

Upward Bound

Summer Academic Camp



RULES & REGULATIONS HANDBOOK

Utah Valley University

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UPWARD BOUND SUMMER ACADEMIC CAMP

MESSAGE & MISSION STATEMENT

Dear UB Students and Parents,

This handbook is an effort toward establishing clear understanding for all involved in the **2025 Upward Bound Summer Academic Camp** so that we will all have a meaningful experience together and at the same time accomplish the objectives of the grant. We invite you to look at each section closely and allow us to make clarifications if you have any concerns. We look forward to a successful summer!

-The Upward Bound Administrators and Staff

Mission Statement

The mission of the TRIO programs is to advance the ideal of equal educational opportunities in postsecondary education. It is to assure that the least advantaged segments of the American population have a realistic chance to enter & graduate from a postsecondary institution.

Our purpose is to empower youth who have academic potential, but who lack adequate information or school preparation to enter and continue in post-secondary education and receive training through the TRiO developmental process.

Students are expected to improve their academic and social skills through the classes and activities offered.

SECTION I UPWARD BOUND STAFF

Article I Full time Staff & Office address

- (a) Director: Michael Campbell, Email: mcampbell@uvu.edu, Phone: 801-863- 8569
- (b) UB Coordinator: Rebecca Ayala, E-mail: diazre@uvu.edu, Phone: 801 863 -7216
- (c) Admin. Asst.: Kasha Farmer, E-mail: Kfarmer@uvu.edu, Phone: 801-863-7414
- (d) TRIO Office Address: 1040 South 400 West, Orem, UT 84058

SECTION II PROGRAM PARTICIPATION AND ATTENDANCE

Article I. Parent Meetings

- (a) Parents/guardians and students are required to attend the scheduled parent meetings. Students whose parents/guardians do not come to the parent meeting will not be allowed to come to the summer program. Meetings will be held online using the meeting space Zoom. Parents and students are required to be visible on camera, so attendance is mandatory.
- 1) Meetings as follows:
 - a) May 13 7:00 pm-8:00 pm Zoom Parent Meeting
 - b) May 14 7:00 pm-8:00 pm Zoom Parent Meeting

Article II. Attendance

- (b) The Upward Bound Summer Academic Camp consists of four weeks of academic instruction. Attendance for the full program is required. Exceptions will be made for students presenting a written doctor's statement indicating that illness or injury necessitated their absence. Because this is an academic camp seat time is required to receive college credit and is strictly monitored.

Article III. Schedule

- (c) Classes will be in session **Sunday- Friday, June 1 – June 27, 2025**, A typical day is outlined below:
- 1) 7:00 am-7:45 am **BREAKFAST**
 - 2) 8:00 am-9:50 am Class
 - 3) 10:00 am-11:50 am Class
 - 4) 12:00 pm-12:50 pm **LUNCH**
 - 5) 1:00 pm-1:50 pm Foreign Language Workshop/Physical Activity/Speed Reading
 - 6) 2:00 pm-2:50 pm Academic Workshop
 - 7) 3:00 pm-3:50 pm Testing/ Academic Workshop
 - 8) 4:00 pm-5:00 pm Academic Workshop
 - 9) 5:00 pm-6:00 pm **DINNER**
 - 10) 6:00 pm-7:00 pm Evening Activities
 - 11) 7:00 pm-9:30 pm Study Hall
 - 12) 9:30 pm-10:00 pm Apartment Read
 - 13) 10:00 pm-10:30 pm In Apartments and LIGHTS OUT

Article IV. Program Classes

- (a) Upward Bound students must observe the standards of classroom behavior established by each Professor.
- (b) Professor may use standard classroom disciplinary measures such as extra assignments, temporary dismissal from class, etc. to maintain the learning environment.
- (c) Professor may refer classroom behavior to Project Administration.
- (d) Class attendance is required.
- (e) All work missed due to an absence (illness) must be made up within the period specified by the Professor.
- (f) Arrangements for assignments or make-up work for scheduled absences from the

- program should be made in advance of the absence.
- (g) Upward Bound students will participate in classroom discussions and activities and will complete in-class assignments and homework.
 - (h) Tardiness:
 - 1) Tardies will be handled on a case-by-case basis.
 - 2) Continued tardies may affect your grade, as deemed necessary by the Professor.
 - 3) Continued tardies may affect your stipend. * See section XIV – Stipends.
 - (i) The Upward Bound classes are conducted in Utah Valley University classroom buildings. Upward Bound participants should be quiet and orderly in the buildings, halls, and classrooms of the college so as not to interrupt other classes in progress. Participants who are noisy or unruly in the halls, buildings, or classrooms will be referred to Upward Bound Project administration for disciplinary action.

