

UPWARD BOUND STANDARDS OF CONDUCT

ACADEMIC STANDARDS

The Upward Bound Program's primary purpose is to create and support an educational environment in which participants may develop their intellectual potential. While the program is committed to extending its services in pursuit of this goal, students must have some responsibility for their own education and must pursue and complete the academic coursework, which is given at the attended high school, as well as commit to the Academic Standards set by this program. This standard is in effect both during the Academic Year and Summer Component. In such, all participants must maintain a minimum 2.0 grade point average in the core curriculum (i.e., math, science, English & foreign language) to remain in good academic standing.

ACADEMIC PROBATION, SUSPENSION AND DISMISSAL

1. Any student who, for the first time, fails to meet the minimum requirement of Academic Standard will be placed on probation.
2. Any student who, for the second time fails to meet the minimum requirement of Academic Standard will be suspended from the program for the remaining academic term. Students who regain compliance at the end of the academic term are eligible for immediate readmission in the program.
3. Any student who, for the third time, fails to meet the requirement of Academic Standard will be dismissed from the program.
4. Any student who as a result of failure to meet the Academic Standard and is subsequently suspended or dismissed may appeal that status in writing to the Committee on Academic Standards.

SATISFACTORY PROGRESS POLICY

If a student is dismissed or suspended from the Upward Bound Program, he/she must submit a written appeal for reinstatement. The appeal should be addressed to the Committee on Academic Standards. The Committee will review the letter of appeal the student's academic & behavioral history and either approve or disapprove it. The student will be notified in writing concerning the decision.

STANDARDS OF CONDUCT

Disciplinary procedures are important in educating students about responsible behavior, maintaining social order, and protecting the rights of others. The system provides consequences for those who violate specific rules and regulations geared towards the Upward Bound Program. In addition, the Upward Bound Program will also adhere to the same Standards of Conduct that are implemented by Johnson C. Smith University. Violation of any Standard of Conduct will result in a participant receiving a verbal or written warning, a stipend reduction, being placed on probation, suspended or expelled.

Verbal Warning

Participant is spoken to and advised of violation, as well as possible consequences faced if offense is repeated.

Written Warning

Participant is spoken to and advised of violation. Behavior is documented and placed in student's file as a permanent record.

Probation

Participant is expected to demonstrate a positive change in behavior. During the probationary period, the student will be denied participation in extra curricular program activities. In addition, the sanction of probation will become a matter of record in the student's file.

Suspension

Used in cases of serious misconduct or in cases when student has violated the condition of his or her probation. The severity of the violation may result in the student being suspended for the remainder of the semester or summer component.

Expulsion

Expulsion is the most severe sanction that can be imposed upon a student. Expulsion is permanent dismissal from the Upward Bound Program.

The Upward Bound Program reserve the right to impose sanctions that it deems appropriate to a student's misconduct. The following violations and sanctions are only examples of misconduct. Sanctions may be imposed for conduct not described, and discipline will be decided on a case by case basis and may differ from the sanctions described.

ALCOHOLIC BEVERAGES

Drinking, possession, consumption and/or being under the influence of alcoholic beverages on University-owned or controlled property.

University property shall include classrooms and residence hall rooms; academic, activity office and administrative buildings; all open spaces on the campus, all dining rooms and snack bars; all hallways, stairwells, lounges, bathroom; and in other student residences owned, controlled or administered by the University.

SANCTION: Penalty may include, but not limited to disciplinary dismissal.

DRUGS

Possession, use, distribution or the reasonable suspension of possession or use of narcotics or drugs in any form. Improper behavior or conduct on the campus which is a result of the use of drugs, which means that one who, having consumed or used drugs, experiences a loss of the normal use of his or her mental and/or physical faculties. This means the illegal possession or use of narcotics or drugs, including prescription drugs without a valid medical prescription, on the person or in the possession of a student.

SANCTION: Penalty may include, but not be limited to, disciplinary dismissal.

Note: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the University to report these individuals to the legal authorities.

LYING

Lying, knowingly furnishing false information to any member of the Upward Bound staff, or any other forms of dishonesty in Upward Bound related affairs.

It includes making a false statement to any member of the Upward Bound Program staff with the intent of deceiving.

