

2009-2010

Upward Bound Student Polices and Procedures are common-sense guidelines. Repeat offenses may result in your loss of privileges or dismissal from Upward Bound.

YOU ARE A VISITOR

Whenever you attend any Upward Bound function, you are expected to act appropriately. That means watching your voice level, showing respect to anyone you encounter, following instructor's rules, not being rowdy in hallways or outside office windows, not abusing elevators, cleaning up after yourself in all areas, not eating or drinking in the computer lab, etc. Your actions may affect the continuation of our program.

MEALS

Meals are provided free of charge for Upward Bound activities. Students may be responsible for covering the costs of some meals during the summer trip out of their stipends, but will be notified of these meals in advance and may be asked to provide a receipt.

COMPUTER USE

Use of computers while at UB will be for Upward Bound activities only. Internet sites containing pornography or sexual overtones will not be permitted. Violation of computer usage guideline will result in a loss of privileges.

USE OF TECHNOLOGY

UB has a number of digital cameras, cameras, scanners, calculators, and other technological equipment that is sometimes used by students in and out of the classroom. It is students' responsibility to handle this equipment with care, and return it to the office in the specified time frame should it be checked out.

LAPTOP LOANS

Laptops are available for nightly use during the summer, and as needed during the academic year (with permission). Failure to return the laptop within the specified time frame may result in the loss of your check-out privileges; any damage may result in a repair charge to the student's parent or guardian.

VISITORS

Unless specified, only immediate family members are permitted to participate in program activities. This guideline is for your safety. Unauthorized visitors will be asked to leave.

COLLEGE PROPERTY

Students are responsible for any and all damage they incur on the campus of Madisonville Community College or any off-campus site. Report any and all damages immediately to one of the UB office staff.

ACADEMIC PROGRESS

All students are expected to show academic progress. Students who fail to complete assignments and/or fail to pass all post-tests in summer classes may not be allowed to attend the summer trip.

CLASSROOM PREPARDNESS

It is the student's responsibility to bring the required materials for each activity. You will be issued supplies for the summer program; however, if you lose supplies it is your responsibility to replace them.

TRANSPORTATION

Transportation arrangements are made prior to the beginning of the summer and academic year components of Upward Bound. It is the student's responsibility to get to and from the home county pick-up/drop-off site. UB behavior standards remain in effect while in transport to and from the college.

DRIVING TO CAMPUS

Senior students may drive to campus for Upward Bound activities if parents sign a Transportation waiver. Students who drive must park in the Student Parking Lot at MCC and may not leave campus until dismissed. No student may transport another Upward Bound student to and from campus without the permission of the parent/guardian of the driver and rider and the director.

LEAVING CAMPUS

No student will be allowed to leave campus or any other Upward Bound activity unless prior written permission from a parent/guardian is provided to senior staff; in some cases phone authorization may be accepted. Written permission must be given if someone other than a parent will need to check a student out for any reason. Leaving campus without permission or without notifying the office may result in your being sent home for the remainder of the summer or semester and loss of your stipend.

EXPECTED ATTENDANCE

All students are expected to attend Upward Bound activities unless they are ill or have a death in the immediate family. It is your responsibility to notify the UB office when you are absent, and to return absence forms promptly. Work is not an excused absence. Stipends are based on attendance for summer and academic year components. Failure to attend activities on a regular basis may result in dismissal from the program.

BEHAVIOR

All Upward Bound students and staff are to demonstrate the highest respect for other students, staff, and guests. Interruptions, back-talking, foul language, and unnecessary talking during an activity are considered rude and will not be tolerated. Talking under your breath, talking while the teacher/staff/guest is talking, "acting out," and refusal to participate without justified reason are considered unacceptable behavior. Give your utmost attention to any guest speakers. You may take notes and/or jot down possible questions for the end of the session. Thank the guest speaker/tour guide for taking timeout of his/her schedule. Under no circumstances will any student/staff be allowed to "nap" during this time.

INFRACTIONS

Repeated minor infractions of any type will result in disciplinary action in the following stages:

- Phone call to a parent/guardian
- Dismissal from UB for the day
- 2nd dismissal from UB for the day
- Dismissal from the program component (summer, fall, or spring semester)

DRESS CODE

Upward Bound students are expected to adhere to the dress code. A considerable amount of time is spent in the public eye and the image we represent reflects directly on the program. Casual, loose-fitting clothing is recommended. For inappropriate clothing, students may be sent home to change, or provided appropriate items.

Halter tops, string straps, spaghetti straps, bare midriffs, tight-fitting tops, and revealing shorts/shirts are unacceptable during any Upward Bound activity. Clothing which displays inappropriate or offensive language, drawings, or pictures (i.e. promotion of drugs, alcohol, sex, profanity, violence, hate groups, etc.) will not be tolerated. Trousers (pants) will be worn around the waist (no sagging) as designed. No bikini or thong swimsuits are allowed when swimming during an Upward Bound activity. A dark colored, hip-length t-shirt may be worn over your swimsuit. All students and staff are expected to dress appropriately.

