

Hope College Upward Bound
Summer Session 2008
Bridge Policy Handbook

TERM

The term of this agreement is from **June 2-July 25, 2008**.

CONDUCT

Upward Bound Bridge students are responsible for their conduct within and beyond the confines of campus. For this reason, the following policies are in place. Parents may be contacted following the violation of any of the policies. Depending upon the seriousness of the violation, students may be asked to perform an extra duty around the dorm or program, or may be dismissed from the dorm or program.

- 1.1 The use or possession of drugs, including alcohol or the presence of empty cans or bottles of alcoholic beverages, is not permitted. If this rule is violated, legal authorities will be brought in. If a case arises in which Upward Bound staff is unable to determine the participant using an illegal drug, all students in the room/area where drugs or alcohol are found will be subject to disciplinary action.
- 1.2 Smoking is prohibited. Minors in possession of cigarettes are subject to Michigan law and will be treated in accordance with the requirements of this law.
- 1.3 Public Display of Affection (PDA) is prohibited at any time during Upward Bound. PDA is defined as hand holding, touching inappropriately and kissing.
- 1.4 Students are expected to conduct themselves socially as ladies and gentlemen. Students should respect themselves and others at all times. Sexual activity will not be permitted. Violation will result in immediate dismissal from the program.
- 1.5 Students are to respect one another's property (i.e. books, I.D. cards, Ipods, cell phones, etc.) A student should not take anything that does not belong to him/her, even as a practical joke.
- 1.6 All students are expected to eat breakfast, lunch and dinner. Proper etiquette is required at all meals.
- 1.7 No Bridge student should be in the presence of another person violating a policy. If a student is in such a situation, he/she must: 1) immediately leave the situation, and 2) inform an Upward Bound staff member.
- 1.8 Fighting is prohibited at any time.
- 1.9 Personal stereos must be put away during classes, internships, meeting or activities involving speakers.
- 1.10 No Upward Bound student shall harass, haze, abuse or assault any member of the staff or student body. Any action or situation, regardless of intention, which results or has the potential of resulting in physical, mental or emotional harm, discomfort or distress may be regarded as such. This includes offensive language of any form as well as profanity.

TRANSPORTATION

Bridge students are granted the privilege of bringing vehicles to campus. Should students take advantage of this opportunity, they must understand the following:

- 2.1 Students may park in any designated Hope College Student Parking Lot. A Hope College parking sticker or registration is not necessary.

- 2.2 Students will be ticketed by the City of Holland if vehicles are parked on any city street between the hours of 2:00 a.m.-6:00 a.m.
- 2.3 Bridge students are not to provide transportation for Non-Bridge students at any time nor have a Non-Bridge student in his/her vehicle at any time.

RESIDENCE HALL

Housing for Bridge students is provided in Durfee Hall from **Sunday, July 6-Wednesday, July 23, 2008, excluding weekends**. Students agree to abide by the following during this time:

- 3.1 All students will pay **\$25 cash** as a deposit for their meal card, dorm key, and damage to program/college property. **Bridge students are to pay this by Friday, May 30.** (I.D./Meal cards cost \$5 to replace, keys cost \$15 to replace, and access cards cost \$10 to replace). Students who are careless and damage program/college/other's students' property may also forfeit stipend checks to cover the damage.) The deposit is refundable if:
 - The meal card is returned in good condition as determined by staff (not broken, bent, cracked, or marked)
 - The dorm key is returned
 - The access card is returned in good condition as determined by staff
 - The student did not damage Upward Bound/Hope College property
- 3.2 Bridge students will sign in **Sunday evenings from 8:30-9:30 p.m.** Bridge students will sign-out every Friday IN THE UB OFFICE immediately following their last class/activity or no later than 3:00 p.m. Bridge students are not able to remain in the building for the weekends.
- 3.3 Building curfew for Bridge students is **11:30 p.m.** Bridge students are to be in Durfee Hall by this hour but do not have a room or floor curfew. Bridge students are to also sign in with the Night Supervisor/Resident Director by this time each night. Durfee Hall exterior doors will lock at **10:00 p.m.** so if students exit the building after that hour, they should bring their access cards.
- 3.4 Bridge students should also be aware of and respect the non-bridge student hall hours and curfews. Curfews for non-bridge will be strictly enforced.
- 3.5 Upward Bound is paying for Bridge room and board so Bridge students are expected to sleep in the dorm and eat meals in the cafeteria, except for those who have made prior arrangements with staff.
- 3.6 Non-Upward Bound visitors are **not allowed** in Durfee Hall or anywhere on campus. This includes individuals who may have been affiliated with the program previously but are no longer current students. If someone comes to visit, Bridge students are responsible for asking him/her to leave immediately.
- 3.7 In order to maintain privacy and security, at no time are members of the opposite sex allowed on each other's floors.
- 3.8 Students are asked to keep their rooms and common dormitory areas clean (especially the bathroom area). Bridge are expected to participate in evening dorm clean up when the Non-Bridge are in the dorm. This will occur on a rotating basis by UB family.
- 3.9 College rules require radios in rooms to be played at a level that cannot be heard outside the dormitory through open windows.
- 3.10 Each room is equipped with a college phone which students are expected to use appropriately. Bridge students are permitted to have cell phones but they must also be used appropriately at all times.

