of Summer Session: Upward Bound staff *highly* recommend that all students stay for the entirety of the summer session. We understand that there are often things going on at home that students want to attend. We also understand that there is undoubtedly a mental strain from being in a new environment. However, this session provides an opportunity for each student to step out of his or her comfort zone and grow as both a student and a person. If a student must leave, we can arrange for that to work, but it is discouraged.

6. Transportation

a. Upward Bound does provide transportation to any event that it hosts including summer session events. However, it is beneficial if students/parents/family members can help Upward Bound whenever possible, to transport students. Again, Upward Bound can provide transportation, but it helps us during the summer to have parents help their students move in and move out.
b. If a student is driving with another student, even family members participating in Upward Bound, he/she must list individuals who are authorized to transport students by completing the "Pick up Authorization" section in CampDoc.
c. Students who have vehicles being kept on the UWSP campus are required to purchase a parking pass through the UWSP parking services office located in the George Stein Building. They must also surrender their keys to an Upward Bound staff member upon arrival.
d. Students bringing their own vehicles to campus are not permitted to use them for recreational or free time activities. Students' keys will be locked away unless going to and from home, or prearranged circumstances approved by the Residence Hall Director. Going to a store and out to eat is not permitted.

7. **Summer Classes**
    a. The Upward Bound Summer Session is first and foremost an academic program. Students are expected to show up and participate in all classes, barring illness and emergencies.
    b. Students are expected to complete all assigned class work. Upward Bound provides intensive study sessions and tutorial assistance to help students, but a commitment is needed from each participant.
    c. Missing class, and not completing homework, and other concerns will result in loss of stipend or additional study time.
    d. At the end of the Summer Session, students will receive either Full, Half, or Zero credit. Assigned credit is based on evaluations completed by teachers and residential staff.

Upward Bound Dress Code Policy

Basic guiding principles: Upward Bound expects that all students will dress in a way that is appropriate for an educational setting or for any program sponsored event. Repeated violations of the dress code rules will result in disciplinary actions. With staff, student, and parent support and the use of good sense in terms of appropriate attire for an educational setting, issues can be easily resolved, and uncomfortable circumstances avoided.

Long pants and closed toed shoes must be worn in science lab classrooms at all times. No exceptions!

Students Cannot Wear:

- Fashion that displays violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Any clothing that reveals visible undergarments, with the exception of bra straps, and/or exposes chest or buttocks areas.
- Dress or accessories that indicates gang or similar affiliations.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face, ears, or head (except as a religious observance)

4-Step Disciplinary Procedures

Academic Year

Upward Bound staff reserve the right to implement this disciplinary procedure at their discretion. For each major rule violation, a 'Step' will be given, the more steps the more intense the discipline.

1. **'Step 1'** will result in a written warning from the Upward Bound Academic Coordinator outlining the rule that was broken.

2. **'Step 2'** will result in a meeting with Upward Bound Staff, and probationary status for one grading period. If stipends are allotted, 'Step 2' results in a loss of the whole stipend for one grading period.

3. **'Step 3'** will result in suspension from the Upward Bound Program. It will also mean a meeting with the student, Upward Bound staff, and/or parents/guardians. Suspension means the student cannot participate in any Upward Bound sponsored events, including workshops, campus visits, and potentially summer session among others.

4. **'Step 4'** will result in the student's dismissal from the Upward Bound program.

Summer Session

Upward Bound staff reserve the right to implement this disciplinary procedure at their discretion. For each major rule violation, a 'Step' will be given, the more steps the more intense the discipline.

1. **'Step 1'** will result in the student receiving a written disciplinary report. Most of the time 'Step 1' is the result of repeated problem reports or referrals from staff. After receiving a written disciplinary report, you will also meet with your Residential Advisor and Residence Hall Director to discuss the violation.

2. **'Step 2'** will result in the withdrawal of privileges, and typically occurs after already receiving one or more 'Step 1's. These privileges can be anything the Residence Hall Director decides appropriate. Common privileges revoked are free activity time, early bedtime, etc. At this point, a letter is sent home to the student's parent/guardian outlining the student's recent behavior. The withdrawal of privileges will take place in a meeting held between the Residence Hall Director, Residential Advisor, and other appropriate staff.

3. **'Step 3'** will result in a one to three-day suspension as recommended by the Residence Hall Director and will typically occur after a combination of receiving 'Step 1s' and 'Step 2s'. A 'Step 3' normally occurs after multiple problems arise. The time that the student is suspended should be used to reconsider all of the choices he or she has made during his or her time at the Upward Bound summer session. At 'Step 3' Upward Bound staff will have a meeting with the student to make sure the student is here for the right reasons.

4. **'Step 4'** will result in the dismissal of the student from the Upward Bound program. 'Step 4' is given out upon repeated violations or a singular event that significantly threatened either the safety, wellbeing, mental status, or academic obtainment of another student. When reaching 'Step 4' it is clear to us that the student: does not value the safety of other students, does not value the education of other students, or does not value the rules set in place by Upward Bound staff. Students may reapply for the program the following year, but for the remainder of summer there shall be no formal services provided to the student receiving 'Step 4'.