SANCTION: Penalty may include, but will not be limited to disciplinary probation for one semester depending upon the gravity of circumstances.

DISORDERLY CONDUCT OR EXPRESSION

Disorderly conduct means any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive of the rights of others. It includes excessive noise, such as loud talk, shouting, loud stereo, radio, or television sets; horseplay, practical jokes, and general annoyances; throwing dangerous objects; throwing any object in a University dining facility or from the window of a University housing or other facility; habitual or repeated incidents of excessive noise, violation of quiet hours, running through the hallways going out of entrance doors or entering through exit doors and misuse of musical instruments and noise producing devices, in such a way to violate the rights of others to live in an atmosphere conducive to learning and study.

SANCTION: Penalty may include, but will not be limited to, written reprimand, disciplinary probation, and/or stipend reduction. Repeat offenders are subject to suspension/dismissal.

DISTRIBUTION OF PRINTED MATERIALS

Distribution of printed materials that are libelous, scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or University regulations.

SANCTION: Penalty may include, but will not be limited to, stipend reduction, disciplinary probation/suspension for one semester, removal of printed materials, and where appropriate, retraction of statement and/or apology to persons toward whom such expression or activities are directed.

MORAL OR DECENCY OFFENSES

Lewd, indecent, or obscene conduct or expression, or other moral or decency offenses. This includes, but is not limited to, indecent exposure, peeping Tom, indecent language on a telephone, and /or crimes against nature.

SANCTION: Penalty may include, but will not be limited to, restitution, where appropriate, stipend reduction, disciplinary probation for one semester, counseling, or suspension/dismissal, based on the gravity of the offense.

THEFT

Theft is defined as the wrongful taking of money or property without the consent of the owner and/or the secreting of anything stolen, regardless of where it occurred; stealing from another person or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; and failure to return another's personal property upon request or within a reasonable period of time.

SANCTION: Penalty may include, but will not be limited to, disciplinary suspension or dismissal.

FAILURE TO COMPLY

Failure to comply with the direction of Upward Bound Staff officials (including Resident Advisers) acting in the performance of their duties; failure to promptly show identification or to identify oneself to University officials when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building during a fire alarm or when otherwise so ordered by a University official, fire department staff, or local law official.

SANCTION: Penalty may include, but will not be limited to, disciplinary probation for one semester and reduction in stipend. Consequence will be based on severity of offense.

PHYSICAL ABUSE

An encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

Note: If weapons, or objects which are used as weapons or which may be constructed as weapons, are used in an altercation, the student is automatically dismissed from the Upward Bound Program.

a. **Fighting.**

Penalty may include, but will not be limited to, disciplinary suspension for one semester, stipend reduction, restitution, and one year disciplinary probation.

b. **Assault.**

Penalty may include, but will not be limited to, disciplinary suspension for one semester, and stipend reduction, restitution and one year disciplinary probation.

c. **Rape or other sexual assault.**

Expulsion from UB Program.

VERBAL ABUSE/HARASSMENT

The use of verbally abusive language by any person on University-owned or controlled property of Upward Bound sponsored or supervised events. This includes language which, insults, taunts, or challenges another person by any means of communication--verbal or non-verbal, or degrades an individual so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory behavior, racist remarks, or any behavior that puts another member of the programs in a state of fear of anxiety.

SANCTION: Penalty may include, but will not be limited to, disciplinary probation for one semester and stipend reduction. When such abuse is directed towards a member of the staff, the minimum penalty may include, but will not be limited to disciplinary probation for one semester, suspension or expulsion depending on the gravity of the behavior.

SAFETY PROCEDURES

Turning in a false fire or bomb alarm, by any means including a telephone call or by a warning device; theft, removal of, or tampering with fire extinguishing or safety equipment or exit signs, removing batteries from smoke/fire alarms, rendering alarms inoperable, activating sprinklers, damaging or removing fire exit closures, fire mischief, or violation of University guidelines regarding fire safety, (e.g., failure to follow evacuation procedures or obstructing evacuation of a building during a fire emergency or fire drill.

SANCTION: Penalty may include, but will not be limited to, disciplinary suspension for one semester and stipend reduction.

FIREARMS AND WEAPONS

The possession of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms, bowie knives, daggers, switchblade knives, metallic knuckles; explosives such as dangerous chemicals, on University-owned or controlled property or at Upward Bound sponsored or supervised activities is specifically prohibited.