SECTION IV MATERIALS, TEXTBOOKS & CLASSROOM

*** Please Note: Any student enrolled in UVU Bridge or Concurrent Classes who leaves the summer academic project before the classes are completed must pay the tuition costs as well as suffer the academic consequences.**

Article I. Materials

- (a) Notebooks, handouts, and work sheets, which are issued to the participants, become the property of the participants upon completion of the Academic Camp.
- (b) Textbooks, calculators, and other non-consumable instructional materials remain the property of the Project and must be returned in good condition at the end of the Summer Program.
- (c) Laptops & iPads may be available for student use, to be checked out in 24 hr. blocks. Student/parents assume financial responsibility for any lost, damaged, or stolen items.

Article II. Classroom Rules

- (a) For all students in the summer program: classroom time is like most classrooms in any of the state institutions/campuses.
 - 1) Be on time for class.
 - 2) NO cell phone use during class time
 - 3) NO music during class time
 - 4) NO distracting electronic product of any sort is to be used during class time.
 - a. Violations of the above will result in automatic confiscation of electronic material/equipment.
 - b. Repeated violations will result in stipend deductions *See Section XIV – Stipends.

SECTION V HOUSING RULES

Article I. Roommate Assignments

- (a) Roommates are assigned by the Upward Bound Project administration.
- (b) Roommate assignments may be changed under the following conditions:
 - 1) Pre-assigned roommate does not show up or withdraws from the summer program.
 - 2) All affected participants and the Project administration agree to the change.
- (c) Room changes must be approved by the Project Director.

Article II. Access to Rooms

- (a) The Housing Office retains the right to maintain and preserve resident hall accommodations.
- (b) Housing Office personnel may enter a participant's room at any reasonable time for fire, safety inspection, maintenance, cleaning, inventory, and general repairs.
- (c) Room checks will occur every Thursday evening and Friday morning before everyone leaves for the weekend.
- (d) The Upward Bound staff has keys/ door codes to the entry apartment door and are the only ones authorized to use those keys. Under no condition is the staff member to release the passkey to a student or other unauthorized person.
- (e) Individual rooms inside the apartment are to always remain unlocked.
- (f) If a room is accidentally locked staff will work with the building housing office to get the room unlocked. If there is a fee the student/parents will be responsible for paying that fee.
- (g) All staff will be courteous and knock before entry and respect student privacy; however, when a staff member has good reason to believe that a situation involving the health and/or safety of an individual necessitates entry into a room, they have the right to take immediate action.

Article III. Apartment Keys and/or Door Codes:

- (a) Keys and/or door codes will be issued for each apartment. The T/C's will have possession of one key and/or door codes and an extra key will be secured in the UB office.
- (b) T/C's will need to accompany students if they need to return to the apartments during class and activity hours.
- (c) Key and/or door codes are never to be given to students.
- (d) Abuse of key and/or door code usage should be reported to the Project Director.

Article IV. Personal Items:

- (a) Personal toiletries.
- (b) Clothing for three days.
- (c) Gym clothing, swimsuit, tennis shoes, etc.
- (d) Light jacket for evening activities.
- (e) The issued UVU Upward Bound T-shirt must be brought each week for field trips.
- (f) Students can bring their own snacks and other food as desired. The UVU program is not responsible for any sickness caused by food prepared in the apartments. NO FOOD IS

TO BE LEFT IN APARTMENTS AT THE CONCLUSION OF THE SUMMER PROGRAM.

Article V. Participant Responsibility (Part of the Housing Contract):

- (a) The Housing Office and the Upward Bound Project and their respective officers, employees, and agents assume no responsibility for the loss, damage, or destruction of the participant's personal property unless the loss, damage, or destruction is the result of direct negligence by the Housing Office or the Upward Bound Project. Violations of any of the following may result in fines, sanctions, probations, project termination, confiscation of property, or any of the following:
 - 1) Room Damages - the participant is responsible for the cost of replacement or repair for any breakage, damage, or loss to the assigned room and/or its equipment. Damage to common areas and furnishings will be evenly assessed to EACH project resident in the event the individual responsible remains anonymous.
 - 2) Room Decoration - no changes shall be made to the housing facilities or furnishings. Students are not allowed to put anything on the walls.
 - 3) Air Conditioners- Each room is equipped with a central air conditioning unit. The thermostat should not be set below 68 degrees. DO NOT leave the windows and doors open. Turn off the AC before leaving.

