Program Policies & Procedures

Ohio University Upward Bound

Sponsored by the US Department of Education & Ohio University

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I. Workshop/Event Behavior Expectations

Students are expected to act as ambassadors of Upward Bound at all times, even though workshops may be fun and relaxed at times. The following is expected of all Upward Bound students during program workshops and events:

- Students should make every effort to arrive for the workshop on time; sign-in runs from 9:45AM to 10:15AM.
- Leaving workshops early should be reserved for emergency situations and special circumstances. In these cases, please notify the office in advance (when possible). At the workshop, please report to a staff member who can assist you with leaving early.
- Students should respect the hard work Upward Bound members puts into each workshop, meaning:
  - Stay positive; do not complain about workshop time, structure, content, lunch food, etc. The end-of-workshop evaluations are an appropriate setting for constructive criticism and suggestions.
  - Respect each student and staff member while at the workshop. No name-calling or violation of others property and rights.
  - Do your best to participate in the workshop, limiting disruptions and distracting behavior. Treat the workshop as a class, and behave appropriately.
  - No side conversations when UB staff or peers are talking, and any other inappropriate time.
- Students should obey the following policies, which can be found in this document:
  - Dress code – section V
  - Public displays of affection – section IV
  - Cell phones/electronics – section VI
  - Bullying, harassment, and aggressive behavior – section VII

Consecutive offenses will result in increasing disciplinary measures and may include, but is not limited to:

- Referral to the Upward Bound Director
- Dismissal from the workshop
- Conferences with parents/guardians regarding behavior
- A behavior contract signed by a student, parent/guardian, and Upward Bound Director
- Upward Bound probation/suspension
- Dismissal from Upward Bound

II. Inclement Weather and Cancelations

We recognize that inclement weather and emergencies may affect transportation to and participation in planned Upward Bound events. The safety of our students and parents/guardians is of utmost importance to the program. If inclement weather conditions
(e.g. tornado, fog, blizzard, ice, etc.) are anticipated or alter normal operations of the Ohio University campus, the following procedure will be followed:

- The decision will be based on the most current weather report from Ohio State Highway Patrol, National Weather Service forecasts, and Athens County Sheriff’s Department.
- The director will have the final authority to decide whether any Upward Bound activity or workshop will be cancelled.
- The Upward Bound office will notify parents/guardians and students that said workshop or event have been cancelled.

Workshop/Event Closure Conditions:
If one or more of the following weather conditions exist, then Upward Bound will consider cancelling a workshop or activity:

- Athens County Sheriff’s Office issues a Level 2 or 3 Snow Emergency.
- Participating high schools close due to inclement weather.
- One or more major access roads (US-33, US-32, US-50, SR-682) to Ohio University are deemed unsafe.

Notification:
The Upward Bound office will send an email, text message, and Facebook notification that the workshop or activity is cancelled due to weather conditions at least two hours before said event. In addition, notice of the cancellation will be posted on the Upward Bound website under the “Activities and Workshop” tab.

Reschedule Policy:
Canceled Upward Bound events will be rescheduled on a situational basis. The Upward Bound staff will contact students and parents/guardians by email and Facebook the week following the canceled event with the reschedule decision.

III. Social Media Guidelines

Representing Upward Bound is an honor and a privilege provided to a select group of individuals. Along with that privilege come a set of expectations and responsibilities; you are held to a higher standard and are recognized by your school, community, and our organization as a proponent for your educational success. The conduct of Upward Bound students on social media sites reflect upon the reputation of not only themselves but the program as a whole.

Students are required to add UB on Facebook (OhioUniversity Upward Bound) and Twitter (@OhioUB), along with our other social media platforms which can be found on our website. Students receive workshops/events notifications and updates through these sites.

Strictly Prohibited Content:
Therefore, Upward Bound students may not post anything on social media that is offensive and in violation of state or federal law.
This includes, but is not limited to: underage smoking and drinking, illegal drug use, explicitly violent content, profanity, nudity, threats, brandishing weapons (unless used for hunting/gaming purposes), and sexually suggestive content.