SANCTION: Penalty may include, but will not be limited to, disciplinary expulsion.

COED VIOLATION, CURFEWS

Being in areas of the residence halls that are not open to public and/or in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect. Failure to adhere to coed and curfew stipulations during trips and Summer Component.

SANCTION: Penalty may include, but will not be limited to, \$20 stipend reduction and disciplinary probation for one semester. Repeat offenders may be subject to one year suspension or dismissed.

DAMAGE TO OR DEFACING, ABUSE OR DESTRUCTION OF PROPERTY

This means destruction, damage, or defacement of University property, personal or real, and property belonging to an individual, including, but not limited to, walking on roofs of University buildings, defacing structures and facilities or littering.

SANCTION: Penalty may include, but will not be limited to, restitution, and stipend reduction, disciplinary probation for one semester.

HEALTH AND SAFETY VIOLATIONS

This means any behavior which creates a risk of danger to others of the University community, including but not limited to propping doors to residence halls, throwing objects from windows or balconies, failure to keep one's room in a condition which is safe and sanitary, or failure to maintain reasonable standard of cleanliness and safety as defined by the University.

SANCTION: Penalty may include, but will not be limited to, reprimand, stipend reduction, and compliance with standards immediately.

NOTE: The Standards of Conduct have been extracted from Johnson C. Smith University's *Standards of Conduct for Students at Johnson C. Smith University*. All standards apply for the Academic Year and Summer Component.

DISRUPTIVE BEHAVIOR POLICY

Academic excellence demands that students maintain appropriate behavior and decorum at all times in the classroom. The Upward Bound Program will not tolerate disruptive behavior by students or condone any behavior by students or teachers, which incites such behavior. Disruptive behavior is defined here as any behavior which causes disorder or turmoil to exist in the classroom.

When the student is judged to have engaged in disruptive behavior, the instructor shall initiate the following procedures:

1. Instructor will request the student to discontinue the disruptive action.
2. If the behavior continues, the instructor will instruct the student to leave the classroom and proceed to the Upward Bound office. The Director of Upward Bound will be called to remove the student if he or she does not leave when requested.
3. An incident report will then be completed by the instructor and filed with the Director for Upward Bound. A copy of the report will be filed in the student's file and a copy will be mailed to the student's parent/guardian.
4. After the completion of an incident report, including the student's comments, the student must secure the written permission of the Director for Upward Bound in order to return to class. The student will be held responsible for all absences incurred between the time of suspension from class and his or her return.

5. Any recurrence of disruptive behavior on the part of the student cited will result in expulsion from the class and a grade of "F" recorded for the Summer Component and possible expulsion from the Program.

RESOLVING PROBLEMS

Our goal is to maintain a comfortable working environment for everyone and we treat each student as an individual, encouraging maximum personal and academic growth and development and recognizing that each student is essential to the success of the Upward Bound Program.

Whenever you have a problem or a complaint, we expect you to speak up and communicate directly to us. Should you encounter problems in the classroom or in your Residential Dorm the following procedures should be initiated:

1. Talk to the Upward Bound Instructor or Tutor Counselor assigned to you on a one-to-one basis. He or she is familiar with you and is in the best position to offer assistance.
2. If your instructor or Tutor Counselor cannot help you resolve the matter, you may speak with your Program Counselor (during office hours) or the Dorm Supervisor during the evening hours.
3. Should your problem not be rectified, you may write or speak to the Director for Upward Bound, who will give your problem or complaint prompt consideration.

The Upward Bound Program has specific standards of behavior and academic expectations of all students. If you fail to hold up your end of the bargain, the following steps will be taken:

STEP ONE - A VERBAL WARNING

The following behaviors will result in a verbal warning:

1. Your grades in any grading period jeopardize your academic standing;
2. You have more than three unexcused absences from school during a grading period;
3. You fail to attend required tutoring and extra curricular activities; or
4. Your participation in the program is not consistent.

STEP TWO - A WRITTEN WARNING

Written warnings are sent to you and your parents, and a copy is placed in your Upward Bound file. The following behaviors will result in a written warning:

1. A consistent nonproductive/destructive pattern of behavior is not corrected;
2. Program participation declines significantly or
3. The grade point average (core) falls below a 2.0.