Article VI. Items used and stored in the participant's room shall NOT include:

- (a) Firearms, explosives, fireworks, weapons, hazardous chemicals, gasoline-driven vehicles of any kind (or parts, heavy repair tools, or accessories for any vehicle), or candles.
- (b) Electrical appliances other than clocks, radios, stereo equipment, televisions, and other low wattage equipment.
- (c) Furniture or equipment in common areas, lounges, and study areas may not be removed from those areas or moved into a participant's room.
- (d) The participant is responsible for cleaning the assigned room, removing waste materials regularly, and for maintaining reasonable sanitation and safety standards.
- (e) Participants shall not tamper with any locks or alter or duplicate keys.
- (f) College policy, Upward Bound Rules, and State Law do not permit gambling, possession or use of alcoholic beverages, tobacco, or illegal drugs in the housing facility.
- (g) The participant is responsible for all activities that occur in the participant's room. There will be no visitors allowed in the participant's room except on Friday afternoons by parents and immediate family members.
- (h) No animals are allowed in the hotel rooms.
- (i) Participants shall **NOT** disturb, annoy, harass, or interfere with the residents or staff and their peaceful use of the housing facilities.
- (j) Since the hotels will also be housing UVU summer students, UB participants are required to stay in their assigned rooms. Permission must be granted by Upward Bound Staff to leave the hotel.
- (k) There will be no visitors allowed during the week. This includes parents and family, especially those living locally. If a student forgets something, arrangements must be made through the project Director or Coordinator, to be dropped off at the TRiO Office between the hours of 8:00am and 5:00pm.
- (l) There will be ABSOLUTELY NO boys in the girls' area/apartments and vice versa.

- (m) Upward Bound students and staff will observe quiet hours beginning at 10:00 pm. Participants shall also respect their request to lower noise levels at any time of the day.
- (n) No one is allowed to leave the apartments between 10:30 pm to 6:00 am
- (o) Hair Dye is not allowed in the hotel.

SECTION VI CURFEW

Article I. Curfew

- (a) Summer participants MUST BE IN THEIR OWN ROOMS (bathroom and adjoining dorm room) and getting ready for bed by 10:00 p.m. Room check can be any time after 10:30 p.m. and will be ongoing throughout the night.
- (b) The lights MUST be off by 10:30 p.m.
- (c) Curfew violations may result in referral to the Project Administration for further disciplinary action which may include program suspension or dismissal.

SECTION VII LEAVING CAMPUS

Article I. Leaving Campus

- (a) Participants are under the supervision of the Project staff during the Summer Program. Participants may not leave campus during the Camp except as follows:
 - 1) NO STUDENTS WILL BE ALLOWED TO STAY IN THE HOTEL DURING THE WEEKEND.
 - 2) Upward Bound Activities: Off-campus activities supervised by Project staff.
 - 3) Transportation: Students returning home using unapproved transportation require advanced approval AND a signed permission slip is needed. The slip must be submitted to UB coordinator by Friday at noon before being transported.
 - 4) Students transporting together in unauthorized vehicles is prohibited.
 - 5) Violations shall be reported to the Project Director and Coordinator who will determine disciplinary action.

SECTION VIII DRUGS, TOBACCO, AND ALCOHOL

Article I. Drugs, tobacco & Alcohol

- (b) No participant (or staff member) may use (including possession and being under the influence of) a non-medical drug, or any alcohol while being an active participant in the Upward Bound Program.
- (c) Tobacco products including Vaping shall NOT be used by project participants.
- (d) Participant violators will be referred to the Project Director and Coordinator who will notify the parent/guardian of this violation.
- (e) The participant violator may face specific disciplines which may include monetary fines.

- (f) Violations by students are an automatic termination from Summer Academic Program.
- (g) Violations by minors must be reported to campus police.

SECTION IX THEFT AND PROPERTY DAMAGE

Article I. Theft

- (a) Upward Bound students are responsible for personal property brought to the residence halls.
- (b) The Upward Bound Program is not responsible for any lost, stolen, or damaged items. Items may be brought at your own discretion and risk.
- (c) Valuables should be marked for identification. Hotel rooms should be kept locked.
- (d) Upward Bound students and staff should report theft or suspected theft of any item to a Project staff member. (Removal of an article from another person's room or possession or use of an article without the owner's permission is considered theft.) If the Project Director and Coordinator determine that a theft has occurred, it will be referred to the Utah Valley University Security or Orem Police.

