



HANDBOOK & CODE OF CONDUCT



The Appalachian State University Upward Bound Program supports Upward Bound Students as they succeed in and graduate from high school.

Our goal is to make your dreams of attending and graduating from a college or university a reality!

www.upwardbound.appstate.edu

Instagram: [upwardbound_asu](https://www.instagram.com/upwardbound_asu)

Facebook: www.facebook.com/upwardboundasu

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As an Appalachian State University Upward Bound student, if you ever have any questions, joys, or concerns that you wish to share, please do not hesitate to contact us. We are thrilled to share in this journey with you and your family, and we hope that you feel comfortable contacting us at any time.



ATTENDANCE

UB Students are expected to attend and participate in all UB meetings, events, and weekend and summer academies throughout their high school career. UB activities are designed to help UB Students enhance their academic skills, learn about themselves, and gain realistic insights into college life. The U.S. Department of Education makes a significant investment in each participant as a means of ensuring that upon graduation from high school, UB Students will be prepared to succeed in college. It is very important that UB Students and their families support full participation in all activities with the UB Program.

GENERAL EXPECTATIONS

1. Attend school regularly, participate fully in all classes and demonstrate exemplary behavior both in and out of class
2. Earn a C or better in all classes
3. Attend and participate in weekly Upward Bound advising sessions at school
4. Attend all Saturday Academies organized by Upward Bound
5. Enroll in and complete courses that meet the University of North Carolina Minimum Course Requirements
6. Participate in all Upward Bound events, conduct oneself in a mature and respectful manner and act as a role model for others
7. Abide by all Upward Bound Code of Conduct
8. Fully participate in every Summer Academy. The Student understands that if they do not participate in every Summer Academy they will be exited from the Upward Bound Program

CLASSROOM EXPECTATIONS

1. Be punctual, prepared and attentive, and participate in classroom discussions and activities
2. Be respectful of teachers, chaperones and other students
3. If you find yourself falling asleep, quietly stand up in the back of the classroom
4. Keep cell phones, and all other electronic devices put away
5. Ask permission before taking pictures, videos, etc.
6. No horseplay, loud talking, or disruptive behavior in the classrooms or the hallways
7. Remember that you have made a choice to participate in an academic support program, and putting forth your best effort will set you up for a productive future

VIRTUAL/ONLINE EXPECTATIONS

1. Join using video - Please use video chat when possible to add a layer of communication and create community.
2. Wear appropriate attire - School-appropriate clothing is expected during virtual meetings.
3. Be aware of surroundings - Ensure video backgrounds are classroom appropriate. (Examples of inappropriate surroundings: offensive images, dark settings, students lying in bed during classes or summer academy activities, etc).
4. Refrain from using offensive language and gestures
5. Mute microphone when not talking
6. Use "Chat" feature until appropriate time for open conversation- In classes and meetings, use the "Chat" function to share information or ask questions. Chats are recorded and shared with UB Staff.
7. Give grace to meeting participants experiencing technical difficulties - Technology challenges will arise: please practice patience with your companions.
8. Parents/Guardians of students should not participate in summer academy activities. All student information is protected. Any parent/guardian (or anyone else) that is not enrolled in Upward Bound as a student or staff will not be permitted to participate in student activities.
9. Code of Conduct – Code of Conduct applies to all virtual meetings.

ABSENCES

If a UB Student is unable to attend a meeting or event, the Student (or a family member) must contact a UB staff member to let them know. Individual circumstances concerning each UB Student's attendance and absences will

be taken into consideration for participation in fun events such as the senior and graduate trips.

PERSONAL RESPONSIBILITIES

It is extremely important that UB Students always represent the App State UB program in a positive, respectful, and responsible manner. Public displays of romantic affection are strictly forbidden. While interacting with others, UB Students will practice acceptance and cooperation and will value the decisions of others without passing judgment. UB Students will approach all UB activities with an open mind and positive attitude. UB Students will show the utmost respect to themselves, each other, staff members/leaders, and our environment; wherever we may be. Students are expected to abide by all App State Guidelines and Policies for living in the residence hall. Students will not have possession of tobacco, tobacco-related products, e-cigarettes, alcohol, and drugs. Students violating policies will be subject to both the Upward Bound and App State disciplinary policy.

