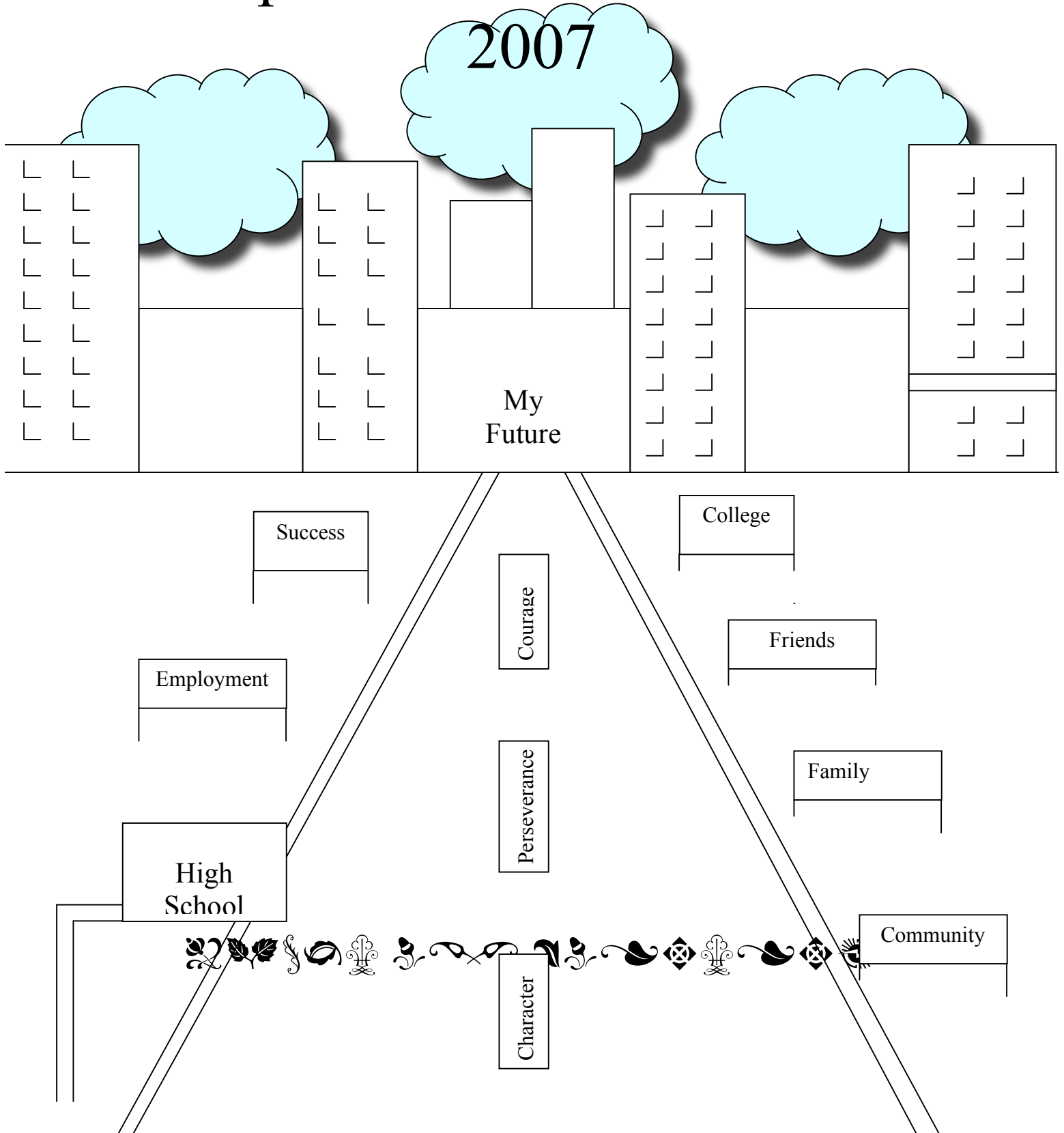




# “A Walk To Remember” Upward Bound Summer



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## *Mission Statement*

*The mission of the University of Massachusetts,  
Dartmouth Upward Bound Program's Purpose for  
existing is:*

*to provide fundamental support to participants in their  
preparation for college entrance. The program provides  
opportunities for participants to succeed in their pre-  
college performance and ultimately in their higher  
education pursuits. Upward Bound serves high school  
students from low-income families and high school  
students from families in which neither parent holds a  
bachelor's degree who are preparing to enter  
postsecondary education.*

*The goal of Upward Bound is to increase the rate at  
which participants complete secondary education and  
enroll in and graduate from institutions of  
postsecondary education.*

## **Upward Bound Statement of PROGRAM PURPOSE**

The Upward Bound Program is a college preparatory program for high school students, designed to provide academic, informational, and motivational support to participants as they prepare for a college career. Upward Bound's goal is to ensure that every participant applies to, is admitted to, and succeeds in college. The program seeks to: strengthen participants' academic skills; instill in them a ambitious attitude; a disciplined commitment to hard work; and to provide guidance in the selection of educational and career choices.

