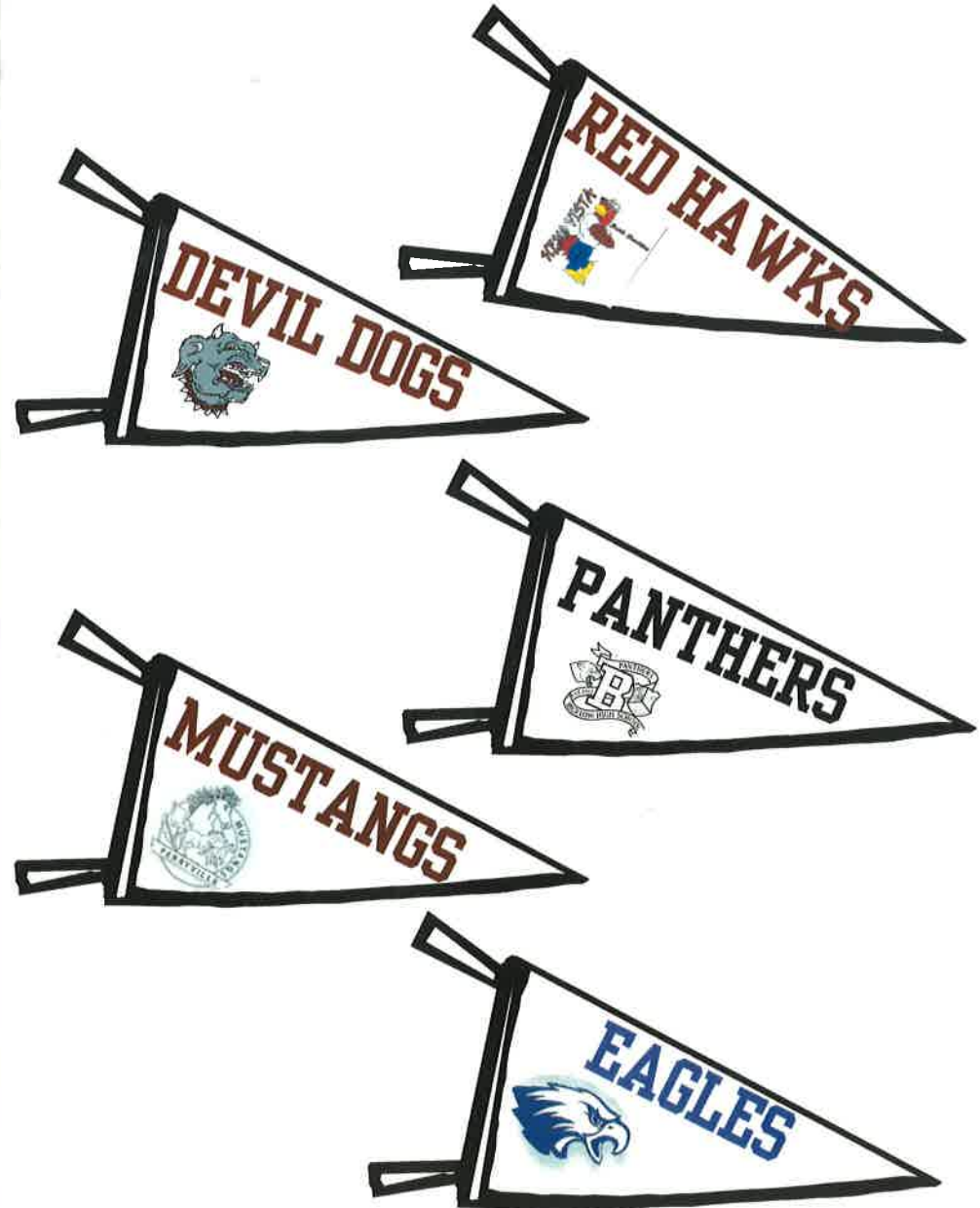


**THE UNIVERSITY OF  
CENTRAL ARKANSAS  
UPWARD BOUND HANDBOOK  
2013-2018**



# UPWARD BOUND HANDBOOK

## STAFF AND OFFICE INFORMATION

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### PHONE/FAX

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### OFFICE HOURS

Monday—Friday  
8:00 am—4:30 pm

### AFTER HOURS

**Michelle Hardin:**  
501-288-1978 personal cell  
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### EMERGENCIES

**UCA Police Department:**  
501-450-6120  
or  
501-450-3111

## PREFACE

The purpose of the Upward Bound Student Handbook is to provide students and parents with a detailed information guide on the University of Central Arkansas Upward Bound Project. Students are responsible for knowing and understanding all of the information contained in this handbook.