**Consequences of Social Media Infractions:**
In the event that a student’s social media account is found to be in violation of program policy either through (a) a review of the student’s social media page by Upward Bound staff or (b) a posting which is otherwise brought to the attention of the Upward Bound program (for example, a teacher, parent, or fellow participant), the Upward Bound program reserves the right to impose discipline which may include one or more of the following:

- A conference with the student’s parents to discuss the infraction
- A conference with the student’s guidance counselor to discuss the infraction (if administrators deem it necessary)
- A written reprimand
- Probationary period
- Removal from the program

The severity of the discipline will be based on the seriousness of the infraction and whether there have been previous offenses by the student in the past.

**Best Social Media Practices:**

- **Do:**
  - Set your security settings so that only approved users can see your account.
  - Make good use of privacy settings.
  - Understand that who you have listed as followers and friends is a reflection of you.
  - Think before you post, tweet, or re-tweet – Will this positively reflect myself?
  - Talk to your academic advisor or someone knowledgeable about how to use social media to your advantage.
  - Be familiar with Upward Bound’s social media policy and consequences for violation.
  - Ask questions if you are not sure what you are doing is okay.

- **Don’t:**
  - Don’t accept friend or follow requests if you are not sure who they are coming from.
  - Don’t put anything on social media that you would not want your family, your teachers, your future professors, your future employers, or the world to see.
  - Don’t post offensive language, personal attacks, or racial comments.
  - Don’t post when you are emotional, like right after a disagreement or a hard test. You are more likely to say something you will regret.
  - Don’t post anything negative or threatening about a teacher, school, Upward Bound staff member, or peer.
Don’t post or Tweet anything during a class.

- Please note: If you have to ask whether or not a post will be offensive or frowned upon according to these policies, it’s best not to post it.

IV. Relationship Protocol

In the event Upward Bound participants find themselves to be in a relationship, certain rules and limitations must be enforced to ensure appropriate behavior during all program activities. The following protocol applies:

- As with all students, public displays of affection (PDA) will not be tolerated. This includes, but is not limited to, handholding, kissing, inappropriate hugging/touching, and other forms of sexual contact.
- Students in a relationship may not be in each other’s rooms during the Summer Residential Phase for any reason. No exceptions.
- Students in a relationship are expected to remain on task during UB activities and participate fully in all Upward Bound events.

In the event the student relationship ends, regardless of good or bad terms, the following rules and regulations will apply so that program participation is not effected.

- Academic advisors will meet with each student to establish program expectations; the ended relationship may not interfere with either student’s participation in the UB activities.
- Upward Bound staff will monitor students for any confrontations outside of UB, particularly on social media. Such confrontations constitute as bullying (refer to bullying protocol for action).
- If participants continue to fail to adhere to the rules and regulations established, termination from the program will be an option.

V. Dress Code

All clothing is to be modest and representative of a student in an academic setting. The following is strictly prohibited:

- Low-rise jeans/shorts/pants that are too tight or too loose, have large holes, have visible underwear, or reveal too much skin.
- Micro mini-skirts or shorts (shorts and skirts must be long enough to reach the tip of the student’s third finger when standing with his or her hands at his or her sides).
- Clothing with obscenities, profanity, and other inappropriate words, phrases, or references printed on them, including sex, drugs, and alcohol references.
- Crop tops, halter tops, tube tops; bellies/navels should not be showing.
- Spaghetti strap dresses or tank top shirts. Bra straps must be covered by straps with a width of three fingers. If desired, students may wear spaghetti strapped-shirts accompanied with a sweater, shrug, or jacket.
Muscle shirts, cutoff shirts, or sleeveless shirts must have shoulders of three fingers and appropriately cover the chest.
See-through/sheer clothing of any kind.
Pajama tops and bottoms or other items considered to be “sleepwear.”