The Upward Bound Program recognizes that Scholars are most likely to succeed in college if they are given key fundamental skills relevant to academic progress and personal growth and development. The Program's educational focus is on reinforcing participants' basic academic skills, engaging them in critical thinking, assisting them in studying through the aid of tutorials, and providing preparation for SAT and MCAS examinations. In addition, the Program addresses other issues critical to success in high school and college such as time management, self- discipline, responsibility, self- esteem, and multicultural sensitivity and respect. As a result of the reinforcement and encouragement offered to participants by the Program, it is expected that you will:

- **Strengthen your ability to read and write**
- **Expand your vocabulary and improve your word usage**
- **Improve your analytical and critical thinking skills**
- **Take higher level high school courses in preparation for the rigor of college academics**
- **Continue to acquire the skills and qualities, which contribute to positive personal growth and development**
- **Contribute through community service so as to build your skills and supplement your college applications**
- **Make informed and appropriate choices regarding the college or university you will attend**

## **Contact Information of Professional Staff**

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## Overview of Program

Upward Bound is an academic program designed to make educational opportunities available to participants who meet guidelines set by the federal government. The guidelines demand that neither of the participant's parents has a degree from four-year college and/or the participant must come from a family that meets low income requirements, the participant must have good academic potential and have the desire to pursue a higher education. Reinforcing the Program goals, all participants in the Program will be referred to as Scholars.

Scholars are selected through a competitive application and interview process usually at the end of their eighth grade year. Scholars may be accepted up until the second semester of their tenth grade year. At the time of acceptance, an Individual Service Plan (ISP) is developed for each participant to provide a framework for staff in making decisions regarding academic interventions and support services.

The Upward Bound Program is a year round program consisting of two (2) main components; The Academic Year component and the Summer Academic Year component. During the Academic Year participants are provided a variety of services ranging from individual tutoring, to career advising, to SAT and MCAS prep, to cultural enrichment and much more. It is **required** that participants actively participate in all scheduled activities as instructed throughout the school year including monthly participation in Saturday Academic Sessions. The goal is to be certain every participant achieves their highest academic potential in each year of high school and to establish healthy habits for seeking academic support which will help sustain that success throughout college.

The summer component is a challenging six (6) week academic program. During summer component participants live in a dormitory on the UMass Dartmouth campus and participate in the academic courses and enrichment activities which will provide a foundation for their up-coming school year. Entering high school freshman participate in similar and appropriate experience but are in the non-residential component.

Skill levels in literature, English composition, Lab sciences, Mathematics, Foreign Language, Computers and Personal Development are advanced for every participant during this part of the program. All this while relationship skills are developed, tested and broadened under the direction and guidance of trained Residential and Professional staff.

All participants' progress is constantly monitored. Juniors are provided support and financial help in applying for their SAT exams. Seniors are provided extensive support and financial help in applying for colleges and in applying for financial aid. Each scholar in the program will be afforded ample support to ensure they get into and graduate from the university or college they choose.

## Academic Requirements

Scholars are expected to show continues academic progress throughout their participation in the Program. Scholars are strongly encouraged to put forth your best effort and seek the highest grades in all your courses. A grade of “A” is the ideal, obviously. This is the target at which you should be aiming. Some Scholars may fall short of this mark. No grade below a “C” be acceptable.

Scholars who receive two (2) or more grades of “C-” or lower in any semester will be placed on Academic Probation for at least one (1) marking period. If you are placed on Academic Probation you will be given a Corrective Action Plan (CAP). A CAP will spell out activities and requirements you must fulfill in order to be removed from Academic Probation.

Any Scholar receiving two (2) or more grades of a “C-” or lower in any two (2) successive semesters, may be dismissed from the Program if the Director believes the Scholar is not making an appropriate effort to improve grades.

### Academic Honors

Academic excellence is a value of premier significance in the Upward Bound Program. High academic achievement is not only encouraged, but also saluted, as well, through special recognition for Scholars whose academic performance is exemplary. During the academic year, Scholars whose academic performance is an average of 3.0 or higher will receive enhancements to monthly stipends depending on the availability of funds.

### Pre-Collegiate Curriculum

All Scholars must be enrolled in sequence of courses appropriate for college preparation. The planned course enrollment and registration for each scholar will be reviewed by the Academic Advisor each semester to ensure that the scholar will be registered for appropriate courses. When necessary, the Academic Advisor will advise the Scholar to revise his/her course selection to conform to a college preparatory course of study. **Since college preparation is a primary objective of the Upward Bound Program, Scholars who do not subscribe to a college preparatory course of study may be subject to dismissal from the Program.**

### Class Attendance

Class attendance in all courses is critical to high academic performance. Regular attendance is also indicative of the Scholar’s level of discipline and commitment to academic excellence. Therefore, **excessive absences from school will be reviewed to determine whether the cause necessitates staff intervention. In the event that these absences do not appear to be for legitimate reasons, the Scholar will be advised that further such absences will be cause for the dismissal from the Program.** “Cutting classes” (absence from a class without authorization) is a serious violation of the class attendance policy. Consequently, Scholars will be disciplined accordingly for any known instance of cutting class.