Upward Bound creates an opportunity to build a solid educational foundation for college attendance and success. Through a variety of support services, we strive to inspire you to develop the confidence to dream great dreams and achieve great things.

The primary goal of the University of Central Arkansas Upward Bound Project is to empower 58 participants each year by building the skills and motivation necessary for persistence and success in completing secondary and postsecondary educational programs.

—*Upward Bound Staff*

### How much will it cost?

There is NO COST to students or their families aside from the investment of time and enthusiasm for your future. Upward Bound is 100% federally-funded by the U.S. Department of Education at an average annual cost of \$250,000. Fifty-eight students from five target schools are served each year.

### Non-Discriminatory Statement:

Upward Bound does not discriminate on the basis of color, race, sex, handicap, or national origin.



## RIGHTS AND RESPONSIBILITIES

Students in Upward Bound (UB) at the University of Central Arkansas have many rights.

Students have a right to expect the following:

- Competent instruction and tutoring
- A safe and clean environment in which to live, study, learn, and play
- An environment in which students will be treated with respect
- An environment where thoughts and ideas will be heard and taken seriously
- An opportunity for cultural enrichment
- Assistance in planning and preparing for postsecondary education and a career
- Academic, life skills, and other group guidance activities

In Upward Bound, as in college and life in general, with rights come responsibilities. Listed below are expectations established for UB students:

- Read and understand information in the UB Handbook
- Commit to Upward Bound in terms of regular attendance
- Participate in all activities
- Abide by the rules and policies of UB and UCA
- Treat others with respect
- Strive for a high level of achievement in UB and in high school
- Display positive behavior in a manner conducive to learning in and out of the classroom

### EXPECTATIONS:

**Upward Bound is first and foremost an academic program.** It is expected that UB students will work hard, be successful in their academic work, and improve their GPAs while in Upward Bound. UB students are responsible for following the guidelines of the program which include: consistent attendance; being punctual; bringing books and necessary supplies to classes and tutoring sessions; and, engaging in positive and constructive class participation.

The U.S. Department of Education, which funds Upward Bound, requires that students improve their academic performance each year. In addition, stated objectives included in the UCA Upward Bound Grant must be met. Incentives for doing well and consequences for not meeting expectations are outlined in the handbook.

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## ACADEMIC YEAR COMPONENT OF UPWARD BOUND

The Academic Year Component is a supportive curriculum, which includes tutorial services in high school subjects, designed to improve the student's grade point average or maintain above-average GPAs, enhance academic skills, and develop skills and attitudes necessary for success in post-secondary classes.

### TUTORING

Tutorial services are available for subjects taught in high schools that are a part of the college preparation core curriculum (i.e. English, science, math).

### SATURDAY ACADEMIES

Students meet on the campus of UCA one Saturday a month during the academic year. The Saturday sessions are approximately seven hours in duration.

### ACADEMIC ADVISING/ONE-ON-ONE

Academic advising is one of the major components of Upward Bound at the University of Central Arkansas. This component is designed to sharpen the students' perceptions of self, their values, and their abilities. Different skills are explored and developed in decision-making, positive self-expression, coping, goal-setting, and conflict management. Students participate in a systematic career and college planning program designed to assist them in exploring career options and preparing for college. UB staff will visit students individually at their high schools during the academic year to assist students with issues and concerns as well as provide college and career planning services and academic advisement.

### CULTURAL ACTIVITIES

Students in Upward Bound are offered a variety of programs and activities to help them become more knowledgeable and aware of music, theater, art, history, and other aspects of American and world cultures. This is part of the overall UB experience, and participants are expected to attend these planned cultural enrichment activities. During the academic year, non-required activities will be announced.

## SUMMER COMPONENT OF UPWARD BOUND

The University of Central Arkansas Upward Bound Summer Program is an intensive six week residential academy. While students are living on UCA's campus, the Residence Assistants/Tutors, Residence Coordinator, and UB staff will provide support and supervision. Students are involved in a combination of academic classes, personal development activities, and workshops. In addition, students participate in cultural events, academic programs, career skill-building and exploration, and social activities.

