



UPWARD BOUND
Student Handbook

This handbook is a guide for program policy and procedures. It documents program rules and regulations for easy reference. The handbook, properly used, will facilitate the positive participation of students enrolled in the Upward Bound Program at Valdosta State University. Each participant is responsible for being familiar with its contents and implementing its directives.

NOTICE: The information in this handbook is current as of publication. The program reserves the right to change information or policies when warranted.

The Upward Bound Program is a Title IV program with 100% funding through the U.S. Department of Education. It is locally sponsored and operated by Valdosta State University, Valdosta, GA.

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UPWARD BOUND CODE OF HONOR

Upward Bound consists of the program, students, parents, and staff. The nature of the program, the spirit of the students, and the great pride in being an Upward Bound participant call for cooperation from students, staff, and parents. Students exercise self-control and consideration of others at all times. Honesty is a virtue that is needed and respected in our present day society. Upward Bound participants believe that honesty is the best policy.

Upward Bound Students are honest at school, at home, and in the community.

You

You are the person who has to decide
Whether you'll do it or toss it aside.
You are the person who makes up your mind
Whether you'll lead or linger behind.
Whether you'll try for a goal that is far
Or be content to stay where you are.
Take it or leave it,
There's something to do.
Just think it over...
It's all up to **YOU!**

Pat Marr

EXPECTATIONS

What Upward Bound Expects from Participants

- Come to Upward Bound every day on time.
- Behave respectfully to adults and each other.
- Obey Upward Bound rules and regulations.
- Respect Upward Bound property.
- Come to Upward Bound prepared.
- Do assigned homework on time and neatly.
- Seek help before falling behind.
- Become involved in some aspect of school life – clubs, student government.
- **Understand the importance of education for success in the future** –even if you think a class is “boring”, “stupid”, or “dumb”.

RULES OF CONDUCT

Discipline at the Upward Bound Program is based on mutual respect among students, teachers, administrators, and parents. All students are expected to conduct themselves in a manner reflecting the goals and objectives of the Upward Bound program.

1. No student will be allowed to act in such a way that can reasonably be expected to disturb the academic pursuits or infringe upon the rights, privileges, health or safety of other persons.
2. Respect for others is to be shown by using acceptable language (no profanity) and being considerate of others' feelings.
3. No student is permitted to be under the influence or in possession of alcoholic beverages or drugs not prescribed by a physician.
4. Students are expected to attend all of their classes and Upward Bound functions.
5. Students are not to be in any vehicle, excluding University vehicles, without written permission from parent/guardian and program approval.
6. No student shall take or attempt to take or keep items belonging to the University, Upward Bound, or any of its participants or guests.
7. No student shall enter any University building, office or other facility without permission from a program staff member.
8. During field trips all students are under the strict supervision of program staff. No one is free to pursue any activity not assigned for the trip or without the permission of the group leader.
9. No student shall be insubordinate toward a faculty or staff member.
10. No student shall display unsportsmanlike conduct during any program-sponsored activity.
11. No student shall engage in heavy petting at anytime while participating in Upward Bound.
12. No participant may leave campus grounds without permission of parent/guardian and/or supervision of an Upward Bound Staff member.
13. Smoking is prohibited while you are participant in the Upward Bound Program.
14. Students are not to bring friends or relatives with them to the Upward Bound Program without staff permission.
15. Possession of any potentially destructive weapons such as guns, knives, etc. is prohibited.
16. **Cell phones are allowed only for students to contact parents/guardians for transportation purposes after schedule activities or events.** If a participant cell phone is heard during the program activities (classes, sessions, etc.), or if a participant is using the cell phone for any other reason, the cell phone will be confiscated and returned to the parents/guardians. The Upward Bound program is not responsible for lost, stolen or damaged cell phones. No electronic devices are allowed out during program activities.
17. Participants are allowed to listen to musical electronic devices via headphones during study-hall and outside activities.
18. During scheduled program activities, parents need to call the Upward Bound office to contact a participant or to leave a message.