## Academic Honesty

Upward Bound Scholars are required to maintain a high standard of academic honesty. Academic integrity is a value which the Upward Bound Program views as essential to the Scholar's college preparation and personal development. Academic dishonesty will not be tolerated in the Program. Instances of cheating, copying, or submitting someone else's work, and plagiarizing are serious violations of the Academic Honesty Policy and will result in appropriate disciplinary action being taken by the Program staff. Also Scholars who knowingly allow other Scholars to use their work will be considered academically dishonest, as well, and will be subject to appropriate disciplinary action.

## Upward Bound Course Enrollment

Upward Bound offers an elective course at New Bedford High School. The course is designed to support and reinforce Scholar learning in other academic courses and to instill the motivation and academic values consistent with college preparation for success. All Scholars at New Bedford High School are **required** to enroll in the course at least once within their first two (2) semesters of enrollment in the Program. Depending on the need for academic support, a Scholar may be advised to enroll more than once during his/her participation in the Program. Any Scholar placed on academic probation **must** take the Upward Bound course the following semester.

## Advising

Upward Bound offers three (3) types of advising: Academic, Career, and Personal.

Advising is a key component to the Upward Bound Program. Through the advising process you are able to develop academic and career goals, select appropriate courses and identify necessary support services.

If you are experiencing personal problems and difficulties or if you would like to discuss anything academic or personal, the Advisor is available for you. Simply contact the Advisor and make arrangements to have some conversation.

Every Scholar is required to have one (1) session with the Upward Bound Academic Advisor each semester.



## Saturday Sessions

In effort to bring all program Scholars together, Saturday Sessions are held once per month, during the academic school year

**All Scholars are *required* to participate in all Saturday Sessions. Failure to do so will result in loss of stipend for that month. Any Scholar who cannot attend must receive a preapproved excused absence from the Program Coordinator and supply a note documenting whereabouts for the day (i.e. note from coach documenting athletic event) at least one (1) week prior to scheduled Saturday Session for an excused absence.**

Bus service is arranged for each session depending on the nature of the event.

Saturday Sessions are diverse in their design and purpose. Some take place on the UMass Dartmouth campus and their focus may be academic or career related. While others take place off campus and may be historical or culturally based.

## Tutoring

Tutoring has been one of the keys to academic success for Scholars in the Upward Bound Program. All Scholars are required to participate in **ALL** weekly tutorial sessions (individual or group) during the academic year unless otherwise instructed by the Program Coordinator, Advisor or Director. Tutorial sessions may be provided during the Upward Bound course at New Bedford High School or after school at Westport High School, Greater New Bedford Regional Vocational Technical High School, Wareham High School, New Bedford Global Learning Charter School, or at Wednesday night tutorial at the Neighborhood College, or by arrangement between the Scholar and the instructor or tutor during school, after school, or on weekends.

Scholars who enroll in the Upward Bound course at New Bedford High School are considered to have met this requirement. Scholars may be required to participate in tutorial sessions beyond the course base on their academic status. All scholars are strongly encouraged participate in all tutorial opportunities provide by the Program.

Additional tutoring may be prescribed as part of the Corrective Action Plan developed by the Advisor in consultation with the Program Coordinator.

## Requirements for Participation in The Upward Bound Program

Upward Bound is an Academic Program designed to make educational opportunities available to scholars who meet guidelines set by the federal government. The guidelines demand that neither of the scholar's parents have a degree from four-year college and/or the scholar must come from a family that meets low income requirements, the scholar must have good academic potential and have the desire to pursue a higher education.

The Program requires that each scholar meet the following requirement, which demonstrates their full interest and commitment to being members of Upward Bound. The requirements include:

- **All scholars will comply with the Code of Conduct (see page 11) and adhere to all the Rules, and Regulations (see page 12) of the Program at all times.**
- **All scholars will participate in tutorials at least once a week during the academic year and once a day during the summer component.**
- **Scholars will attend additional tutorials and instruction sessions when staff determines it is necessary and schedules them.**
- **Scholars will meet deadlines in filling out forms and other reporting as required.**
- **Scholars will attend monthly Saturday Sessions except when prohibited by emergency. If the scholar cannot attend advance permission to be excused in writing is required at least one (1) week in advance.**
- **Scholars will assume responsibility for making contact with staff at least once a week for consultation regarding academic performance.**
- **Scholars will maintain a C average or higher in all subjects. If this is not achieved the scholar will call for additional tutorials and instruction that the scholar must attend. If the grade shows no improvement for two (2) consecutive semesters, the scholar stands the risk of being put on probation or removed from the Program**
- **Scholars will attempt the most challenging courses they are capable of at all times so as to best prepare them for success in college.**

Completing these requirements will assure scholars continue to receive service and support from Upward Bound.