Article II. Damage

- (e) Upward Bound students/ parents who are responsible for malicious or negligent damage to property of other participants, the staff, the Project, Utah Valley University, or others will be held responsible for replacement or repair.

SECTION X NON-PROJECT VISITORS

Article I. Non-Project Visitors

- a) Visitors (including parents and family) of Upward Bound students must obey the Upward Bound rules during the time that they are on the Utah Valley University campus or in apartments.
- b) If a student forgets something at home, parents/family members should make arrangements to drop off the item(s) at the TRiO House between the hours of 8am to 5pm. Call Kasha at 801-863-7414.
- c) It is recommended that phone calls to students be limited to 12:00 - 1:00pm (lunch) and after 5pm.
- d) Visitors are not allowed Monday through Wednesday at any time.
- e) Visitors may NOT stay in the Upward Bound rooms overnight.

SECTION XI AUTOMOBILES/MOTORCYCLES

Article I. Automobiles/motorcycles

- a) No motor vehicles are allowed.

- b) Any fines imposed or tires booted on campus, the apartments, or on the individual's car must be paid for by the individual and not the Upward Bound Program.
- c) If a student brings a vehicle, it may not be used during the week while the program is in session.

SECTION XII PARTICIPATION IN SCHEDULED ACTIVITIES

Article I. Project activities

- (a) Activities may include cultural awareness activities, recreational activities, field trips, etc. Such activities have as their purpose the social, cultural, and educational enrichment of the Upward Bound student.
- (b) Attendance and participation in all project activities is mandatory except when the participant, for medical or special reasons, is excused from participation by the Project Director and Coordinator.
- (c) When activities or field trips are off-campus, transportation shall be provided by the Project. NO STUDENT VEHICLES will be used.
- (d) All participants are required to always stay with the group.
- (e) All participants are to return to the apartments as a group.

SECTION XIII USE OF COLLEGE FACILITIES

Article I. Utah Valley University Library & Computer Labs

- a) Upward Bound participants have access to the college library and may check out books. The student is responsible for any book checked out. The student is responsible for payment of any fines for late return or for lost or damaged books. The library is open weekdays from 7:00am-12:00am and UB students will have access during study time.
- b) Upward Bound participants have access to the college library computer labs and any other campus computer lab only under the direct supervision of project administration. Staff participants are required to follow all UVU policies for use in addition to program policies.
- c) Students need to be aware of other student classes being conducted. Loud laughter and noise are not permitted in the library and hallways.

Article II. Utah Valley University Health Services Facilities

- (a) Utah Valley University Health Services Facilities: Upward Bound participants, because they are minors, do not have access to the UVU Health Service Facilities. Students who require medical services will be taken to local health service facilities by the Project Director and Coordinator. Parents and/or guardians will be notified. Any costs incurred will be paid for by the student, parent and/or guardian.

Article III. Student Life and Wellness Center (SLWC)

- (a) The Student Life and Wellness Center, including the gym, bowling alley, & climbing wall facilities, are only available to project participants under the direct supervision of program administration and staff.
- (b) All activities taking place in the SLWC will be scheduled by the Project staff and administration and may require signed waivers by program students/parents.

SECTION XIV STIPENDS

Article I. Stipends

- a) Stipends will be earned every week. Each stipend will be \$15 per week for four weeks.
- b) Students are responsible for their own stipends; lost or stolen stipends will not be re-issued.
- (c) Stipends may be held for payment of any fines or reimbursement of damages.
- (d) Stipends will not be issued until all fines are paid, apartment damages are assessed, tests are taken, and Upward Bound materials and books are returned.
- (e) Students who attend the Summer Academic Program Trip may earn an additional stipend of **\$20** which is distributed at the completion of the Summer Academic Program Trip.
- (f) Stipends will be distributed upon completion of the Summer Academic Program Trip in July.
- (g) Stipends will be mailed to each student who attended the Summer Academic Program Trip.
- (h) Stipends are earned by completing stipend forms. Stipend forms include participation requirements and goal setting. Forms are filled out by students and TC's on Sunday nights and must be completed by students and TC's no later than Friday by noon.
- (i) Stipends can be deducted by Project Administration and staff. All deductions are subject to increase based on staff discretion for continued non-compliance. Continued violation may result in program dismissal. Typical stipend deductions based on the number of offenses are shown in table 1. *See Note