**Disciplinary Action for Dress Code Infractions:**
- **First Offense:** Issue a verbal warning.
- **Second Offense:** Issue written warning.
- **Third Offense:** Issue last written warning. The student will lose his/her stipend for the next workshop attended, and notification letters will be sent to the student’s parents/guardians.
- **Fourth Offense:** Official meeting with the director, student and parents/guardians. Potential dismissal from the program.

**VI. Cell Phone/Electronics Use**

Personal use of cell phones and/or other electronics (i.e. camera, tablet, etc.) is prohibited during Upward Bound events, unless notified otherwise by a UB staff member. Instances when personal electronics may be allowed include:
- At lunch during workshops or UB sponsored events (unless a staff UB member is making an announcement).
- Traveling with Upward Bound (e.g. college tour).
- Activities that require cell phone use, as specified by UB staff.

Upward Bound staff reserves the right to take a student’s cell phone and/or electronic device if the student uses said device during prohibited times. The UB staff will keep the phone until the end of the workshop or event, when the device is returned to the student.

**VII. Bullying, Harassment, and Aggressive Behavior**

Upward Bound strives to create an atmosphere where all students, regardless of circumstance, feel emotionally and physically safe and comfortable; as a result the program holds a zero-tolerance bullying stance. This means that no verbal warnings will be given for any instance of intentional bullying, harassment, or aggressive behavior, in any form. Instead, the involved parties will be directly referred to the Upward Bound director, who will act accordingly.

**Definition of Bullying, Harassment, and Aggressive Behavior:**
Instances of bullying, harassment, and aggressive behavior include but are not limited to:
- Cyber bullying via social networking and communication platforms. This includes offensive or threatening wall posts, statuses, tweets, private messages, pictures, links, etc. Cyber bullying does not have to be targeted at one specific person or group.
- Cell phone calls/texts
- Emails
- Verbal comments, including insults and gossip
- Inappropriate or hurtful actions, including physical abuse, touching, fighting, hitting, etc.
- Malicious destruction of property/possessions, such as cell phones, class materials, clothing, vehicles, money, etc.

The definition of bullying may be subjective, but always apply if a party feels ostracized, attacked, threatened, excluded, intimidated, uncomfortable, humiliated or afraid—especially if these instances occur more than once and create a hostile environment for others.

**Reporting Procedure:**
Any instance of bullying, if seen by or reported to the Upward Bound office, will be investigated and documented thoroughly. Evidence of bullying is preferred, but not required for further preventative action.

If an instance of bullying, harassment, or aggressive behavior is witnessed or found, the person should immediately contact the Upward Bound office and complete an official reporting form. If the person wishes to make an anonymous report, the Bullying Reporting Form can be found on the Upward Bound website and submitted to the Upward Bound mailbox in McCracken 201.

Please note that Upward Bound staff is bound to report any instance of bullying, harassment, or aggressive behavior seen, even informal complaints or allusions in informal conversation.

**Documentation and Investigation Procedure:**
After the informant completes reporting form, the form will promptly be given to the Upward Bound director, who will perform an official investigation as he/she deems fit. This usually involves discussions with the involved parties and outside Ohio University offices, like the Office of Institutional Equity, Ohio University Police Department, Human Resources, and the Survivor Advocacy Program.

The director’s investigation will result in an official written report including findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified and when said prohibited acts are verified, and a recommendation for intervention, including disciplinary action. Written witness statements and physical evidence shall be attached to the report, if appropriate.