SEXUAL HARRASSMENT POLICY

Statement of Policy

Sexual harassment of employees or students in the University System is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or
- Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or
- Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

Disciplinary Action

The following are possible disciplinary actions that may be imposed upon the student for an infraction of the regulations of the Valdosta State University Upward Bound Program. This list shall not be taken to be exhaustive or its listing in order of severity. The list may be enlarged upon or modified to meet particular circumstances in any given situation.

- Oral Reprimand/Warning** – An oral disapproval issued to the student by a person designated in decision. After three verbal warnings, the student will be referred to the counselor or administrative staff.
- Written Reprimand** – A statement of disapproval prepared by a designated person and delivered to the student in writing and copy sent to parent/guardian and/high school counselor.
- Probation**- Notice that further convictions of major offenses, as specified in the decision, may result in dismissal.
- Dismissal** - (1) Permanent severance of the student's relationship with the Valdosta State University Upward Bound Program.

(2) Any activity that may cause physical or emotional harm to another will automatically result in residence hall dismissal and possible program dismissal (Example – fighting, firecrackers, initiation, profane language, and sexual harassment.)

BEHAVIOR CONTRACT

Discipline: Behavior Contract

1st Offense: A positive reprimand by your Upward Bound and assigned Peer Mentor.

2nd Offense: A counseling session with the Upward Bound counselor or administrative staff. The Behavior Contract is now put into place.

3rd Offense: A counseling session with the counselor or Upward Bound administrative staff. The student will now be placed on probation. The student and the parents/guardian will receive a letter explaining the situation.

4th Offense: The student is dropped from the Upward Bound Summer or Academic Year Program.

ACADEMIC RESPONSIBILITIES

All students are expected to be present and on time to all classes and program activities. Students are expected to be prompt to class and meetings. A student is tardy if not in his/her assigned place at the scheduled time for class to begin. Tardiness results in unnecessary interruptions, delays and distractions for others in the room. Tardiness will result in disciplinary actions. Students are to be seated up front and ready to work at the scheduled time.

All work that is missed because of absence must be made up by the student. The schoolwork must be made up within the time specified by the teacher in order to receive a passing grade for the work. It is the student's responsibility with the help of the teacher to make up work.

Since it is the goal of the Upward Bound Program to assist students in preparing for post secondary education, it is important that students be enrolled in appropriate and challenging high school academic classes. It is the responsibility of the student to ensure that he/she is enrolled in solid academic courses that provide the foundation needed to succeed in college. This is best accomplished through the combined efforts of the student, parents and the Upward Bound staff.

Upward Bound students are allowed to be involved in only one extracurricular activity outside of the Upward Bound program during each semester of the school year as well as during the summer.

Failure to make satisfactory grades (2.5 GPA or better) in academic courses per semester will subject the student to academic review by the Upward Bound staff. Students may be placed on academic probation or dismissed from the program.

Throughout the academic and summer year you will be expected to assume the responsibilities listed below:

- Attend class regularly.
- Complete all class assignments and projects.
- Attend required tutoring and study sessions regularly.
- Treat every student and staff member with respect.
- Follow the specific rules in each class, tutorial sessions, study hall, and quiet time.
- Help maintain the building, all equipment, books, materials and supplies.

TUTORING

The purpose of tutorial sessions is to provide an opportunity for students, with the assistance of teachers and/or tutors, to work on problem areas in school subjects and Upward Bound classes.

Main Functions of Tutorials: (NOT JUST TO ASSIST WITH HOMEWORK)

- Reinforcement of class work.
- Review, organize, and teach new material.
- Interpret material.
- Assist in progress from exercises to implementation.
- Strengthen weak skill areas.

