



## SUMMER 2023 CODE OF CONDUCT

Upward Bound expects all students to respect fellow students, staff, property, and themselves throughout the summer session. What this really boils down to is the use of good judgment. Below is a list of key rules, but keep in mind that good judgment and common sense are the best guides when choosing behaviors. If you are ever unsure about a rule, ask a staff person to help you.

- Students are to attend all classes and be on time. Tardiness and unexcused absences from class will result in stipend deductions.
- Students are provided with school supplies and books to be successful during summer session. If you need any additional supplies (pens, notebook, folder, etc.), please inform your RA.
- Abide by Upward Bound's phone/electronic device policy. In short, students will be allowed to keep phones in their possession IF they are using them appropriately during class times, planned activities, and any other times designated by staff. UB staff reserves the right to change these rules at any time if issues arise.
- Students who chronically say they need to check-out of the residence hall for a medical appointment may be asked to produce a doctor's note documenting the appointment. If a student does not provide documentation from a doctor when asked, it will result in a \$2 stipend deduction per class missed.
- It is expected that students be respectful of teachers and follow the rules set by each teacher (these may vary slightly from class to class).
- Phones are not to be used during class times unless the teacher tells you to get on it. Phones will also be collected during study session and large group events and returned afterwards. This is non-negotiable.
- Phones are not permitted to be out or in use in locker rooms and bathrooms.
- Keep noise to respectful levels in the residence hall, DeBot Dining, classroom buildings and campus facilities. Remember that other programs and courses are also utilizing these college campus buildings during the summer.
- Study Session runs from 3:20 – 4:50 PM Monday – Thursday and from 6:30 – 8:00 PM on Sunday. Students are expected to be in their assigned rooms for the duration of study session and have all needed study materials collected 10 minutes prior to study session start times. Students may be allowed to study in the basement study lounge or computer lab if they need to meet with a teacher or work on a group project AND permission is granted from their Residential Advisor (RA). Activity lounges are off limits during study session.

**Study Session is to be quiet and productive.** Residence Hall Advisors (RAs) and teachers are available to help on class assignments. *Students who are late to Study Session, not using their study time wisely and/or causing disruptions, can expect to have additional time added onto their Study Sessions, not be allowed in basement study areas and/or be given a stipend deduction.*

- Students are escorted to the UWSP Bursar's office to get their weekly stipends on a specific date and time each week. If you miss the stipend distribution date and time, you will not be able to get your stipend that week. We may be able to disburse the missed stipend to you the following week (exception: last week). This is a Bursar's rule. Stipend deductions are final and cannot be returned to you. If you receive a stipend deduction for any reason, a UB Admin staff member will inform you during study session.
- Academic honesty: Cheating, plagiarism, etc. are not allowed and are considered serious offenses.