CELL PHONES

Cell phones may only be used for emergencies when no other phone is available. They MUST be turned off and put away during UB activities or they will be taken away for the remainder of the day. If a parent/guardian needs to contact a student, they can call the UB office (824-8628) or MCC (821-2250) and a staff member will deliver the message or have a student return the call. Texting is prohibited during UB hours.

INAPPROPRIATE LANGUAGE

Profanity is not permitted during any Upward Bound activity. The terms “shut up,” “stupid,” “sucks” and “crap” are inappropriate and considered profanity.

DATING OTHER UB STUDENTS

Dating another Upward Bound student is strongly discouraged. However, if you are involved in a dating relationship with another Upward Bound student, program activities are not to be considered a “free date” or “special time” to be together. Leave your relationship at the door before you participate in any UB activity.

TOBACCO USE

Tobacco use by minors is illegal, and strictly prohibited.

SEXUALLY SUGGESTIVE ACTIVITIES

At no time during any Upward Bound activity will lap-sitting, long hugs, sensual kisses, or lying together be tolerated. Public display of affection (PDA) will not be tolerated either. All hands must be seen during bus/van rides. While participating in any Upward Bound overnight activity, no member of the opposite sex is allowed in your room.

SERIOUS INFRACTIONS

Serious infractions will result in one of the following disciplinary actions, to be determined at the time by UB directors according to the seriousness and number of times committed:

Dismissal from UB for the day

Dismissal from the program

The following are considered serious infractions:

- Sexual Activity
- Fighting
- Gambling Activity
- Sexual/Racial Harassment
- Terroristic Threatening with or without weapon

The following are considered very serious and will result in immediate dismissal AND notification of law enforcement:

- Drug/Alcohol possession or intoxication
- Weapon Possession

GUIDELINES FOR OVERNIGHT TRIPS

- If you have made plans to attend the activity and do not show at the last minute, you will be responsible to repay Upward Bound the balance of your costs. Many activities are scheduled after the number of students attending has been verified and the admission fee is prepaid. If you do not attend, then money is lost. Your balance can not be deducted from your stipend and must be paid in cash, check, or money order to Upward Bound.
- You do not have to pay your costs if you have a medical emergency or family emergency. Documentation of your absence must be provided the following day during the summer, and by the next Monday during the school year.
- You will not board the bus until directed. Stay away from the bus until the Load Crew has completed preparing the bus for departure. The Load Crew manager will let you know when to board the bus.
- Security will be provided for hotel stays. When visiting campus residence halls, Upward Bound staff will provide security.
- Students should report any problems with their rooms (broken lights, wrong size) as soon as possible after check-in.
- Room keys will be distributed in an orderly manner.
- No Upward Bound student/staff is allowed to visit the room of any member of the opposite sex.
- All Upward Bound students will be in their rooms prior to Lock-Down (curfew).
- All phone calls should be made from the lobby of the hotel. Do not call home on your room phone. Many hotels charge for all calls made and KCTCS does not allow for these charges.
- Wake-up calls are your responsibility. You must call the hotel operator before you go to bed and leave a time that you would like to receive a call to wake you up. Be reasonable. Remember the more you have in your room, the more time it will take to get ready. When you request a wake-up call, be nice to the operator. A bad attitude at the time of your call may leave you sleeping in late the next morning.
- You must participate in all scheduled activities unless excused by the Director.
- Students are responsible for cleaning up after themselves on the bus during and after trips.
- No student or staff may stick his/her body outside a moving vehicle.
- Upward Bound students must not shout at pedestrians or other vehicles, or draw attention to the group.
- No student may leave the final arrival site until all luggage and supplies have been unloaded and accounted for.
- On most occasions, a food cart will circulate prior to Lock-Down. Take what you need and leave enough for the next room.
- The safety of your personal belongings is your responsibility. Do not leave money out in the open. Do not leave your luggage open when out of the room. A safe deposit box is available at most hotels if you want to leave your cash in a safe place. Do not flash credit cards, large amounts of cash, or expensive jewelry. Upward Bound activities are free to you and you need not bring excessive money or expensive items. If something is stolen, Upward Bound will not be able to replace it.
- If pay-per-view movies are available in your hotel room, you are to collect money from your roommates and go to the front desk and pay for the movie in advance. If Lock-Down occurs during the movie, other students will not be allowed to stay and finish the movie. Viewing of x-rated movies will be prohibited. No movie charges can show on our hotel bill.
- Respect others in your room. If someone wants to go to sleep, it is the responsibility of the other occupants to respect that student's wish.
- Damage to a hotel room will not be tolerated. The room occupants will pay all damages.
- Anyone caught using drugs or alcohol products will be dismissed from the program, and your parent will be responsible for getting you home.