

UPWARD BOUND PROGRAM POLICIES AND PROCEDURES

Attendance:

- 1) Late: a student is considered late when s/he arrives after the UB official start time of the class.
 - Official Start Time: Each classroom has a clock. This clock is the official timekeeper for attendance.
- 2) Absences: students are required to make up all missed work due to an absence.
 - An absence may only be considered **excused** when all of the following conditions are fulfilled:
 - 1) the student or parent notifies the Academic Coordinator **prior to** class and receives approval; and
 - 2) the absence is due to an academic/educational event or an illness/emergency; and
 - 3) the student provides a completed and signed Official Absence Note within one week of the absence.
 - An absence is **unexcused** if any of the above conditions are not met.
 - Make-up Work: it is the student's responsibility to work with the classroom instructor to ensure that all missed work is made up on time. Study Hall will be imposed during the evenings if necessary.
 - Official Absence Note: It is the student's responsibility to ensure that the completed Official Absence Note goes to the Academic Coordinator or Residence Hall Director within two days of the absence.
 - Students must sign out and notify both the Academic Coordinator and the Residence Hall Director if they have an appointment that requires them to leave campus.

Dress Code and Behavior:

Because Upward Bound is a college and life preparatory program, we want to encourage students to adopt appropriate behaviors, particularly in the area of self-presentation (dress and communication skills). Students also represent the Upward Bound Program and affect the responses that we receive from surrounding communities. To assist with this goal, we have created a dress code that applies to students and staff alike and serves to promote appropriate presentation. The following rules always apply while on campus, in U of M vans, en-route to UB events, and at all UB events:

- Pants, shorts or skirts must be worn no lower than waist high and may not sag.
- Stomachs/midribs must be covered when standing or sitting. Clothing that shows stomach, belly-button, or underwear is not permitted.
- Dresses, skirts and shorts must be mid-thigh length or longer.
- No hats, headbands, scarves, bandanas or do-rags.
- No low-cut tops or shirts that display cleavage.
- No tube tops, open-back shirts or spaghetti-strap tank tops.
- No clothing containing profanity, sexually explicit language or images, or other offensive slogans.
- No loud voices, offensive or inappropriate language/activity on buses or in hallways. (Please respect the needs of other students and instructors for a quiet learning environment at the University.)
- Students may not wear any clothing that a staff member deems inappropriate, immodest, or offensive.

Regardless of the situation, if asked, students should willingly remove or cover up (with other clothing) any inappropriate, immodest or offensive article of clothing. Students have the opportunity to discuss the matter *at a later time* with staff, but are expected to comply as directed at that time.

****UB staff reserve the right to determine what dress and behavior is appropriate at all times.****

Food

- During Snack- Time foods is allowed **only** in the snack room. Do not take food/drinks to you component classroom
- **Absolutely no gum, candy, food, or beverages allowed in any classroom.** This is a College of Education and Human Development policy and we will lose classroom and computer privileges if it is violated.

Computers:

Computer use is a privilege that the College of Education and Human Development provides for Upward Bound. Any abuse of this privilege could result in severely reduced access or termination of computer access to all students. Please follow these rules:

- Do not use computers until given permission.
- Only approved class work on all computers at all times. Web access only for class specific activities.
- No private e-mail, games, gambling sites, shopping, pornography etc. at any time. **NO EXCEPTIONS!**
- DO NOT download any software or programs onto any University computer.
- All computers must be properly shut down; USB drives removed, work stations cleaned, etc., before a student leaves a classroom or UB office. Leave each place better than you found it.

Daily Classroom Schedule:

ARRIVE ON TIME, COME PREPARED AND BE INFORMED!!!!

- Sign in!
- Gather Class Materials - notebook, folder, pencil, worksheets, etc.
- Read instructions on the board for immediate task(s) to be completed.
- Lesson Plan and Instruction –
 - Students are expected to complete all assignments during the class period.
 - Upward Bound homework is rarely given unless:
 - 1) there is make-up work due to the student's absence or failure to use class time appropriately;
 - 2) the student or parent requests additional work.
- Students are responsible for signing in on time for each class and staying focused for the entire period.
- Transportation – each student is responsible for his/ her own transportation home from UB activities. Students using public transportation are given transportation stipend (bus fare) at the end of the session.

Bathroom:

- Bathroom breaks are not allowed for the first 30 minutes of class. Use your time before classes wisely! Bathroom use during class time is at the discretion of the classroom instructor.
- Only one student will be allowed outside of the classroom at a time.

Seating and Attention:

- Students must sit in their assigned seats.
- Students must remain alert while in component or IS: no sleeping, reclining, resting heads on desks, closing eyes, etc. during class.
- Students should remember to respect other students and different opinions. Everyone is here to learn.
- Students must remain on task and not disrupt others in the room. More specifically:
 - * Don't speak out of turn—wait to be called on.
 - * Speak only for yourself; give others a chance to speak their own minds.
 - * No profanity or inappropriate language.
- No cell phones, MP3 players, or other electronic devices allowed outside of dorms; Instructors will confiscate if found in a classroom.

Assignments:

- Students are accountable for all assignments given to them in class. Students must complete assignments by the date set by instructors. Failure to do so will result in lost stipend and homework and/or Study Hall.
- Students are responsible for working with the instructor to ensure that all missed work is made up on time.

Stipend Payment:

Students are eligible to earn a performance stipend. This performance stipend is based on completion of UB requirements. In addition, if students perform all requirements at 100%, he/she will be eligible for a stipend bonus. Stipend amounts as set by the UB Director and may fluctuate based on budget considerations.

- **In order to receive credit for an excused absence, students must notify the instructor in advance and make an appointment to make-up the class time and any missed assignments within one week. Failure to do so will result in loss of the bonus and a penalty.**
- If a student arrives after the missed class with an excuse slip, s/he will be given one week from the original class date to make-up the class **AND** any assignment(s). Making up the missed class within one week will allow the student to avoid a stipend penalty.

Consequences:

When any student fails to follow the above policies, the following actions will take place:

- Upon first offense, the student will receive a verbal warning
- Upon second offense or refusal to heed the first warning:
 - *During class or activity, the student will receive an "off-task" for that class;
 - *Outside of class or activity, an Incident Report will be filed;
 - *In both cases, students will lose a portion of their stipend and/or face further disciplinary action.
- Any student receiving two incident reports will be placed on immediate probation and their standing with UB will be reconsidered.
- **All missed classes must be made up as soon as all issues have been resolved.**

*****UB reserves the right to impose consequences and set additional policies as needed*****