- 3.11 For your safety, Tutor-Advisors and staff must be allowed in a student's room after knocking first. If a student refuses entrance or does not answer, a Tutor-Advisor or staff person may open the door with a master key. If there is probable cause, students' dorm rooms may be searched at anytime. The Director is the only person who can authorize the search and must be present at the time of the search. The Director may invite the student(s) involved to be present as well.
- 3.12 Candles are not permitted in any Hope College facility.
- 3.13 Bridge students may bring personal TVs/DVD players/VCRs and refrigerators to their rooms. However, non-Bridge students are not permitted to watch TV or movies in the room of a Bridge student or store items in Bridge refrigerators.
- 3.14 Non-Bridge and Bridge students are permitted in each other's rooms as long as **ALL** students respect and abide by each group's set of curfews and policies. If this does not occur, this privilege will be revoked.
- 3.15 Window screens are to be left in place at all times. There is a \$100 Hope College fine if screens are removed.
- 3.16 Riding bicycles, skateboards, or roller blades in any building is prohibited
- 3.17 Bridge should purchase own prescription or over-the-counter medication (including aspirin). Upward Bound staff members are not allowed to dispense medication.
- 3.18 Please keep in mind that during the first three weeks of the program, non-bridge students may watch TV in the Durfee lounge, play pool or ping pong, and use the Dow facilities **AFTER 7:00 p.m.** each night. This is to allow for quiet/study time in the hall for all students. Please honor this as well during the time they are in Durfee.

CLASSROOM POLICIES

- 4.1 Upward Bound is paying for all Bridge classes. Bridge students should be in attendance at each class. The only legitimate reasons for absence include serious illness or attendance at a college summer orientation.
- 4.2 If a Bridge student is not making satisfactory progress in class (as determined by staff) and/or is skipping, Upward Bound will drop the student from the class (at the student's expense) if the drop/add and withdrawal deadline have passed. Or the student can choose to continue at his/her own expense.
- 4.3 It is mandatory for Bridge students to meet individually with program staff as scheduled. Bridge students are also required to attend Bridge Seminar as scheduled.
- 4.4 Bridge students must abide by the Bridge Calendar and Schedule. Work and all other activities are to be scheduled in accordance.

NON-BRIDGE INTERACTION

- 5.1 Bridge students are welcome to interact with Non-Bridge students on a daily basis. Please, however, keep in mind that Non-Bridge students have not been granted the same privileges as Bridge students.
- 5.2 Bridge students are welcome, but not required to participate in the Non-Bridge activities (see calendar). Bridge students are welcome to participate in Elective Classes but must sign up with UB staff in advance.

DRESS CODE

6.1 Upward Bound guidelines for dress code are as follows (adapted from West Ottawa Public Schools Dress Code). UB Staff will determine consequences if any clothing items are inappropriate. **The following items are not permitted:**

- Bare back shirts.
- Bare midriffs (A bare midriff is defined as when a student raises arms above his/her head and his/her stomach shows.)
- Shirts with spaghetti straps. The recommended width of straps is 2 inches.
- Visible underwear.
- Skin-tight clothing.
- Short skirts and dresses. These items are to be long enough to touch to the tip of the middle finger when the arm is fully extended.
- Cleavage.
- Sleeveless shirts for young men (Exercise attire is permitted when at the Dow.)
- Transparent (see through) clothing.
- No hats or bandanas are to be worn in class.
- Clothing that is worn excessively below or off the waist.

ADDITIONAL

- 7.0 Campus computers are to be used solely for academic purposes. Students are not to be playing games on computers or using the Internet (unless research is required for class.) Instant Messaging/E-mail is limited to 10 minutes on the Durfee Hall computers. Visiting Facebook and other similar sites is not permitted.
- 8.0 The Upward Bound Program and Hope College do not insure and are not responsible for the loss or theft of, or damage to the personal property of students.
- 9.0 Upward Bound activities and events are designed for Upward Bound parents, students and siblings. **BOYFRIENDS AND GIRLFRIENDS OF UPWARD BOUND STUDENTS ARE NOT TO BE IN ATTENDANCE AT ANY UPWARD BOUND ACTIVITY OR EVENT. THIS INCLUDES BEING ON THE PREMISES OF HOPE COLLEGE at any time.**

RESPONSIBLE BEHAVIOR

Responsible behavior is expected of Upward Bound students at all times. If at any time a student chooses to make decisions unsupportive of his/her expressed goals, a program staff member will follow-up appropriately.

Appropriate consequences could include but are not limited to the following:

- Loss of privileges (free time, program trips, program social activities, I.D. cards, etc.)
- Probation
- Dismissal from dormitory
- Dismissal from program

HOPE COLLEGE
TRiO UPWARD BOUND PROGRAM
2008 SUMMER SESSION

BRIDGE STUDENTS

My signature below verifies that I have received a copy of the 2008 Summer Session Policy Handbook.

Name	Signature	Date
Blanco, Leonel		
Chao, Lena		
Chavarria, Nydia		
Hitsman, Cassie		
Latsavong, Sampay		
Luong, Bich		
Melhorn, Cassie		