COMMUNICATION

UB Students will always use kind and appropriate language. If a problem arises, UB Students will try to solve the problem themselves and then seek assistance from a staff member.



RESPECTING THE BOUNDARY BETWEEN UB STUDENTS AND UB SUMMER MENTORS

When seeking appropriate mentors for our UB Students, successful App State Students are very often ideal candidates for the UB Summer Mentor positions. The majority of the mentors are education majors who are pursuing teaching careers or careers that will involve working with and counseling young people. While we greatly value the relationship that UB mentors and Students develop, it is imperative that appropriate boundaries are maintained

at all times. Therefore, mentors will not communicate with UB Students via personal Facebook/Instagram, e-mail, cell phone, twitter, or other social media outlets. Group chats through GroupMe or appropriate channels will be used to communicate between mentors and students.

DRESS CODE

Minimum Safe Attire: Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or staff.

a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.

b) When the body is standing straight, clothing must cover the chest, back, torso, stomach, and lower extremities from armpit to armpit to mid-thigh. Tops must have a strap and at no time may any part of a student's buttocks be exposed.

c) Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through.

d) Clothing must be suitable for all scheduled classroom and outdoor activities. Clothing with art or messages that others may find offensive or distasteful is not permitted

e) Bare feet are not permitted



CELL PHONES

Phones and other electronic devices will not be permitted during academic classes during the Upward Bound summer program. Cell phones will need to be left in dorm rooms at the beginning of the day and will be retrieved after the day's activities end. Parents will be able to contact their child through UB staff at any point throughout the day.

Students will not use cell phones for any reason (phone calls, texting, picture taking, browsing, etc.) during any Upward Bound activity. An Upward Bound activity is defined as formal classes, workshops, mini-sessions, mentorships, electives, outdoor activities, physical education, etc.

SUPERVISION AND SAFETY

The UB Staff members are committed to providing appropriate supervision for all UB Students while participating in our program. During UB meetings, a pick-up and drop-off system will be closely monitored. Families must submit the names of anyone who is allowed to provide transportation to and from UB events for their student. While participating in UB activities on or off the App State campus, UB Students must remain in groups of three or more and be supervised by staff members at all times. Safety and security are of utmost concern.

Upward Bound Students are expected to abide by all check-out procedures when either signing out with an approved visitor or leaving the residence hall. These procedures include:

- Leaving residence hall only with approved visitors (parents/guardians)
- Being in a chaperoned group during down time at App State
- Being in a chaperoned group any time we are away from App State
- Visiting only approved sites on campus during down time

Upward Bound asks students to pay close attention to their physical health and well-being during the program by:

- Eating well balanced meals & getting enough rest to assure positive participation in classes
- Being aware of your individual safety and the safety of others at all times, especially during physical activities

ACADEMIC YEAR

Throughout the academic year, UB Students will meet with their Academic Coordinator weekly in their school for advising sessions. Students will each

complete an Individual Needs Assessment and work with the Academic Coordinator to develop an Individual Action Plan. This will be an ongoing process for UB Students, so that each student will be able to identify personal goals and strategies that will help them be successful and produce work that always represents their own personal best efforts. Students will be expected to attend Saturday Academies when offered at the App State campus, where they will be provided opportunities and resources such as academic enrichment, life skills training with App State students, studying/test taking skills development and SAT/ACT preparation classes, as well as culturally enriching activities. Free tutoring by qualified tutors is provided to all UB students.

SUMMER ACADEMY

This six-week program provides UB Students the opportunity to experience life on the campus of Appalachian State University. UB Students live in an App State residence hall and participate in academic courses, cultural events, college campus tours, life skills and team building workshops, and a host of other enrichment activities.



The summer residential academy is also a time for UB Students to build a sense of community, to engage in leadership development, self-esteem/self-development activities and to embrace a college-going, college-success attitude. UB Students will have different summer schedules based on their upcoming grade level. Rising sophomores and juniors will spend their time taking academic preview courses and enrichment courses, participating in social and cultural activities, and engaging in project based learning classes. Rising seniors will attend academic preview and enrichment classes in addition to service learning projects and touring colleges across the state. The rising senior summer will focus on the college admissions process. The summer Bridge program for graduates focuses on the transition from high school to college and includes a trip to Washington, DC.