1) Table 1. Stipend Deductions

Deduction Reason	1 st offense	2 nd offense	3 rd offense
Failure to properly wear name tag	\$1.00	\$3.00	\$5.00
Late to class/activities/workshops	\$1.00	\$3.00	\$5.00
Inappropriate Cell Phone use	\$1.00	\$3.00	\$5.00
Dress code violations (<i>see additional policies regarding dress code in section XXV</i>)	\$1.00	\$3.00	\$5.00
Not taking required food at meals	\$1.00	\$3.00	\$5.00
Room/apt not properly cleaned and does not pass weekly check.	\$1.00	\$3.00	\$5.00
Not listening to Project Administration & Staff	\$1.00	\$3.00	\$5.00
Curfew Violation	\$3.00	TBD	TBD
Lack of Participation	\$3.00	TBD	TBD
Inappropriate use of study time	\$3.00	TBD	TBD

Foul Language	\$5.00	TBD	TBD
Fighting/conflict	\$5.00	TBD	TBD
General Defiance	\$5.00	TBD	TBD

**Note table one does not include all possible reasons for deductions but rather general guidelines for those violations that are the most common cause for deductions.*

SECTION XV MEALS AND FOOD SERVICES

Article I. Meals & Food Service

- (a) Unless otherwise scheduled as part of an activity, all meals will be eaten in the designated Summer Program eating area.
- (b) Upward Bound staff members will be assigned to monitor meals. Students are required to take all items provided for each meal.
- (c) Meals are served according to the following schedule:
 - 1) BREAKFAST (M-W) 7:00 am-7:30 am
 - 2) LUNCH (M-W) 12:00 pm-1:00 pm
 - 3) DINNER(M-W) 5:00 pm-6:00 p.m.
- (d) UB STUDENTS WILL NOT BE SERVED AFTER THE ARRANGED TIME.

Participants are required to select a nutritious, well-balanced meal. Meal selection will be monitored.

- (e) Appropriate behavior is required in the cafeteria. Upward Bound students should not crowd in line, rough house, or create unnecessary disruption.
- (f) Only take food available to you in the Upward Bound serving line.
- (g) Students cannot skip meals.
- (h) Students must take ALL the food provided.

SECTION XVI MISCONDUCT

Article I. Misconduct

- (a) Misconduct is any behavior by one or more Upward Bound students and/or staff member which endangers the life, health, well-being, or property of an individual, or which inhibits or disrupts the purposes and objectives of the project, the learning and study efforts of the Upward Bound students, or the duties or responsibilities of a staff member, or which is in direct violation of these rules.
- (b) Upward Bound students involved in misconduct or inappropriate behavior shall be referred to the UB Director and Coordinator unless specific action is indicated in these rules.
- (c) All fines or recompense for damages must be paid before a stipend can be released.
- (d) Upward Bound students who refuse to abide by the project rules, including refusal to appear before the UB Director and Coordinator or refusal to cooperate with an appropriate discipline will be fined and/or dismissed from the Project for the remainder of the Summer Program.
- (e) Upward Bound students whose misbehavior is deemed sufficiently serious, flagrant, or repetitious, under the direction of the program Director, will result in disciplinary action up to and including immediate dismissal from the summer program, ineligibility to

participate in future UB summer programs, and possible permanent dismissal from the UB Program.

- (f) These behaviors include but are not limited to:
- 1) Insubordination (failure to obey the reasonable request of staff)
 - 2) Fighting (starting or participating in)
 - 3) Use of abusive, profane, or vulgar language, gestures, or depictions Abusive, profane or vulgar language, gestures, conduct or depictions directed at others.
 - 4) Bias: acts of bias and/or inappropriate comments including and not limited to race, religion, gender, and disability will not be tolerated
 - 5) Bullying: intimidation or bullying; threatening, stalking, or seeking to coerce or compel a person to do something; engaging in the nonverbal, verbal, written, cyber or physical gestures and/or conduct that threatens another with harm, including intimidation through the use of epithets, natural origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process.
 - 6) Forgery: unauthorized signing of another's name, including parent or guardian to any document without the knowledge or permission of the other person
 - 7) Cheating/plagiarism/allowing others to copy work (credit withheld for assignment)
 - 8) Inappropriate public display of affection (e.g., beyond hand holding and hugging)
 - 9) Possession of vulgar material
 - 10) Sexual exhibitionism
 - 11) Sexual harassment (Generally, sexual harassment refers to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature or unwelcomed behavior of a sexual nature which may have the purpose of creating an intimidating, hostile, or offensive learning environment.)
 - 12) Classroom disturbance
 - a) Minor disturbances: engaging in any conduct or using any item which does or could reasonably be expected to lead to minor disturbances and/or personal injury.
 - b) Major disturbances: engaging in any conduct or using any item which does or could reasonably be expected to lead to major disturbance and/or personal injury.
 - 13) Misuse of technology: to include, but not limited to, disruption of the educational system due to misuse of school or personal computers or other electronic equipment.
 - 14) Sexting: the act of sending sexually explicit or sexually provocative messages, photos, audio, or videos electronically through personal or school devices
 - 15) Use of any form of technology, school or personal, to create and/or distribute any audio or video recordings of students or employees without prior administrative approval.
 - 16) Failure to properly identify self-**Name tags must be worn at all times.**
 - 17) Theft and/or reckless destruction
 - 18) Major destruction of school or another's property
 - 19) Cell phone use: At no time will cell phones be permitted to disrupt the educational process during the school day.
 - 20) Audio players: may be used during a student's lunch period. They can also be used during a student's study hall if they do not disrupt the educational environment and at the discretion of the adult in charge of the area. Students will not be permitted to wear headphones in the hallway so they may be alert to any announcements or communications from others.