## **Code of Conduct**

**Upward Bound Scholars are groomed to become well-rounded and self disciplined scholars. They are expected to be mature, responsible, and committed to preparing themselves for the future. Being self-disciplined requires that one demonstrate the qualities and behaviors outlined within this code of conduct. Therefore, the Code of Conduct represents the expected level of behavior for every member of the Program.**

### **SELF DISCIPLINE**

Mature and responsible scholars are self-directed. They discipline themselves to behave in ways that reflect positively on them. They meet their obligations and take responsibility for their decisions. Upward Bound Scholars must always display such self-discipline.

### **RESPECT**

Upward Bound Scholars will persistently show a genuine respect for themselves. With self-respect comes respect for Upward Bound and high school staff and others. Scholars will demonstrate and foster respect for the opposite gender and for all people at all times.

### **MODEL BEHAVIOR**

As scholars of Upward Bound, you represent the Program. Upward Bound is viewed by behavior and performance of its scholars. Therefore, all scholars will present themselves in a manner that reflects a positive light on themselves and the Program. Not only while in the Upward Bound Classroom or on Upward Bound sponsored events, but in other classes and school as well. Therefore, continuous, dignified behavior is necessary in public, in all activities and in class.

### **HONESTY and INTEGRITY**

All scholars will maintain a high standard of honesty and integrity in dealing with self, staff, other scholars, and school. Therefore, lying and cheating will not be tolerated. Academic Honesty is paramount to continue enrollment in Upward Bound and future success.

### **PARTICIPATION**

Upward Bound has developed all aspects of the Program to enhance our scholars in some way. It is expected that all Scholars will participate fully in all Program activities.

### **COOPERATION**

Cooperation is needed from all scholars in order to ensure that all benefit fully from all Upward Bound has to offer.

### **SINCERE EFFORT**

It is crucial that all scholars apply themselves to every aspect of the Program and their academic advancement at all times.

## **Rules, Policies, and Procedures**

The Upward Bound rules are established to govern our actions benefiting a community motivated toward our own safety, betterment, and futures. Consequences are a natural result of violating those rules and will be carried out in a timely fashion. The consequences for ignoring or violating the rules may result in automatic dismissal or probation. Parent(s)/ Guardian(s) will be called when appropriate. Police will be contacted when appropriate.

- No possessing or providing drugs or paraphernalia
- No alcohol or nicotine
- No pornography
- No firearms or other weapons
- No cutting classes
- No vandalism, theft, or willful destruction of property
- No public display of affection (i.e. kissing, inappropriate body contact or physical contact of a sexual nature, etc.)
- No hazing or initiations
- No harassment or intimidations of other
- No foul language or disrespect of others
- No verbal or physical aggression

### **Expanded Summer Rules**

- Cell phones are prohibited
- No crossing into the residential halls rooms of the opposite gender
- No dress code violations
- No inappropriate use of computers (“IMing” during academic time, inappropriate searches and sites, use for any illegal purpose)
- No use of electronic devices during academic time
- No use of video games during academic time
- No breaking of curfew
- No late arrival to class
- No incomplete or missing homework or coursework
- No sleeping in class
- No disrespect of authority figures
- No disrespect to fellow Upward Bound Scholars

**Upward Bound Academic and Summer Discipline Procedures  
(Effective year round and applied as appropriate collective discipline  
can and will be used to modify negative behaviors.)**

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Confirmed possession of drugs, drug paraphernalia, alcohol, pornography, or weapons	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Having a Scholar of the opposite or same gender in your room participating in sexual activity	Automatic dismissal from Program; Loss of stipend; Parent(s)/Guardian(s) contacted Police contacted as appropriate		
Pulling a fire alarm, theft or destruction of property or vandalism	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Hazing or any form of intimidation of another for the purpose of stabling “acceptance”	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate		
Found wandering around during scheduled events or separate from group during trips without permission from an Upward Bound Staff Member	Possible probation or dismissal from Program; fine; call to Parent(s)/Guardian(s)		
Having Scholar of opposite gender in room	Both parties are given a written warning and conference with staff	Parent(s)/ Guardian(s) contacted; Probation dismissal from summer program	
Overt use of foul language, disorderly conduct, any act of discrimination	Possible probation or dismissal from Program; Conference; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	
Fighting, physical, or verbal aggression, intimidation of others	Possible dismissal from Program; Parent(s)/Guardian(s) contacted; Police contacted as appropriate possible fine	Automatic dismissal from Program; Fine; Parent(s)/Guardian(s) contacted; Police contacted as appropriate	