The summer component is designed to simulate a college experience for UB participants and prepare them for their next academic year. Students are encouraged to attend each summer session while enrolled in UB. Students who do not plan to attend the summer session must notify UB staff in advance.

### BRIDGE PROGRAM

Bridge students have many of the rights and privileges of UCA students as long as they meet program requirements. Bridge students are required to attend classes, tutoring, Bridge Review, and other scheduled UB activities. Placement in UCA classes during Summer I will be determined by the UCA Academic Advisor and UB staff based on ACT scores and GPA. Additional rules and policies regarding Bridge summer will be given to each prospective Bridge student during the appropriate spring semester.

#### Eligibility:

- Student must be accepted by UCA to the Summer I session.
- **Student must complete UB Bridge application by first Saturday Academy in January.**
- Student must be accepted to college for the fall semester following graduation.
- Student must have attended 2 full summer academies (the full six weeks).
- Student must have a cumulative GPA of at least 2.5.
- Student must maintain good attendance and behavior.

### WORK STUDY

Upward Bound has received grant funds to offer work study for students during the summer academy. Eligible participants in the work study program will "job shadow" with a professional and will receive additional stipends.

### SUMMER TRIP

An educational summer trip will be planned to give UB participants, who have successfully completed one Summer Program, additional educational, social, and cultural experiences. All rules for appropriate dress and behavior must be followed while on this trip.

Students must wear the UB t-shirts provided. Altering the shirts in ANY way is strictly prohibited. All students on the summer trip follow the same rules and are required to participate in all activities. All students must stay with the group at all times. If a student misbehaves, his/her parents will be contacted and could be sent home.

Satisfactory academic progress, participation, behavior, and attendance throughout the academic year, in addition to that of the summer program (C or better in all classes with fewer than 3 behavior documents), are considered in determining eligibility for the summer trip. Students not meeting minimum eligibility requirements may become eligible subject to staff discretion. [See more regarding trip eligibility on page 9.]

# POLICIES & PROCEDURES

## ATTENDANCE/ABSENCES

As an Upward Bound student, you have made the commitment to participate in all required UB activities. Excused absences are for school activities (with the appropriate forms completed and signed by school personnel). Any other excused absences will only be granted upon approval by the UB Director for extenuating circumstances.

Stipends will only be paid when sessions are attended. A student with unexcused absences will be given a verbal and/or written warning. If further unexcused absences occur, the student will be subject to stipend reduction, placed on probation, or dismissed from the program.

### **Academic Year:**

During the academic year, UB participants must inform the UB Coordinator or tutor in advance if they will be absent from a tutoring session or activity. Good attendance during the academic year is required.

### **Saturday Academies:**

UB students are expected to attend ALL Saturday academies. Attendance at Saturday sessions is required, and students who find it necessary to be absent will forfeit their stipend. At Saturday academies, students who arrive late or leave early will receive only one-half stipend credit for that day, unless they have an excused absence. Students must attend 80% of these meetings in order to be eligible for the end of summer trip.

Students with two consecutive unexcused absences from Saturday academies will be placed on probation or may be dismissed from the program (dismissal is subject to staff discretion). Students will not receive stipends during this period. At the conclusion of the probationary period, he or she will be reevaluated. Each case will be dealt with on its own merits. In addition, if a student commits to coming to a Saturday academy and cancels at the last minute, he/she will be subject to stipend deduction. Stipend deduction is dependent upon the event and how much money the program lost due to the student not attending (i.e., cost of meals, admission, etc.).

### **Summer Academy:**

During the summer academy, UB participants must clear all absences with the UB Coordinator or Director. Notifying teachers and RA staff is the student's responsibility. Students are allowed 5 excused absences (1 week) during the academy.

## BEHAVIOR

Because you choose to be here and because academic achievement is an important part of our program, UB students are expected to behave in a manner that is conducive to learning. Students are expected to complete all assignments, to participate in classes and tutoring, and to be prepared.

**Disruptive, uncooperative, and disrespectful behavior is unacceptable** and will result in appropriate disciplinary action, including a letter and parent conference. Students whose behavior is detrimental to UB purposes, goals, and academic environment in a class, tutoring session, and/or field trip will be subject to disciplinary action and recommended for counseling to remediate their behavior. If the behavior persists, disciplinary action will be taken by the Director which can result in probation or dismissal.