- 21) Transportation infractions
- 22) Possession of laser pointers; use of personal imaging equipment; use of equipment to disrupt an assembly, or in a manner that disrupts the security system of the school or impacts the well-being of others.
- 23) Smoking/vaping
- 24) Use of any tobacco products, smokeless or otherwise
- 25) Possession and/or sale of tobacco products and lighters, pipes, rolling papers or other smoking paraphernalia, including possession of synthetic cannabinoids, liquid nicotine and the instruments used to consume it, and vaping apparatus.
- 26) Expulsion of bodily fluids in a public area, to include spitting on the floor or in containers.
- 27) Leaving campus during the school day without the permission
- 28) Speeding or reckless driving on school grounds
- 29) Parking: Any parking infraction, including failure to obtain a parking permit, parking in unapproved/unassigned location
- 30) Being on school property for extra-curricular activities during period of ineligibility

- 31) Academic ineligibility
- 32) Unexcused lateness to class
- 33) Unexcused lateness to all program activities
- 34) Cutting class or any other program activity
- 35) Truancy
- 36) Commission of acts which may be crimes under criminal laws.
- 37) Use or possession of alcohol, drugs or drug paraphernalia or a substance which the individual believes or represents to be such drugs or alcohol.
- 38) Alcohol/drug distribution or a substance which the individual believes or represents to be such drugs or alcohol.
- 39) False alarm, bomb scare, threat of harm, misuse of technology to make a threat.
- 40) Possession of fireworks/smoke bombs or any disruptive instrument
- 41) Use or sale of fireworks/smoke bombs or any disruptive instrument.
- 42) Weapons possession (any instrument or replica thereof that is used or appears capable of use to inflict serious bodily injury)
Brandishing any instrument in a confrontational manner.
- 43) Causing a fire/arson
- 44) Harassment: the ongoing creation of a hostile environment by conduct, threat, intimidation, either verbal or by technological means, which substantially interferes with a student's educational performance, opportunities, benefits, either emotionally or physically. To include but not limited to threats or abuse based on religion, disability, sexual orientation, weight, origin, ethnicity, race, or color prohibited by Federal laws.
- 45) Discrimination: prejudice treatment, exclusion, or bias from a group or category based on race, creed, gender, etc.
- 46) Threatening behavior: committing any act which places another individual or could lead to placing another in a state of harm.
- 47) Extortion
- 48) Counterfeiting

- 49) Gambling
- 50) Theft (of any items)
- 51) Hazing: humiliating and sometimes dangerous initiation rituals especially as imposed on college students seeking membership of a fraternity or sorority.
- 52) Trespass on school property including unauthorized presence on school property and/or an apartment which is not assigned specifically to the student.
- 53) Any other disciplinary infraction which occurs on campus, apartments, program provided transportation including on the bus, pick up and drop off locations, when such infraction constitutes a crime under the Penal Laws of the State of Utah.

SECTION XVII OBSERVATION AND ADMINISTRATION OF RULES

Article I. Observation of Rules:

- a) The Upward Bound rules are applicable to all Upward Bound participants, to visitors, family, guests of the Upward Bound participants, as appropriate; and to Upward Bound staff members as appropriate.

Article II. Administration of Rules:

- a) Unless otherwise specified, the Upward Bound Director and Coordinator are responsible for administration of the Upward Bound rules.