## ...Continued Upward Bound Summer Discipline Procedures

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Academic dishonesty (cheating, plagiarizing, copying or directly accommodating those practices for another)	Written warning and a conference with staff to review policy; possible fine; possible Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program; Possible dismissal from program; Fine	
Dress Code Violations	Verbal Warning and conference with staff to review Dress Code Policy	Written warning; Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program
Cell phone use outside of free time	Written warning; Loss of 25% of stipend	Confiscation of cell phone to be returned to Parent(s)/Guardian(s); Loss of privileges; Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Probation from the Program; loss of 100% of stipend
Excessive absences or tardiness from school	Up to six (6) occurrences per Academic year, verbal warning and conference with Scholar to review the attendance policy of applicable school	6-9 occurrences per Academic year; Fine; Conference with Scholar and Parent(s)/Guardian(s) to review the attendance policy of applicable school	9 or more occurrences per academic year possible probation/ dismissal from the program; fine; conference with Scholar and Parent(s)/Guardian(s)
Incomplete or missing homework	Verbal warning; loss of free time; 25% loss of stipend	Written warning; loss of free time; 50% loss of stipend	100% loss of stipend; further occurrence will result in probation from the program; Parent(s)/Guardian(s) contacted
Incomplete or missing test/ exams or term papers	Written warning; 50% loss of stipend	100% loss of stipend; Dismissal from final field trip(s); Parent(s)/Guardian(s) contacted	Parent(s)/Guardian(s) contacted; Possible dismissal from Program
Sleeping in class	Verbal warning; conference with Scholar	Written warning; 50% loss of stipend	Parent(s)/Guardian(s) contacted; Possible probation; loss of 100% of stipend
Disrespect of authority figure (i.e. staff, teachers, University Staff, TCs, etc.)	Verbal warning; loss of free time; Conference with Scholar	Written warning; loss of free time; 50% loss of stipend	Loss of free time; Possible probation; 100% loss of stipend; Persistent disrespect may signal an unwillingness to adhere to the code of conduct and may result in dismissal from the Program

## ...Continued Upward Bound Summer Discipline Procedures

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Missing class without permission from Upward Bound Professional Staff	Verbal warning; loss of free time; Parent(s)/Guardian(s) contacted; 50% loss of stipend	Written warning; Parent(s)/Guardian(s) contacted; Loss of free time; 100% loss of stipend; possible probation	Parent(s)/Guardian(s) contacted; Possible dismissal from Program; Loss of stipend
Missing Class due to illness without notifying staff (NOTE Faked illness to avoid academics or field trips is grounds for automatic dismissal from the Program)	Activity restriction for full day	Activity restriction for full day; Parent(s)/Guardian(s) contacted	Prolonged illness or persistently recurrent illness that interferes with the Scholar's academic work may call for temporary or permanent dismissal
Tardiness without prior permission from Upward Bound Professional Staff	Verbal Warning; 25% loss of stipend	Written warning; loss of free time; 50% loss of stipend	Loss of free time; 100 % loss of stipend; Possible probation from Program; Persistent tardiness may result in dismissal from the Program

### IMPORTANT NOTES

- **Further action may be taken at the discretion of the Professional Staff**
- **Scholars may be dismissed at the discretion of the Professional Staff**
- **A combination of disciplinary violations may result in probation or dismissal from the Program**
- **Persistent violations may result in the dismissal from the Program**
- **UMass Dartmouth Upward Bound reserves the right to investigate all matters concerning the safety of scholars and staff members**

See Protocols on the following pages for step by step behavior management of Upward Bound Scholars.

## **CRISIS INTERVENTION PROCEDURAL GUIDELINES RESPONSE TO TRAUMA**

### **Upward Bound Crisis Protocols**

1. What is a Crisis?
2. Emergency Phone Numbers
3. Upward Bound Chain of Command Crisis Contact
4. Setting up a Crisis Response Team
5. Individual Crisis
6. Outlined Protocols for Behavior Management of Upward Bound Scholars

#### **1. What is a Crisis?**

**Displacement Crisis:** This crisis is usually termed a “disaster.” A displacement crisis is when a person is displaced by an event. This usually requires the establishment of temporary housing or Triage Center. Examples of this type of crisis:

- An earthquake severely damaging a building
- A plane crashing into a building
- An explosion
- Wide Spread Fire
- Devastating Hurricane

**Non-Displacement:** If no new housing or shelter is needed, the crisis is one of non-displacement. This type of crisis usually involves a Crisis Response Team based in the area of the crisis. Example of this type of crisis:

- Death
- Rape/Sexual Assault
- Assault with a deadly weapon
- Physical Injury

**30 minutes, 3 hours, 3 days:** A practical way to approach crisis management for either type of crisis is to think in terms of time and the number 3. There are necessary steps in the first 30 minute of a crisis (the first 3), the first 3 hours of a crisis (the second 3), and the first 3 days of a crisis (the third 3). It is important to act within the first 30 minutes if you suspect a crisis situation.

Note that as we respond to crises, people will become exhausted. It is important for all staff to be trained and informed about protocols so that you may transfer responsibility seamlessly and take needed time to rest.



## 2. Emergency Phone Numbers:

**Campus Police:** ext. 9191  
**Dartmouth Police:** (508) 910-1700  
**State Police:** (508) 993-8373

## 3. Upward Bound Chain of Command Crisis Contact for Summer Program

The first point of contact for a crisis is the Residential Director and/ or Assistant Residential Director.

The Residential Director and Assistant Residential Director will have the ability to be reached at all times in case of an emergency in which a student must be reached.