MEDICAL SERVICES

Each UB Student must submit an updated medical history form. Except in the event of an emergency, students are required to contact a family member and have that person provide transportation to a medical visit, should one be necessary during the Summer Academy. If a student is too ill to attend classes (virus, upset stomach, headache, etc.) and the condition persists for more than one day, it will be necessary for a family member to pick the student up and allow him/her to recuperate at home. Upward Bound staff members need to have written notification (via online form) about any medication a student takes on a regular basis, including information about any potential side effects. In the event of an emergency, students will be transported to the nearest medical facility by EMS, and parents will be notified immediately.

APP STATE LIBRARY, BOOKSTORE, & STUDENT UNION

UB Students are encouraged to utilize all the resources available while on campus at App State. The App State Library has a multitude of materials available for UB Students to borrow. UB students may use their summer swipe card to check out materials and are responsible for any overdue book fees and/or damages. The University Bookstore has a variety of supplies, materials, and books for sale. The Student Union has quiet places to study and areas for meetings.

STIPENDS

Stipends (allowance) are issued to rising senior students based on level of participation in their summer work study and college prep classes. Seniors may earn a stipend by completing the necessary financial forms and by participating in their Upward Bound summer activities including submitting their work study hours log in accordance with the expectations for summer.

APP STATE COMPUTER USE POLICY

App State provides UB Students computer access and capabilities through Information Technology Services, Academic Computing Services and various colleges and departments. While using App State computers, UB Students will adhere to applicable state and federal laws, as well as the University's computer use policy. For the full text of this policy, please refer to <http://support.appstate.edu/about/computer-use-policy>.

Disciplinary Policy

Participation in Upward Bound is a privilege. We expect Upward Bound Students to behave in a positive, courteous manner at all times. Over the years, we have had very few disciplinary issues with our students and we are very proud to have them represent App State. The intent of this policy is to make Upward Bound Students and their families aware of our procedures should a disciplinary issue arise.

Category	Example	Consequence
Mild Concern (renews each week in the summer) A pattern of mild concerns will become a Strong Concern at the Director's discretion	1. Tardiness 2. Disruptive behavior 3. Not being in groups of at least three 4. Unwillingness to participate 5. Public displays of romantic affection (kissing, hand holding, sitting on lap, etc.) 6. Lights on after hours 7. Use of foul language 8. Not signing in/out 9. Avoiding group responsibilities 10. Littering 11. Being on floor of opposite sex 12. Violating cell phone policy 13. Violating dress code policy 14. Poor/negative attitude	1 st instance: Verbal reprimand 2 nd instance: Conference with RA 3 rd instance: Conference with Director & parent. Loss of field trip/event 4 th instance: Suspension (length of time at Director's discretion)
Strong Concern (continuous for the summer)	1. Smoking/vaping/use of tobacco products 2. Cheating 3. Disrespectful behavior 4. In the room of a member of the opposite sex or member of opposite sex in your room 5. Leaving room/hall after lights out 6. Harassment/Threats (sexual, racial, personal, etc.) 7. Skipping class 8. Removing window screens &/or modifying dorm 9. Unsafe behavior	1 st instance: Conference with Director & parent 2 nd instance: Conference with Director & parent. Loss of field trip/event 3 rd instance: Suspension (length of time at Director's discretion)
Serious Concern	1. Bullying (all forms: in person, social media, etc.) 2. Leaving residence hall after lights out 3. Endangering reputation of Upward Bound 4. Stealing 5. Vandalism	Decision of Disciplinary Review Board (may result in Expulsion from the Program)
Grave Concern	1. Possession/use of alcohol, illegal drugs, or prescription drugs not prescribed to the user 2. Possession of a weapon 3. Assault 4. Engaging in sexual activity	Immediate Expulsion from program

- All consequences will be documented in the student's file.
- A pattern of mild concerns will become a Strong Concern at the Director's discretion
- Suspension from Upward Bound during the Summer Academy means the student is sent home for a length of time at the Director's discretion. Suspension from Upward Bound during the Academic Year means the student is immediately sent home from the Weekend Academy and is not allowed to participate in any Upward Bound events for the remainder of that academic semester.
- If a student is placed on Out of School Suspension, they will not be allowed to participate in any Upward Bound event until they have started attending school again.
- If a student is convicted of a crime and/or placed on probation by a court, they will be expelled from the program.