SECTION XVIII EMERGENCY PROCEDURES AND TELEPHONE NUMBERS

Article I. Emergency procedures:

- (a) For all emergencies, notify the person in charge, who will then notify the Project Coordinator.
- (b) Contact a Tutor/Counselor.
- (c) Call – 911
- (d) Follow directions of authorized personnel.
 - 1) Fire: Warn all residents in the apartments and evacuate the building.
 - 2) Notify staff member in charge.
 - 3) Call the Fire Department – 911

Article II. Emergency Telephone Numbers:

- (a) In case of an emergency, notify the Project administration in charge. Emergency telephone numbers are listed below:
 - 1) UB Coordinator: Rebecca Ayala (801) 863-7216 or (801) 623-0573(cell)
 - 2) UB Director Michael Campbell (801) 863- 8569 or (801) 836-6122 (cell)

- 3) UB Admin. Asst. Kasha Farmer (801) 863-7414 or (801) 717-5297 (cell)
- 4) Campus Security (801) 863-5555

SECTION XIX UPWARD BOUND SUMMER YEARBOOK & VIDEO PROJECT

Article I. Video

- (a) Function
 - 1) To create a video to be shown during the UB Summer Program Closing Banquet highlighting student's participation and accomplishments during summer.
 - 2) Due to the Director/Coordinator on **Monday June 23, 2025**.
- (b) Purpose Students will learn skills in photography, editing, creativity, and communication.
- (c) Participation All students shall participate. The Committee shall coordinate activities with the Technology Specialist.

Article II. Yearbook

- a) Function:
 - 1) To plan and create a yearbook for the Upward Bound Academic year, specifically the Summer Academic Program portion.
 - 2) To complete all graphics, text, layout, and design for the summer yearbook.
 - 3) To work in conjunction with the TRiO Office Technology Specialist.
- b) Purpose Students will learn about storytelling, creating and organizing content, engaging your audience, and online teamwork.
- c) The Yearbook Committee shall meet at the regularly scheduled time.
- d) The committee needs to complete certain pages every week.
- e) The students need to turn in completed pages to the TRiO Office Technology Specialist on a weekly basis.
- f) By the end of the 4 weeks, the summer program portion of the yearbook needs to be completed.
- (d) Participation All students shall participate. The Committee shall coordinate activities with the Project Director.

SECTION XX WORKSHOPS

Article I. Workshops

- (e) Workshops will be held on Sunday Nights 8:00 pm-9:00p.m. The workshops will be taught by the Tutor/Counselors. The purpose is to expose students to new and interesting

experiences. In addition, TCs will go over the schedule and set individual goals with each student for the upcoming week.

- (f) Attendance is required.

SECTION XXII DRESS CODE

Article I. Dress Code

- a) UVU's Core Values (Exceptional Care, Exceptional Accountability, Exceptional Results) should be reflected in our students' behavior and dress.

- (a) During the Upward Bound Summer Academic Program and the UB Academic Trip students will be required to follow the UB Student Dress Code. Immodest clothing is any clothing that is tight, sheer, or revealing in any manner. Young men and young women should be neat and clean and avoid being inappropriately casual in clothing, hairstyle, and behavior. Adherence to these standards will be enforced. Students will not be able to participate and will be asked to change if they do not meet UB Dress Code and Appearance Standards as follows:

1) Young Men Standards

- a) Hair including facial hair: Must be clean and neat.
- b) Clothing: Tight or revealing clothing is not acceptable. Avoid being sloppy or inappropriately casual. Faddish clothing (i.e., Gothic, emo, etc.) is not appropriate.
- c) Shirts: Must have sleeves. Words/designs must not be offensive or suggestive.
- d) Jeans/Pants/Shorts: Must extend to the knee. No shreds or holes. Must be worn at the waist; not baggy/saggy with underwear visible.
- e) Footwear: Should be appropriate for the activity. Footwear should always be worn in public campus areas.
- f) Hats: Hats are not to be worn indoors.
- g) Swimwear: Must always be worn when swimming, not excessively baggy, no speedos.
- h) Every Wednesday the UVU T-shirt is to be worn for field trips.

***Note: Appropriate Casual Dress Clothing includes jeans, cargo-style pants, T-shirts, athletic shoes, flip-flops.

***Note: Appropriate Banquet Clothing includes: a collared dress shirt that buttons down the front (shirttails should always be tucked in), a tie, and suit pants or dress slacks with dress shoes.

2) Young Women Standards

- a) Hair should be clean and neat.
- b) Clothing that is low-cut in the front or back, sheer, tight, or revealing in any other manner is not acceptable. Avoid being sloppy or inappropriately casual. Faddish clothing (i.e., Gothic, emo, etc.) is not appropriate.
- c) Blouses/Shirts/Tops must extend below the waistline and be long enough to cover the stomach and lower back, especially when bending over or raising hands or arms above the head; sleeves must cover the shoulders. If blouses do not meet the approved length, or are sheer, undershirts must be worn. Words/designs must not be offensive or suggestive.