## ACADEMIC PROBATION

Students must achieve and maintain a **minimum grade point average (GPA)** as follows:

- Grade 9—2.1 GPA
- Grade 10—2.25 GPA
- Grade 11—2.35 GPA
- Grade 12—2.50 GPA

Any student earning below the minimum GPA or scoring an "F" is at risk of being placed on academic probation or dismissal from the program.

## TUTORING SESSIONS

All UB students who have below a 2.5 GPA and who have earned a grade of "C" or below in any subject area will be required to attend all tutoring sessions. All other students are required to attend two sessions a month. If a student will be absent from tutoring due to a school activity, an activity form must be completed by the sponsor before the tutoring session. Students must comply with these expectations in order to be eligible for the end of summer trip. Students not attending a reasonable amount of required tutoring in a semester are at risk for being placed on probation.

## NEW STUDENT PROBATIONARY PERIOD

During the first 60 days that students are enrolled in the Upward Bound program, they are considered to be on probation. New "probationary" students can only have one absence from tutoring and no missed Saturday Academies (unless extenuating circumstances occur) during this period other than those for school activities. Students are also expected to abide by all rules and policies of the program. Failure to follow these guidelines will result in the student being dropped from the program and forfeiting all stipends. After 60 days, students will be reevaluated to determine participation status. Students who have successfully completed the probationary status will receive stipends earned during the probationary period and will receive the status and privileges of a UB participant. Students first enrolled in the UB program during the Summer Academy must meet their probationary period during the first ten consecutive days with no absences or behavior documents. If not met, the student will exit the program and will forfeit all privileges and stipends.

## TRANSPORTATION

Students will provide their own transportation to UB for Saturday Academies, after-school tutoring during the academic year, and during the six week Summer Academy. Students are not required to carpool but will be given an opportunity to meet together at the beginning of each semester to arrange carpools that are beneficial to the students and parents.

## TRAVELLING OFF-CAMPUS

Once students arrive at an Upward Bound activity, they are not to leave the campus unless directed to do so by a staff member or until they leave for the day. UB is responsible for students once they check-in so please do not ask to leave the premises unless written permission by parent/guardian is approved beforehand.



## LOST OR STOLEN ITEMS

Upward Bound is not responsible for lost or stolen items. It is the responsibility of the student to keep track of his or her belongings at all times. This means during summer academy, academic year activities, tutoring sessions, traveling, etc. Student must report lost/stolen items to UCA Police.

## SEVERE WEATHER POLICY

When the weather is such that driving is hazardous, UB will not meet. The staff will notify KVOM radio (101.7) that UB is not meeting and will also try to contact each involved participant by phone using the emergency information calling chart. If driving conditions are hazardous in your area, please do not come even if UB is in session. It will be an excused absence.



## EMERGENCY MEDICAL CARE

In case of a medical emergency, the student will be taken to the nearest available hospital for treatment. The student's parents will be notified as soon as possible. If follow-up treatment is required, the student will be referred to their family physician.

For general emergency information, refer to the UCA Emergency procedure manual available in the Upward Bound office, the Residence Hall bulletin board, or UCA Buildings. If all else fails, call the UCA Police Department at 450-3111 or by dialing 911.

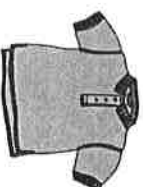
## MEDICATION

All medication to be taken by the UB student during UB activities, prescribed or non-prescribed, must be reported to the UB staff. Anyone who does not report medication use is subject to dismissal. Frequent updates on illnesses, medication, or changed prescriptions are very important.

## DRESS CODE

Appropriate dress for a given occasion is a lesson Upward Bound students are expected to learn. Clothing worn to UB activities should be in good taste and should not distract from learning. The UB staff reserves the right to request students to change clothing if it is deemed unsuitable or projects an unwanted image for UB students. These guidelines (and others that may be added) are to be followed:

- ⇒ Wearing boxers, pajamas, or short-shorts/skirts/dresses to class, programs, or field trips is not permitted.
- ⇒ Hats/caps are not to be worn by any student, male or female, while inside a classroom.
- ⇒ Upward Bound official shirts are to be worn during designated events. Students may not alter the official UB shirt for the summer. Accessories are permitted, but cutting, dyeing, or changing the design is not permitted.
- ⇒ Students may not wear muscle shirts, midrifts, spaghetti straps, shirts that show cleavage, or any other revealing clothing. Also, basketball jerseys or other similar shirts without a t-shirt underneath are not permitted.
- ⇒ No clothing with crude or suggestive slogans or pictures may be worn.
- ⇒ Clothing or caps with alcohol or tobacco logos or advertisements may not be worn. Students may wear jean shorts but not cut-off jeans.
- ⇒ Appropriate swimwear is expected; no cut-off jeans. Female students are allowed to wear two-piece swimsuits that are not considered too revealing. All swimsuits are subject to staff approval.



## EVALUATION

The UB program utilizes a variety of evaluation tools to determine student progress and success. During the academic year, teachers and tutors report on student progress at the middle and end of each quarter. Official grade reports from a student's school are the most important tool to determine academic standing and need for Upward Bound services.

During the summer, teachers provide weekly evaluation of students' classroom work, attitude, and behavior. Teachers also assign letter or percentage grades at the end of the summer session.

Teachers, tutors, residence staff, and the UB staff may award points during the academic and summer sessions that determine whether or not students are able to participate in the end of summer trip (See chart on pg. 9). Points are awarded on a variety of factors including class attendance and participation, attitude, and overall behavior. Students who attain a satisfactory number of points (in conjunction with expectations for the academic year) will be eligible for the summer trip.

## EXPECTATIONS

**ACT Testing:** All UB students must take the ACT at least twice. The first time should be before their senior year and then again after they have taken the ACT Prep course.

**College-Prep Coursework:** All UB students should be following the Arkansas Academic Challenge College Preparatory Curriculum.

**Academic Expectations/Probation:** All UB students should be showing continual progress with their cumulative GPA.

## UPWARD BOUND POINT SYSTEM

The purpose of the Upward Bound Point System is to provide a method of awarding students for participation and good behavior at the end of the academic year. Subject to the availability of donors, items are strictly dependent on the generosity of our local communities. There is no guarantee that items will be equal in value or number from year to year. Therefore, means of distribution will be at the discretion of the Coordinator. Points will not be carried from year to year, cannot be given to other students, and cannot be earned for unexcused absences. Partial points may be awarded with proper documentation. All points for any session may be taken away for misbehavior, bad attitudes, or not working.

**Points can be earned by attending the following:**

Tutoring Sessions: 10 points for 2 hours or 5 points for 1 hour  
Saturday Academies: 25 points

**Bonus points** can be earned in the following ways: calling ahead to inform of absences; marked academic improvement, positive leadership, and attendance at cultural activities; helping staff; helping other students with homework during tutoring sessions; attending more than 2 tutoring sessions per month if exempt.

## SUMMER TRIP ELIGIBILITY

The following notes should be kept in mind:

1. Students must successfully complete one summer academy before being eligible (regardless of grade).
2. Performance throughout the academic year will be considered\* (in addition to the summer academy as described on page 3):
  - A. Attend 80% of all Saturday Academies
  - B. Attend at least half of required tutoring sessions
  - C. Earn a C or better in all coursework
4. Students are allowed 5 excused (school-sponsored) absences (1 week) during the summer academy; however, unexcused absences will result in ineligibility for the trip\*.

\*The final decision on student's not meeting these eligibility requirements is subject to staff discretion on a case-by-case basis.

**Attendance to the summer trip is also subject to funding.** In the event that funds are not available for all students to go on the trip, the following point system will be used.

Summer Session: 50 points per week (250 total)

Classes (25 pts/week)

Attendance/Punctuality	5 pts
Positive/Respectful Attitude	5 pts
Completion of Work	5 pts
Compliance with Expectations	5 pts
Participation/Staying on Task	5 pts

Activities/Study Hall (25 pts/week)

Attendance	5 pts
Positive Attitude	5 pts
Interaction with Staff/Peers	5 pts
Compliance with Expectations	5 pts
Participation/Staying on Task	5 pts





## STUDENT CONDUCT

### POLICIES, RULES, AND REGULATIONS

Students in Upward Bound are expected to behave in an appropriate manner while on the UCA campus or participating at other UB-sponsored activities. Federal funds support the program, and students attend voluntarily. Students have rights within the program, but they also must meet expected behavior standards.