The following individuals shall be contacted in the order prescribed below. As well, these individuals will have complete administrative control as the Crisis Management

- A. Director
- B. Program Coordinator
- C. Academic Advisor

*Terms: Professional Staff refers to the staff that is in the Upward Bound Office. All Upward Bound staff members act professional in their hired positions. This term is used to differentiate between Residential Staff members and Office Staff.*

4. A **Crisis Response team (CRT)** which includes the Residential Supervisor and Assistant Residential Supervisor. This must be established in the event of a crisis. The CRT should do the following:

1. Reach emergency personnel to respond to the situation;
2. Maintain a calm and unformed community;
3. Notify appropriate entities on a need to know basis;
4. Provide support to the community in the aftermath of a crisis.

The CRT leader has the responsibility of reporting information regarding the crisis to the Upward Bound Chain of Command. When necessary, actions not specified in these protocols must receive approval from the Upward Bound Chain of Command. This is especially important when it comes to disseminating information to the press. The Upward Bound Chain of Command should oversee the crisis from the first 30 minutes through its completion and follow phases.

Reporting Steps:

When a crisis occurs the Upward Bound Chain of Command should be informed.

1. In the first 30 minutes of a crisis, request emergency response, if needed and when appropriate notify Upward Bound Chain of Command.
2. Do not speak to the press; The Director will handle all media interactions.

## **5. Outlined Protocols for Individual Crisis**

**Please note that the following crisis examples are extreme emergencies which need an outlined response due to the nature of the crisis.**

### **BOMB THREAT**

#### 30-Minute Response

- Call 9191 immediately if a threat is received
- Ask police personnel if and how the building should be evacuated
- Make sure individuals are removed to the farthest possible secure point with as much protection from debris as possible if building is evacuated.

#### 3-Hour Response

- After the ALL CLEAR is given by emergency personal, recipient of threat should work with police to determine as much information as possible.
- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholars involved.

#### 3-Day Response

- Follow above protocols
- Follow up with support with the other scholars in the program
- Make necessary referrals when needed to Professional Staff

### **DEATH OF STUDENT**

#### 30-Minute Response

- Call 9191
- Remove survivors away from victim to a safe place
- Attempt to have someone who is emotionally stable stay with survivors
- Manage Crowd

#### 3-Hour Response

- Do not contact the next of kin, the emergency response and Director will.
- Provide a counselor at the location of the survivors.
- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholars involved.

#### 3-Day Response

- Follow above protocols
- Follow up with support with the other scholars in the program
- Make necessary referrals when needed to Professional Staff

## **MEDICAL/PHYSICAL INJURY**

### 30-Minute Response

- Depending on injury and seriousness call 9191
- Administer first aid and follow first aid protocols learned in first aid training
- Ascertain if there was an aggressor or assailant, if so, inform Police and Upward Bound Staff and follow Physical Assault procedures.

### 3-Hour Response

- Make sure all appropriate personal is notified
- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholars involved.

### 3-Day Response

- Form plan to assist scholar(s) with catching up on class work if scholar(s) returns.
- Follow up with support for the other scholars in the program
- Make necessary referrals when needed to Professional Staff

## **PHYSICAL ASSAULT**

### 30-Minute Response

- Ascertain victim's health, use hospital if necessary
- Determine if victim and/or parent(s) or guardian(s) want to pursue formal action; If yes, inform Director immediately
- Obtain as much information from the victim as possible
- Make sure the victim feels safe and contact Upward Bound Chain of Command.

### 3-Hour Response

- Assure safety of victim and community if aggressor is still in program
- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholars involved.

### 3-Day Response

- Continue with above responses
- Follow up with support for the other scholars in the Program
- Make necessary referrals when needed to Professional Staff

## **RAPE/SEXUAL ASSAULT**

### 30-Minute Response

- Contact Police Department 9191 immediately
- If aggressor is still on campus update police on aggressor's whereabouts,
- If aggressor is an Upward Bound scholar, keep the scholar separated from the group and have police detain.
- Victim's steps:

- 1-Stay with victim at all times; two staff needed for supervision
  - 2-Do not let the victim shower
  - 3-Do not let the victim change clothes
  - 4-Remember, the scholar has been traumatized; be sensitive;
  - 5-Do not blame, threaten, or intimidate the victim.
  - 6-If possible, have a same sex staff member as victim take lead.
- Professional Staff will call parents and update them on allegations of assault
  - Possible ambulance transport to hospital for victim. Professional Staff member or lead Residential Staff will accompany victim to hospital.
  - One Professional Staff member will meet the parents/guardian at hospital.
  - Remaining Professional Staff will be called to arrive on campus to support other staff and scholars.
  - Provide the scholar with information; empower the scholar to take back control.

### 3-Hour Response

- Respond to the Upward Bound Scholar needs and questions appropriately; be supportive to all scholars.
- The Program will provide counseling services if needed.
- The Women's Center will be called to help.
- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholar(s) involved.

### 3-Day Response

- Professional Staff will refer the victim to counseling if needed.
- Proper disciplinary action will be taken against the aggressor with dismissal from the Program pending investigation by the Director.
- Follow up with support with the other scholars in the program.
- Make necessary referrals when needed to Professional Staff.