**Disciplinary Procedure:**
Disciplinary procedures for bullying/harassment are up to the professional discretion of the Upward Bound director. They can include but are not limited to:
- Learning appropriate means of conflict resolution
- Counseling/Mediation sessions
- Conferences with parents/guardians regarding behavior
• A behavior contract signed by a student, parent/guardian, and Upward Bound Director
• Upward Bound probation/suspension
• Dismissal from Upward Bound

Preventative Measures:
Upward Bound will be proactive in its approach to bullying/harassment by taking the following preventative steps.
• Staff will have appropriate training to intervene in any immediate instance of bullying that occurs.
• At least one academic workshop per year will include a session on bullying and harassment for student education.
• Staff (especially academic advisors) will be both supportive and encouraging to their students, and will promptly handle any report of bullying.
• If instances of bullying or harassment occur, this protocol will be followed promptly in order to rectify the situation quickly and efficiently.
• Students will, to the best of the program’s ability, always be supervised at official Upward Bound events.
• Staff will maintain contact with Upward Bound high schools and keep accurate disciplinary records, including reporting instances of bullying to the appropriate principal.
• Continually follow-up on all reported incidents of bullying/harassment.

VIII. Using Tobacco, Alcohol, or Other Drugs

Upward Bound is a tobacco free program; UB students are prohibited from using tobacco during UB sanctioned events. This includes, but is not limited to, cigarettes, cigars, snuff, and chewing tobacco. Students may not possess, sell, distribute, smoke, burn, or otherwise use any substance containing tobacco, including e-cigarettes and vapor pens, while on campus attending an Upward Bound event.

Underage possession and use of alcohol is prohibited by law, and at no time is the consumption or possession of alcohol and/or illegal drugs permitted by UB students while in the Upward Bound program. Furthermore, Upward Bound students are prohibited from participation in non-sanctioned Ohio University house parties where alcohol and/or illegal drugs are provided.

If it is determined that alcohol and/or illegal drugs were consumed, the student will be found to be in violation of Upward Bound policy and the following disciplinary procedure will apply:
• 1st Offense: The student will be placed on probation for three workshops, in which the student is not eligible for stipends. Notification letters will be sent to the student’s parents/guardians and high school.
• 2nd Offense: The student will be dismissed from the Upward Bound program. Notification letters will be sent to the student’s parents/guardians and high school.
IX. Student Records/FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974, which governs the release of and access to education records maintained by Upward Bound. FERPA affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day Upward Bound receives a request for access.
- The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- The right of nondisclosure of designated directory/public information.
- The right to file a complaint with the U.S. Department of Education and Ohio University concerning alleged failures by Upward Bound to comply with the requirements of FERPA.

Although FERPA grants parents/guardians the access rights for students under the age of 18, since Upward Bound is under the umbrella of Ohio University, students are given primary access rights even if under the age of 18. An education record is any record, in any form or medium, that is directly related to a student by way of personally identifiable information and is maintained by Upward Bound or an agent acting on behalf of Upward Bound.

Students may give their parents/guardians permission to access their academic records or grades by providing written or verbal consent to the Upward Bound office.

Note: Upward Bound will never release the following information to third parties without the student’s written consent: Social Security or student personal identification (PID) numbers, race, gender, grades, schedule, grade point average, citizenship, or religious preference.

X. Complaint Procedure

If you wish to file a complaint against an Upward Bound staff member, please provide the following information in as much detail as possible.

- The person alleging the complaint (name, title, email, and phone number).
- The person against who allegation of the complaint is being made (name, title, email, and phone number).
- The person referring the complaint, if different than the person alleging the complaint (name, title, email, and phone number).
- The complete description of the complaint (event, behavior, or issue). Additional pages or copies of documents, pictures, etc. may be attached if relevant.
This information can be sent to the Upward Bound office via email at upwardbound@ohio.edu, fax at 740-593-0714, or dropped off at the UB office in person.

If after submitting a formal complaint to the UB office you continually feel discriminated against or harassed by the program or an Upward Bound staff member, please contact the Office for Institutional Equity at 101 Crewson House, Athens, OH 45701 or equity@ohio.edu.

If you are reporting an occurrence of bullying, please complete the “Bulling Reporting Form” and send the form to the Upward Bound office (see section VII for more information about procedure).