While it is impossible to address every situation that may occur while a student is enrolled in UB, listed on the following page are types of misconduct that will lead to disciplinary action, including possible dismissal from the program:

- ◆ Non-attendance or tardiness at scheduled classes and activities.
- ◆ Disruptive behavior in class, failure to follow directions, or failure to complete assigned work.
- ◆ Academic dishonesty such as cheating and/or plagiarism.
- ◆ Use of vulgar and/or abusive language.
- ◆ Arrest for violation of local, state, or federal law and/or conduct which adversely affects the student's suitability for Upward Bound.
- ◆ Setting off false alarms or tampering with fire or other safety equipment.
- ◆ Misuse of electronic devices such as cellphones, iPods, tablets, DVD players, gaming systems, etc.
- ◆ Leaving the group or designated areas without the permission of an adult supervisor.
- ◆ Leaving residence hall or hotel/motel rooms after "lights out" without permission.
- ◆ Having visitors in residence hall, hotel/motel rooms, or at any UB activity without prior authorization.

- ◆ Failure to comply with directions, verbal or written, of UB or university officials.
- ◆ Violation of curfew (including during the Bridge component).
- ◆ Possession, use, and/or distribution of alcoholic beverages in any form while on campus or at any UB function.
- ◆ Use, possession, and/or distribution of drugs, narcotics, and/or medicines without prescription or medical supervision.
- ◆ Possession of weapons including, but not limited to: guns, knives, clubs, chemical substances, explosives, or fireworks.
- ◆ Use of tobacco products or e-cigarettes will not be allowed at any UB activity.
- ◆ Put-downs which lead to resentment, anger, and hurt feelings which may in turn lead to physical violence.
- ◆ Physical assault (including rape/sexual assault) of any person which endangers or threatens the health, safety, or welfare of said persons.
- ◆ Lewd, obscene, or disorderly conduct while on campus or at an Upward Bound sponsored activity.
- ◆ Theft or attempted theft of property or damage to the university's or another's personal property.
- ◆ Unauthorized or illegal entry into university buildings, classrooms, offices, or vehicles.
- ◆ Public displays of affection (i.e., kissing or sitting in each others' laps).
- ◆ Sexual activity among participants or with others while on the UCA campus or on UB sponsored trips.

## TOBACCO



Use of **any** tobacco products is an illegal activity and will not be allowed at any Upward Bound activity. Use of these products at a UB activity may result in dismissal from the program. (E-cigarettes are likewise not allowed.)



## SEXUAL HARASSMENT

UCA Upward Bound is committed to creating and maintaining a community that is free from all forms of sexual harassment. Upward Bound shall not tolerate harassment in interactions between students, faculty, and/or staff members. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission is a term or condition of employment, grades, participation in activities, or creates an intimidating, hostile, or offensive environment.

Sexual harassment will not be tolerated within the Upward Bound program or at University of Central Arkansas. Students who feel they have been the object of sexual harassment should report the incident to the Coordinator or Director, and appropriate action will be taken. Students who believe they have been unfairly treated by a teacher, tutor, or administrative staff member or who may have a concern about any UB staff member may report the matter to the Coordinator or Director. They will investigate the complaint and attempt to resolve the conflict or concern.

## DISCIPLINARY PROCEDURES

Students accused of violating any of the above rules or other policies of the UB program have basic due process rights. Generally, misconduct will be noted on a Behavioral Incident Form by the staff member reporting the behavior, and the form is given to the Coordinator. The Coordinator will notify the student of the violation(s), and the student will be given the opportunity to give her/his story to both the Coordinator and Director and to bring in other persons who may have knowledge of the event.

The Director, in consultation with appropriate others, will determine what, if any, disciplinary sanctions will be imposed on the student.

## DISCIPLINARY SANCTIONS

1. **Reprimand**—Oral reprimand regarding the behavior and a warning regarding the consequences of future misbehavior. On second warning, written reprimands will also be placed in the student's file and parents will be contacted.