## **SEXUAL HARASSMENT**

### 30-Minute Response

- Determine if assault occurred; if YES follow RAPE/SEXUAL ASSAULT guidelines.
- If NO, ascertain what happened by interviewing the victim and file incident report with Program Director.
- Advise victim of his or her rights:
  - To be in Upward Bound free from harassment
  - To be in Upward Bound in an unthreatening environment
  - To be able to communicate respectfully in a supportive atmosphere
  - Work with and support victim to assure that their rights are maintained

### 3-Hour Response

- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholar(s) involved.

### 3-Day Response

- Handle the Upward Bound Community appropriately by informing scholars on appropriate behavior; when appropriate make necessary referrals if needed to Professional Staff.

## **ATTEMPTED SUICIDE OR HOMICIDAL IDEATIONS**

### 30-Minute Response

- Does scholar have a plan to commit suicide or homicide?
- Make sure scholar is supervised at all times
- Make sure scholar does not have weapons or items to harm his/herself or others
- Separate the other scholars from the area
- Call Professional Staff immediately to determine if scholar needs to be evaluated by the New Bedford Crisis Center.
- Scholar will be transported by campus police or ambulance.
- One Residential Staff member will accompany the scholar to the crisis center
- Professional Staff will accompany the student or meet the ambulance at the crisis center.
- Professional Staff member will notify parent(s)/guardian(s) once a plan is in place for scholar.
- Remaining staff members will provide support to the Upward Bound Community.

### 3-Hour Response

- A written incident will be completed by the Upward Bound Staff involved.
- A written report will be completed by the Upward Bound Scholar(s) involved.

### 3-Day Response

- Follow up with support with the other scholars in the program
- Make necessary referrals when needed to Professional Staff

## **6. Outlined Protocols for Behavior Management of Upward Bound Scholars**

Please See the Upward Bound Academic and Summer Discipline Procedures for further information regarding Upward Bound Violations.

## **DISRESPECT OF AUTHORITY FIGURES; USE OF FOUL LANGUAGE; DISORDERLY CONDUCT; OR INTIMIDATION OF OTHERS**

### 30 Minute Response

- Tutor/Counselor or Upward Bound Staff member will separate the scholar(s) that has disrespected authority from the group.

- Tutor /Counselor will address their concerns with the scholar and write an incident report regarding the incident to be turned into the Upward Bound office the following work day. If incident occurs during Upward Bound Office hours, escort scholar to office.
- Tutor /Counselor will allow the scholar to write their perspective regarding the incident to be turned into the office the following work day. If incident occurs during Upward Bound Office hours, escort student to office.
- Scholar will be returned to the group after appropriate response to behavior.
- If behavior continues to be a disruption, call or bring scholar to Professional Staff for appropriate disciplinary action.

### 3-Hour Response

- Depending on incident, parents will be called if behavior is severe for meeting or dismissal from program. If 3<sup>rd</sup> offence occurs, parents will be notified that the scholar will be removed from the summer program and placed on probation.
- If behavior occurs during Upward Bound Office hours, turn in incident report to Professional Staff.
- Follow up with support for the other scholars in the program if required.

### 3-Day Response

- If required, Professional Staff will follow up with parents on outcome of incident if behavior is severe.

## **CELL PHONE VIOLATION**

### 30 Minute Response

- If violation occurs Tutor/Counselor will request the scholar to hand over the cell phone.
- During Office hours the Tutor/Counselor will bring cell phone to office
- Professional staff will lock up the cell phone in the office safe
- Tutor/Counselor will write an incident report regarding cell phone violation
- Tutor/Counselor will allow the scholar to write their perspective regarding the cell phone violation which is to be turned into the office the following work day.

### 3-Hour Response

- Professional staff will notify parent that the student committed a cell phone violation within the program.
- Parent will pick up the student's cell phone from office

### 3-Day Response

- Scholar will be allowed to bring cell phone the following week upon return to the program.
- If scholar continues to commit a cell phone violation, scholar will not be allowed to have a cell phone in the program.

**For the rest of the incidents outlined in the Upward Bound Academic and Summer Discipline Procedures the following will occur in reporting and handling the incidents.**

30 Minute Response

- Tutor /Counselor or Upward Bound Staff member will separate the scholar(s) that has disrespected authority from the group.
- Tutor /Counselor will address their concerns with the scholar and write an incident report regarding the incident to be turned into the Upward Bound office the following work day. If incident occurs during Upward Bound Office hours, escort scholar to office.
- Tutor /Counselor will allow the scholar to write their perspective regarding the incident to be turned into the office the following work day. If incident occurs during Upward Bound Office hours, escort scholar to office.
- Depending on severity of incident, scholar may be dismissed or placed on probation from program upon discretion of the Director.