ACADEMIC HONESTY

All students are expected to understand and respect the concept of academic honesty in both school and the Upward Bound Program. Academic dishonesty includes a variety of behaviors including but not limited to the following:

- Turning in work done by another person as if it were your own.
- Copying the work of another student and submitting it as your own whether it is your homework, a test, a paper, or any other kind of assignment.
- Copying from any source—including books or other students' work—and not giving credit to the source.
- Working together with one or more other persons on an assignment that is intended to be done by you alone. This includes “group writing” and revision of essays and other written assignments as well as getting help on a take-home test that you are expected to complete without assistance.
- Copying or attempting to copy answers from the test of another student.
- Using notes, materials, or assistance on a test when the instructor has not given clear permission for their use.
- Communicating by any means (writing, talking, signaling, or otherwise) with another student during a quiz, test, or exam.
- Assisting or allowing someone to copy your work without the instructor's clear permission to do so.
- Seeking any kind of aid from another student when such help is not permitted by the instructor.
- Buying, stealing, attempting to acquire, or using a test, draft of a test, or an answer key.
- Getting someone to take a test for you or taking a test for someone else.
- It is dishonest to alter any record, including academic records, such as report cards or transcripts. Altering any academic record or misrepresenting the truth about any academic matter, including grades, school attendance, or school disciplinary actions will be subject to appropriate consequences as outlined in student handbook.

GENERAL INFORMATION

University Public Safety Department – (Police)
259-5555 - 24 Hours Service

COMPUTER USE POLICIES

As a participant of the Upward Bound Program, I agree to the following terms, I realize that as a participant of the Upward Bound Program I am expected to abide by the policies of the Upward Bound Program and Valdosta State University's computing sites policies. If at any time I do not abide by these policies I understand I will be subject to disciplinary action or program dismissal.

NO ADULT ORIENTED MATERIAL

It is against VSU and UB policy to use the computer facilities to visit adult-oriented material. The computers are to be used for educational purposes and should not be used to view and/or download any pornographic material. Any student caught using the computer sites to view illegal websites will be subject to disciplinary action or program dismissal.

CHAT ROOMS

Chat rooms are not to be accessed.

INTERNET

When using the Internet, please be extremely careful. Use your own judgment when submitting personal information about yourself to organizations or programs via the Internet. **Upward Bound will not be responsible for any information submitted on the web that is personal.**

ID CARDS

All students will be issued an ID card and are expected to wear it at all times for such purposes as: cafeteria, activities, etc. An Upward Bound student must present proper credentials to properly identified University faculty and staff upon their request. If lost, a fee will be assessed for an additional card. This ID card should be kept in your possession at all times and may not be used by any other person. A lost ID card will be replaced at a cost to you and should be reported to Upward Bound staff who will give directions for replacing it.

VAN AND BUS RULES

- Driver- VSU Employee
- Driver and Upward Bound Staff Person are in charge of the bus/van and students.
- Students must obey driver and UB staff person for their own safety.
- Keep arms and heads inside bus/van.
- Talk in low tones. Improper language, horseplay, or misbehavior of any kind will not be tolerated.
- Bus/van driver will not stop for any reason other than to pick-up or drop-off students at predetermined locations.
- Payment of any damage done to the bus/van will be charged to student(s) responsible.
- Please let the Upward Bound Staff know in advance when you will not be riding.

STIPENDS

Students will receive a stipend for attending and actively participating in skills development sessions during the program year. Stipends will be given out at the end of the semester and are based on the following:

- Attendance and promptness to study and skill development sessions.
- Academic Performance must be making satisfactory progress.
- Attendance at scheduled workshops, and school visitation and scheduled appointments.
- Active participation at all program activities.
- Submission of progress reports and report cards in a timely manner.

For more information on the Valdosta State University Upward Bound Program, please visit: <http://www.valdosta.edu/eopma/upwardbound>.

By signing this form, I agree that I have read and fully understand all of my responsibilities and duties as a participant in the Upward Bound Program. I agree to follow all rules of conduct and to fulfill all my duties with the understanding that any violations to these may result in my dismissal.

Name

Signature

Date