



SUMMER 2025 CODE OF CONDUCT

English for College and Upward Bound expects all students to respect fellow students, staff, property, and themselves throughout the summer session. Below is a list of key expectations. If unsure about a rule, ask a staff person to help you.

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

Behavioral Expectations

- 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 English for College or Upward Bound participants. The UWSP Police and parents/guardians will be contacted if a staff person suspects a student of being in possession and/or under the influence of any drug or alcohol.
- Students caught engaging in sexual activity will be dismissed from the summer program.
- Inappropriate public displays of affection (PDA) are not tolerated. This includes sitting on top of other people.
- Students engaging in violence of any kind, both verbal and physical, will be dismissed from the summer program. This includes but is not limited to hazing, harassment and cyber bullying.
- Disrespectful and inconsiderate behavior toward any staff person or student, breaching privacy or confidentiality and any actions that do not support being a good community member of English for College or Upward Bound will not be tolerated and may result in dismissal from the summer program.
- 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.
- 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.
- 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 can authorize other adults who are able to check the student out of the residence hall through the CampDoc.com portal.
- 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 10:00 p.m. unless other times are given. Extended hours may be allowed on occasional weekends, at the discretion of the Hall Director.

- Except for meeting health and medical needs, **students cannot be on a floor or residence hall room that is not theirs.** Students may utilize common areas in the residence (lobby, basement lounges, etc.) to interact with students from another assigned floor.
- Noise and volume levels are to be kept at respectful levels in the residence hall, DeBot Dining, classroom buildings and campus facilities.
- 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 accommodation for showering should discuss a plan with their assigned Residential Advisor.
- Students are not permitted to ride in the personal vehicles of anyone except their parent/guardian. Parents/guardians can indicate in the CampDoc.com portal who is authorized to drive their student to and from the residence hall.
- Personal vehicles are allowed only for the sole purpose of traveling between the residence hall and home. **A parent/guardian must indicate in the CampDoc.com portal that their student is permitted to travel to and from the summer program independently.**
- 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 returning to the residence hall, the student is required to turn their car keys back into the Residence Hall Director.

Academic Expectations

- Students are to attend all classes and be on time. Tardiness and unexcused absences from class will result in stipend (UB only) deductions.
- Students will follow classroom and lab rules set by each teacher (these may vary slightly from class to class). Long pants and close-toed shoes must be worn for all science classes.
- Academic honesty: Cheating, plagiarism, etc. are not allowed and are considered serious offenses.
- Students are 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 in a scheduled activity until all work is made up appropriately. **English for College and Upward Bound are academic programs and therefore a student's academic performance takes precedence over participating in activities.**
- Upward Bound Study Session runs from 3:20 – 4:50 PM Monday – Thursday and from 6:00 – 7:30 PM on Sunday. English for College study times will be provided to them by their Residential Advisors.
- During Study Session times, students are expected to be in their assigned rooms for the duration of the study session and have all the needed study materials handy 10 minutes prior to the study session start times. Students may be allowed to study in the basement study lounge or 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 sessions.

- **Study Session is to be quiet and productive.** Residential Advisors and teachers are available to help with class assignments. *Students who are late to Study Session, not using their study time wisely and/or causing disruptions, expect to have additional time added onto their Study Sessions, not be allowed in basement study areas and/or be given a stipend deduction (UB only).*
- Students who are suspected of improper use of their iPad or other electronic device during study session and/or accessing restricted sites will have their device(s) confiscated and face disciplinary action.

Cellphone Usage

- Phones are not permitted to be out or in use in locker rooms and bathrooms.
- Phones are not to be used during class times unless the teacher allows them for a classroom activity.
- Phones will be collected during study sessions and large group events and returned afterwards.
- Students will be allowed to keep phones in their possession IF they are using them appropriately planned activities, and any other times designated by staff. Program staff reserves the right to change these rules at any time if issues arise.

Electronic Recording and Social Media

- Photography, videotaping, audio recording, cell phones and electronic device recording of any kind will not be made in private places. Examples include but are not limited to bathrooms, locker rooms, changing facilities, etc.
- Photography, videotaping, audio recording, cell phone and electronic device recording of any kind will not be made in classrooms, the residence hall and any other inside or outside campus facilities/grounds without the permission of the other students or staff members present.
- Photography, videotaping, audio recording, or production of any kind made about an employee of the English for College or Upward Bound Program may not be made or distributed without the expressed permission of that employee.

Miscellaneous Expectations and Policies

- Students who have several planned absences for medical and/or other personal activities throughout the summer program should inform their program staff of the dates/times of absences prior to the start of summer session. Students may be asked to produce a note from a medical professional if appointments are causing excessive absences from class.
- Upward Bound students only: Students are escorted to the UWSP Bursar's office to get their weekly stipends on a specific date and time each week. If a student misses the stipend distribution date and time, they will not be able to get their stipend that week. This is a UWSP policy, not an Upward Bound one.
- Stipend deductions are final and cannot be returned. If a student receives a stipend deduction for any reason, a UB staff person will inform them during the study session.

- The UWSP Meal Wristband is a student's access to the DeBot dining hall. If a wristband gets lost, notify a UB staff person immediately. A replacement wristband will be provided, and the \$5.00 replacement cost will be deducted from the student's stipend (UB only). **Students cannot voluntarily skip a meal.**
- Lost room keys cost \$20 to replace. If the room key gets lost, notify a hall staff member as soon as possible. A student may be required to forfeit their weekly stipend (UB only) to cover the cost of the lost key.
- All medications are dispensed from the Health Office at designated times daily. 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 disciplinary Step (see below) and their parent/guardian will be notified.
- All visitors, including parents/family, must sign in at the 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.
- 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 their free time.
- 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 2025, Upward Bound students will be given a weekend break after classes end on Thursday, July 3rd– through 5:00 PM on Sunday, July 6th.** Transportation home and back to campus will be provided to students on a limited basis if necessary.

Dress for Success!

English for College and 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 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 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)
- Clothing with images or language depicting hate speech, profanity, pornography
- Any clothing that reveals visible undergarments, with the exception of bra straps
- Dress or accessories that indicate gang or similar affiliations.
- Any item that obscures the face, ears, or head (except as a religious observance)

English for College and Upward Bound administrative staff uses discretion to make decisions regarding the appropriateness of each student's dress and maintain the right and authority to determine the acceptability of current fashion at all program events. Students may be asked to change into appropriate clothing.

4-Step Disciplinary Procedures

Program 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. Ordinarily, Step 1' is the result of repeated problem reports or referrals from staff. After receiving a written disciplinary report, the student will also meet with their 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. 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 they have made during his or her time at the summer program. 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 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 program 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'.

Print Name: _____ **I understand and agree to abide by the Summer Code of Conduct.**

Signature: _____