- Students are expected to complete and submit homework assignments by the deadlines specified by their teachers. Students who receive Behavior Reports from teachers due to late or missing work will have money deducted from their stipend and will lose free time and/or the privilege of participating on a scheduled activity until all work is made up appropriately. **Upward Bound is an academic program and therefore a student's academic performance takes precedence over participating in activities.**
- Participants who verbally or physically abuse other people will be subject to disciplinary action. This includes any instance of harassment and includes cyber bullying. Upward Bound takes these behaviors very seriously and staff will administer swift and stern consequences.
- Students are to be respectful of everyone's privacy and personal belongings. Taking or using someone's personal devices (phone, iPad, etc.) and/or taking a photograph without their permission is considered a breach of privacy and will result in disciplinary action.
- Students who are suspected of improper use of their iPad during study session and/or accessing restricted sites will have their device(s) confiscated and face disciplinary action.
- Your UWSP Meal Wristband is your access to the DeBot dining hall. If you lose your Wristband, notify a UB staff person immediately. A replacement wristband will be provided to you and the \$5.00 replacement cost will be deducted from your stipend. **You cannot voluntarily skip a meal.**
- Lost room keys cost \$35 to replace. If you misplace your room key, notify a UB staff member as soon as possible. The Upward Bound office will invoice parents/guardians for the cost of replacement.
- Unless you need to take your medications, **you cannot be on a floor or residence hall room that is not yours.** If you would like to hang out with someone, do so in a common area such as the lobby or basement lounge. You must ask an RA to be in the basement with you.
- Students who hide their medications, sneak them out of the Health Office, give them to other students and/or only pretend to take their medications will be given a Step and their parent/guardian will be notified.
- Alcohol or drug use including all forms of tobacco and vaping are prohibited. These are illegal for minors and not allowed on or off campus for Upward Bound participants. The UWSP Police will be contacted if we suspect you to be under the influence of any drug or alcohol.
- Students must be in the residence hall building by 8:30 p.m.; on their assigned floor by 9 p.m. and in their rooms by 9:30 p.m. unless other times are given. Extended hours may be allowed on occasional weekends, at the discretion of the Hall Director.
- Outside building doors lock at 8:30 p.m. If you get locked out, you must contact the Hall Director.
- Students must be accompanied by a staff person when traveling through campus. Additionally, students are not allowed to leave campus unless accompanied by a staff person, parent/guardian, or authorized adult chaperone. Parents/guardians should provide a list to the Residence Hall Director of authorized adults who are able to check you out of the residence hall.
- Personal vehicles are allowed only for the sole purpose of traveling between the residence hall and home. **A Permission Slip for Personal Vehicle must be on file in Upward Bound.** Students may not use their personal vehicles for running errands or driving to and from class or program activities. A student's car keys are stored with the Residence Hall Director and released only when the student is traveling home. Upon return to the residence hall, the student is required to turn his/her car keys back into the Residence Hall Director.

- Students are not permitted to ride in the personal vehicles of anyone except their parent/guardian. Students have the option to submit a **Permission Slip for Personal Vehicle** to Upward Bound that lists the specific individuals with whom they have permission to travel to and from home. This form must be signed by a parent/guardian.
- All visitors, including parents/family, must sign in at UB's residence hall reception area upon arriving. Due to security reasons, only parents/guardians will be allowed in students' private residence hall rooms other than check-in and check-out days.
- Students are expected to follow appropriate hygiene which means showering, changing bed linens and doing laundry regularly. Laundry is free in the residence hall. Students who need special accommodations for showering should discuss a plan with their assigned RA.
- Inappropriate public displays of affection (PDA) are not tolerated. This includes sitting on top of other people.
- Derogatory and vulgar speech is not tolerated. This includes swearing and using phrases that may put down another individual's gender, sexual orientation and/or physical, intellectual, or psychological disabilities.
- Shopping trips to Wal-Mart, Target, etc. are not permissible Monday – Thursday or on Sunday evenings. Students who may need to purchase health/beauty aid items, snacks etc. on non-weekend nights can walk to Dollar Tree or Festival Foods with a staff member during free times.
- Students gain the most benefit from the summer session by being present and engaged in program activities. Weekends home beyond the ones already pre-planned on the activity schedule are discouraged. **For 2023, students will be given a weekend break after classes end on Friday, July 21<sup>st</sup> – through 5:00 PM on Sunday, July 23<sup>rd</sup>.** Transportation home and back to campus will be provided to students on a limited basis if necessary.

### Upward Bound Dress Code Policy

Upward Bound is committed to ensuring that enforcement of the dress code policy does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

**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.** Please refer to the list of items in the “must wear”, “may wear” and “cannot wear” categories in keeping with these principles.

#### **Students Must Wear:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts). Shorts must cover the entire buttocks.
- Shoes

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

#### **Students May Wear:**

- Religious headwear
- Hoodie sweatshirts (the hood should not be up)
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps
- Athletic attire

### **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
- 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)

**Dress Code Enforcement:** Upward Bound administrative staff will use discretion to make decisions regarding the appropriateness of each student's dress and maintains the right and authority to determine the acceptability of current fashion at all Upward Bound events. Students will be required to change into appropriate clothing. 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.

### **4-Step Disciplinary Procedures**

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, peer mentor status, 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 'Steps 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'.