3-Hour Response

- Depending on the incident scholar will be given a written warning and a conference with professional staff
- Depending on incident, parent(s)/ guardian(s) will be notified of offence(s)

3-Day Response

- Follow above procedures

**\*\*Please note if at any time a scholar requests or tries to leave a site where the Program operates, the program will not try to restrain or prevent the scholar from leaving, unless the scholars' action presents a danger to themselves or others. The Upward Bound Staff member will notify the scholar's parent(s)/guardian(s) immediately, disclosing that the scholar is unsupervised.**

**If the offense involves MEDICAL/PHYSICAL INJURY, DEATH OF STUDENT, PHYSICAL ASSAULT, RAPE/SEXUAL ASSAULT, ATTEMPTED SUICIDE OR HOMICIDAL IDEATIONS and SEXUAL HARASSMENT, the Upward Bound Staff member will call the police and the scholar's parent(s)/guardian(s) immediately. The Upward Bound Staff member will notify the parent(s)/guardian(s) of the scholar's absence.**

## **Policies**

### **Dress Code**

No halter tops, half shirts, belly shirts, or bikinis

No bare feet

No short shorts

No clothing with holes in inappropriate places

No hats, doo rags, bandanas in buildings

(White T-shirts may be worn over one piece bathing suit *on* campus and a colored T-shirt may be worn over one piece bathing suit *off* campus)

### **Cell Phones/ Pagers/2-Way**

There will be no use of cellular phones, pagers, or 2 ways. Cell phones are to be used during free time ONLY (See Disciplinary Procedures and Outlined Protocols for Behavior Management of Upward Bound Scholars cell phone use).

Scholars are responsible for their own cell phones.

**\*\*\*\*If a cell phone is damaged or lost, the program will not be responsible**

### **Electronic and Music Devices/ Video Games**

There will be no usage of electronic or musical devices during academic time. Video games (whether hand-held or not) may be used during free time **ONLY**. Electronic or music devices can be used on bus rides during fieldtrips- **NO** use on or during field trip site.

### **Visitors**

No non-member visitors are allowed in the residential halls at any time.

No opposite gender visitors in rooms.

### **Curfews**

All scholars are to be in the dormitory from 9:30 PM- 7:00 AM unless granted permission by staff; No scholar is to leave campus without permission of the Professional Staff ( see contact information on page 5); Quiet Time is 10:30 PM- 6:00AM.; Lights out is at 11:00 PM.

### **Illness**

Scholar will report serious illness to staff no later than 7:30 AM so proper procedures can be executed; Scholars will be under restricted activity each day of illness; Persistent illness will result in scholar going home.

### **Lost Items**

Found items will be kept in the Residential Supervisor's dormitory room.

Upward Bound is not responsible for any lost or stole items; therefore scholars are encouraged to leave valuables at home.

### **Residential Hall Room Keys**

Scholars will each be responsible for a key to their room.

Scholars are financially responsible for replacement of lost keys.

### **Candles**

University rules prohibit burning incense, or candles in resident halls. This will be treated as a serious offense.

### **Room Maintenance**

All scholars are responsible for keeping their rooms clean.

Before leaving for the weekend:



- Clean and vacuum room
- remove trash
- close and lock windows
- recycle
- help clean common spaces (suite rooms, bathrooms)

No furniture is to be removed from rooms or dormitories.

Music is to be kept at a non-disruptive level

Any repairs needed in rooms should be reported to the Residential Supervisor immediately.

### **Meals**

In effort to encourage good eating habits Upward Bound participates in a meal program.

-All scholars are required to participate.

-Meals are taken together at scheduled times

-All scholars are expected at all meals

## **Stipends**

**Upward Bound requires extra time and energy from scholars. In recognition of this commitment, scholars receive a stipend for their participation in the Program.**

During the Academic Year, you will receive a stipend of \$25 per month, provided you meet all Program requirements. Those are as follows:

- Attend classes regularly
- Attend the scheduled activities for that month
- Are either enrolled in the Upward Bound course at New Bedford High School or attend a minimum of three (3) tutorial sessions per month
- Exhibit behavior in accordance with the Upward Bound Scholar Code of Conduct
- Abide by the rules and Regulations of Upward Bound

Stipends may be withheld and/or forfeited if a scholar fails to meet any Program requirements (i.e. applying for, taking, and turning in scores for the PSAT and SAT test, meeting with the Academic Advisor and any other mandatory Program requirements, etc.).

During the summer, returning scholars receive a stipend of \$30.00 for every two (2) week period. New scholars begin to accrue funds once they have completed the initial probationary period.

# **YOU ARE UPWARD BOUND!**

“The choices we make shape the life we live.” unknown

"Without education, you're not going anywhere in this world." Malcolm X.

"The quality of strength lined with tenderness is an unbeatable combination, as are intelligence and necessity when unblunted by formal education." Maya Angelou

“I have been training since 8th grade, but it has to do with listening, more than practice.”  
Jill Scott

“I think when you move past your fear and you go after your dreams wholeheartedly, you become free. Know what I'm saying? Move past the fear.” LL Cool J

“The direction in which education starts a man will determine his future in life.” Plato

“We have an obligation and a responsibility to be investing in our students and our schools. We must make sure that people who have the grades, the desire and the will, but not the money, can still get the best education possible.” Barack Obama

## **Have a great year!**

### **The Upward Bound Staff**