- d) Dresses/Skirts/Shorts Must be knee-length or longer (even when worn with leggings or other form-fitting pants). Slits in dresses and skirts must not extend above the knee. Dresses with spaghetti straps are not permitted unless a shirt or blouse is worn underneath.
- e) Jeans/Pants/Capris should have no shreds or holes. Tight and form-fitting as well as excessively baggy or sloppy pants are not acceptable.
- f) Footwear: Should be appropriate for the activity. Footwear should always be worn in public campus areas.
- g) Hats are not to be worn indoors.
- h) Swimwear must always be worn when swimming, no bikini, nothing excessively low cut, midribs should be covered. One-piece swimsuits preferred.
- i) Every Wednesday the UVU T-shirt is to be worn for field trips.

****Note: Appropriate Casual Dress Clothing includes jeans, pants, T-shirts, athletic shoes, flats, flip-flops.

****Note: Appropriate Banquet Clothing includes dresses, skirts and blouses, and appropriate footwear. Dresses/Blouses must have sleeves.

SECTION XIII STUDENT COUNCIL ROLES AND RESPONSIBILITIES

Article I. Responsibilities

- (a) Work directly with the Upward Bound Director and Coordinator in insuring that all program objectives are met.
- (b) Be a good example to all Upward Bound students. Act as a mentor to all participants.
- (c) Attend Upward Bound student council meetings. Act as a representative of your high school and present ideas, concerns, and suggestions from your fellow students.
- (d) With the assistance of the UB presidency and coordinator, provide input for the summer workshops, activities, and events by working within the limits outlined by the budget.
- (e) Assist UB coordinator and presidency in providing input for summer activities.
- (f) Help to ensure that UB meetings and activities stay focused, on schedule and accomplish tasks at hand.
- (g) Assist your UB advisors with the coordination of meetings and activities.
- (h) Help advisor contact students and disperse important information.
- (i) Attend Student Leadership Conference every February.

UB President

- (b) Work directly with the Upward Bound Director and Coordinator in ensuring that all program objectives are met.
- (c) Act as a mentor to all Upward Bound students and be a good example to all participants by exercising strong leadership skills.
- (d) Each newsletter will have “Words from the Student President.”
- (e) With the UB vice president, conduct all UB meetings upon request of the coordinator.
- (f) Help to ensure that UB meetings and activities stay focused, on schedule, and accomplish tasks at hand.
- (g) Accommodate all guest speakers while on campus and make them feel welcome.
- (h) Provide input for planning summer activities.
- (i) Assist the UB Director in overseeing summer student yearbook project.
- (j) Assist Coordinator in dispersing important information to UB student council members.
- (k) Assist with the UB student government elections.
- (l) Help advisor organize TRIO Day activities at your school.
- (m) Additional responsibilities may be delegated upon need.

UB Vice President

- (a) Work directly with the Upward Bound Director and Coordinator in ensuring that all program objectives are met.
- (b) Be a good example to all UB students. Act as a mentor to all participants.
- (c) Help to ensure that UB meetings and activities stay focused, on schedule, and accomplish tasks at hand.
- (d) Work with UB president in planning and providing input for summer banquet.
- (e) Submit articles for the monthly newsletter upon request.
- (f) Assist with the UB student government elections.
- (g) Additional responsibilities may be delegated and assigned based on need.
- (h) Submit articles for monthly newsletter as requested by your school advisor.

Secretary/Historian

Co-Chair and assist UB President and Vice President with summer yearbook & Video Project

- (a) Ensure all due dates and completion of the summer Yearbook and Video project.
- (b) Submit articles for monthly newsletter as requested by your school advisor.
- (c) Take pictures at all UB activities.
- (d) Assist with UB student government elections.
- (e) Additional responsibilities may be delegated and assigned upon need.
- (f) Oversee all picture and video taking activities.

- (g) Assist with UB student government elections.
- (h) Assistance of the UB presidency, to plan and direct the summer video for the closing banquet.
- (i) Additional responsibilities may be delegated and assigned upon need.

The Project presented herein is performed pursuant to a grant from the United States Department of Education under Title IV, Subpart 4, Section 417 of the Higher Education Act of 1965, amended. However, any opinions expressed herein do not necessarily reflect the position or policy of the United States Department of Education.