

Behavior Policy

The purpose of the Upward Bound Summer Program Behavior Policy is to clearly state the expectations and standards for behavior in the program, and to specify the consequences for violation of these standards. The staff will act according to the policy below when students do not regulate their own behavior.

➤ ***Class Expectations***

Students are expected to attend every class session. Upward Bound will not grant students an excused absence; however, students should notify Core Staff about any absences prior to the start of the class session if they know they will be absent. Each absence will result in a \$1 reduction of the student's stipend, except for Job Shadow absences. Failure to attend class without notifying Core Staff may result in a violation, in-room, or expulsion.

Students are expected to arrive on time to each class. In the event that a student may arrive to class late, the student will be marked as tardy. Three tardies will result in the student serving an "In-Room." Additionally, three tardies will equal an absence and will result in a \$1 reduction in the student's stipend for each absence. The consequences earned from tardiness to class will not count towards the student's violation total.

Students are expected to turn in *all* assignments on time. If a student has a missing assignment, the student must use activity time to finish the assignment and will not be allowed to participate in other activities until the assignment is finished. After completion, they must turn the missing assignment in to a core staff member.

➤ ***Sick Days***

The following policies have been instituted to ensure students who are sick receive the necessary rest to fully recover, and to ensure other students do not get sick.

1. If a student is sick, they must be in their room all day unless they are excused to go home by a parent/guardian.
2. Other students are not allowed to visit with the student.
3. Door must remain cracked open for staff to periodically check on the student

➤ ***Warnings***

The following infractions will result in one written warning each. Three warnings will result in one "Violation." Warnings can be given in the classroom or in the residence hall.

1. Use of offensive language against another person, in posters, clothing, pictures, music, etc. in public. (Student rooms constitute public area for posters and pictures.)
2. Noise violations result from a noise level which is disturbing to others including being too loud in hallways, playing music too loudly, etc.
3. Public displays of affection which include: inappropriate closeness, hickies, etc. (this includes coming back from the weekend with a hickey.)
4. Inappropriate dress such as clothes that are too revealing, or displaying offensive/obscene language or images.

5. Students must attend and be on time to all large group and family group events. Tardiness and/or absence will result in a warning.
6. Cell phone use during UB classes, study, activities, family groups, and large groups is prohibited. Should a student be using their cell phone during these activities, she/he will either get a written warning, or have their phone taken away. Phone will be given to Core Staff until the end of the day.

➤ **Routine Violations**

Failure to abide by the following expectations will result in one "Violation" each. (A "Violation" is written documentation of a rule infraction.) A combination of behaviors can result in more than one Violation resulting from a single incident.

1. Quiet Hours
From 10:00 p.m. to 7:00 a.m. and during study sessions. Noise violations during this timeframe result from a noise level which is disturbing to others including being too loud in hallways, playing music too loudly, shouting out the windows, etc.
2. Inclusive Community Policy
 - a. *Clubs*: all clubs and organizations must be approved by the Core Staff.
 - b. *Initiation/hazing*: any form of initiation or hazing (any activity that causes personal degradation or disgrace) is prohibited.
3. Curfews
 - a. 10:00 p.m. is "In residence hall"
 - b. 10:30 p.m. – 7:00 a.m. is "On floor"
 - c. 11:00 p.m. – 5:00 a.m. is "In room"
 - **Any exceptions to these rules are determined by the Core Staff and will be announced to the entire program.*
 - d. Students must be in their room after in-room curfew.
2. Weekend Hours
Students are not allowed to be in the residence halls between 2:30 p.m. on Friday and 6:00 p.m. on Sunday.
3. Sunday Attendance
 - a. A tardy (5 minutes or more after 7:00pm) on Sunday evening without previous notice to UB advisor will result in a violation (unless approved by the student's advisor in advance)
 - b. Absences not communicated to UB advisor by the previous Friday at 2:30pm will result in violation
 - c. If student is absent (excused or unexcused) for more than one Sunday, they will forfeit their summer stipend.
4. Non-program Visitors
 - a. Only current Upward Bound students and staff are permitted beyond the main lobby. Such access will only be granted for parents and family members on a limited basis and must still be accompanied by a staff member.

- b. Visitors are required to behave according to Upward Bound policies and rules. Students are responsible for guest's behaviors. If a visitor is not adhering to the rules, contact a staff member immediately to avoid being penalized.
 - c. Overnight visitors are never allowed.
 - d. Visitors must leave the residence hall by 10:00 p.m.
5. Horseplay & other safety issues: To ensure safety for all students, engaging in the following will result in a violation:
- a. Water fights, having/playing with water guns or water balloons
 - b. Roughhousing and wrestling
 - c. Hall sports
 - d. Students (under 18) caught smoking cigarettes or any other substance
6. To maintain a quiet and productive study session for all students, engaging in the following behaviors will result in a violation:
- a. Sleeping or appearing to sleep/keeping eyes closed for prolonged time
 - b. Talking to your roommate
 - c. Leaving your chair
 - d. Leaving your room
 - e. Use of stereo, mp3 player, headphones, cell phone, or other digital device
 - f. Door closed
 - g. Doing any distracting activity that prevents studying
 - h. Having lights off and shades closed
- During the first 45 minute study session, students must sit at their desk. During the second 45 minute study session, students may choose a location other than their desk that is visible from the hallway to study at and remain there until the end of study.
7. Behavior not listed in the previous sections may result in a violation or warning at the discretion and discussion of staff members.

Consequences for Routine Violations

Each violation will be recorded on a violation form. The student will be asked to sign the form to acknowledge that the student and staff member discussed the violation. Signing the violation does not constitute agreement with the violation, only that the violation was discussed. The violation still stands should the student decide not to sign or discuss the violation. When the student is referred to the student conduct committee for Peer Review, the students will all come up with a plan to address the behavioral concerns. If after that, the student earns another violation, parents/guardians will be called to meet with the directors of the program to decide on further consequences for the student. After the 6th violation, a student will be dismissed from the program and must petition for an appeal to be re-admitted to the program.

3 rd Violation:	1 In-room Detention
4 th Violation:	2 Consecutive In-room Detentions & Peer Review
5 th Violation:	3 Consecutive In-room Detentions & Parent Meeting with program Directors
6 th Violation:	Dismissal from Upward Bound Program

*In-room detentions are from 6:15pm-10pm. Student must stay in own room during this time and door must remain open. Student is allowed to use the restroom, but other students are NOT allowed in the room.

➤ **Non-routine Violations**

Non-routine Violations are behaviors which seriously affect the student's ability to function in the program and jeopardizes safety of the entire community.

Non-routine violations which result in immediate expulsion are:

1. Possession of drugs or alcohol, or being with people who are using/in possession of drugs or alcohol
2. Fighting
3. Possession of a weapon

Non-routine violations which *may* result in expulsion, suspension, or another appropriate consequence are:

1. Being out of your room or out of the building after set curfews.
2. Lack of respect for persons or property (e.g. stealing, name calling, etc...)
3. Riding, driving, or loitering in vehicles between 6:00 p.m. on Sundays until 2:00 p.m. on Fridays
4. Leaving campus during program hours (6:00 pm Sundays through 2:00 pm Fridays) unless accompanied by a staff member or parent/guardian with prior approval

In the event of suspension or expulsion, parents/guardian will be immediately notified and expected to come for their student and their belongings.