When a problem does arise, the Program staff will coach and counsel you in developing a mutually effective solution. If, however, you fail to respond to coaching or counseling, dismissal from the program may occur.

STEP THREE - PROGRAM DISMISSAL

Dismissal from the Program will occur when the student's documented performance is consistently unsatisfactory due to failure to abide by Upward Bound rules or failure to fulfill the requirements of behavior, participation or academic progress. Students only benefit from the Upward Bound Programs when they demonstrate personal motivation, responsibility and a solid commitment to academic excellence and program participation. A phone call and follow-up letter will be sent to the student and respective parents documenting due process and the reason for dismissal. Program dismissal is final.

Grounds for Immediate Program Expulsion

All Upward Bound students shall be subject to disciplinary actions that may eventually include expulsion from the Upward Bound Program if program rules are not followed. The following actions are grounds for immediate program expulsion without prior warning:

- Causing, or threatening physical injury to another person, whether a fellow UB student, staff member, or other outside person.
- Possessions of any type of lethal weapon, fireworks, matches/lighters, illegal drugs, drug paraphernalia, cigarettes, tobacco products or alcohol.
- Sexual activity or misconduct of any kind.
- Stealing, extortion, or causing intentional destruction of the University's property or facilities, or the personal property of another program.
- Disrupting program activities, or defying the authority of any UB staff member.

The following is a summary of all the UB Regulations:

All participants **MUST** follow the following rules and regulations. Violations may result in stipend reduction, suspension and/or dismissal from the UB Program.

- Everyone is to present at all classes and **ON TIME**.
- You may not leave Johnson C. Smith University campus without prior approval from the Upward Bound office.
- No Alcoholic beverages permitted. Smoking is not permitted.
- Visitors are **NOT** allowed. Parents are welcome to contact the office if there is a need to contact their student.
- Dress appropriately according the Dress Code Requirements.
- Proper conduct (in and out of class!!) is required at all times. This includes no running in the halls, loud noises, excessive talking, or congregating in unauthorized areas. Regular university classes will be going on. Be considerate!!!
- Eat all meals in the designated area. Food or drinks are not allowed in classrooms, labs, library, and/or computer labs.

Dress Code Requirements

Our appearance on campus and on trips/outings reflects the entire UB group, as well as Johnson C. Smith University. We want that reflection to be a positive one. Therefore, the following items of clothing are deemed acceptable:

- Sensible shoes like tennis shoes (no house shoes)
- Well-fitting tops, blouses, shirts, and t-shirts
- Well-fitting jeans, pants, and shorts (not biker shorts or short-shorts)

What Not To Wear

Leggings, short-shorts, spandex, sleepwear, torn clothing and biker shorts are **not appropriate** for either males or females. Shirts, hats, or other articles of clothing with profanity, other inappropriate words/phrases, or drugs/drug paraphernalia printed on them are **not permitted**. Caps, do-rags and/or scarves are not permitted. Midriff tops or low cut tops are **not permitted**.

Cell Phone Policy

Upward Bound does not encourage students to have cell phones while on campus, but understands the wishes of some parents to have the ability to communicate with their son/daughter, particularly in an emergency. Therefore, the Program permits the possession of cell phones while on campus, but requires that they must be placed on **Vibrate only** mode and their ringers turned off during classes, guest speaker sessions, assemblies, field trips and dismissal times. Messages may be accessed and phone calls returned after classes have been completed, in the dormitory, or by permission from a staff person. If a student abuses the privilege of having a cell phone on campus, his/her phone may be confiscated by any staff member. The UB Director shall have the authority to revoke the privilege and prohibit the student from having a cell phone on campus.

Headphones, Ear Pods, etc. Policy

These items are not permitted for use during classes, guest speaker sessions, assemblies, field trips, on the bus during touring sessions (except during down-time) and dismissal times. Failure of students to adhere to this policy will result in the following:

First Offense:

Items will be confiscated and returned to the student at the end of the week.

Second Offense:

Items will be confiscated once again and parental pickup required, as well as probation for the student.

Third Offense:

Shall be considered willful disobedience and defiance and the student shall be suspended from participation in the Program. Further violations will result in the student's permanent dismissal from the UB Program.