2. **Revocation of Privileges**—Privileges such as recreation time may be revoked for a period of time which will be determined by the Director in consultation with appropriate others. Reduction in stipends will be enforced.
3. **Restrictions**—Students may not be allowed to attend social or special activities such as movies, dances, student shows, etc. In some cases, students will not be allowed to attend the end-of-summer trip.
4. **Probation**—Students may be placed on probation for a period of time as determined by the Director in consultation with appropriate others. During this period, certain requirements must be met which will be spelled out in the probation agreement signed by the student and UB staff.
5. **Suspension**—Students may be sent home for a period of time during the summer session or not allowed to attend a designated number of Saturday sessions if behavior warrants.
6. **Dismissal**—If the circumstances warrant, students will be dismissed from the program. This decision is made by the Director in consultation with the staff and the UCA Director of Special Programs.

## STUDENT GRIEVANCE PROCEDURE

If the concern or problem is with a Residence Assistant, Residence Coordinator, or Upward Bound teacher, the matter should first be reported to the Coordinator who will attempt to resolve the problem after informing the Director of the situation. If a resolution is not reached, the Coordinator will refer the problem to the Director. The Director will consult with the UCA Director of Special Programs regarding student concerns as deemed necessary. The Director's decisions regarding student concerns stand as final authority within the program. Further appeals must be submitted in writing to the UCA Director of Special Programs.

## MESSAGE FROM THE STAFF

We hope that this handbook will be helpful to you in understanding the expectations, rules, and policies of the Upward Bound Program at UCA. While it does not cover every activity, program, service, or procedure, it serves as a reference tool/guidebook. The Upward Bound Staff reserves the right to punish behavior which is not conducive to a positive learning environment or to the safety or well being of students, staff, and any others involved in the Upward Bound program.

## ACADEMIC YEAR MONTHLY STIPEND

### MINOR AND MAJOR INFRACTIONS

#### Minor Infractions

(loss of that day's stipend)

Minor infractions include, but are not limited to, the following activities:

- Disregard for curfew
- \*Insubordination: back talking, disregarding instructions, etc.
- Breaking the dress code
- Non-participation in an activity period or class
- Disrespect for residence halls
- Loud/excessive music or noise
- Non-attendance at meal time
- Other actions deemed inappropriate by UB staff
- Rudeness to UCA staff or officials

(Items marked \* could be deemed a "major" infraction.)

#### Major Infractions

(could be grounds for loss of that week's stipend, being sent home for the remainder of the summer session, or immediate dismissal from the program)

Major infractions include, but are not limited to, the following activities:

- Intentional damage of property
- Fighting/physical harm to others
- Verbal abuse (vulgarity, cursing, threats, etc.)
- Leaving campus without permission
- Sexual activity
- Possession of weapons (guns, knives, clubs, mace, etc.)
- Possession of drugs (even legal ones not prescribed to you)
- Possession of any alcoholic beverages
- Possession of any pornographic materials
- Possession of any tobacco products (including smokeless)
- Minor infractions deemed "major" by UB staff
- Disrespect to staff on summer trip
- Attempt to leave group while on summer trip
- Disregarding directions given by staff

#### A) Saturday Academy (\$10.00 maximum value)

See handbook for additional stipulations of Saturday attendance.

\_\_\_\_\_ \$10.00

Total for A \_\_\_\_\_

#### B) Tutoring (\$10.00 maximum value)

Four two-hour sessions a month are required for student's with any grade of "C" or below. Students with all As and Bs are required to attend two sessions a month.

Attendance for the full 2 hours is mandatory to receive any stipend money. Stipend money will not be awarded for any absences. (Points are awarded for excused absences which consist of school activities only.)

\_\_\_\_\_ \$10.00 for 100% attendance

\_\_\_\_\_ \$7.50 for 75% to 99.9% attendance

\_\_\_\_\_ \$5.00 for 50% to 74.9% attendance

\_\_\_\_\_ \$2.50 for 25% to 49.9% attendance

Total for B \_\_\_\_\_

#### C) GPA (\$10.00 maximum value)

The Grade Point Average will be based on the previous quarter's GPA.

\_\_\_\_\_ \$10.00 for a 3.0 GPA and above

\_\_\_\_\_ \$5.00 for a 2.5 to 2.99 GPA

Total for C \_\_\_\_\_

Total Stipend (A+B+C) = \_\_\_\_\_

\*A minor behavioral infraction will forfeit your stipend for the event at which the infraction occurs. A major infraction will forfeit your stipend for the month. See previous page for description of minor and major infractions.

\*Non-Attendance to Saturday Academy and Tutoring during any stipend period could result in forfeit of your full stipend.

\*Failure to pick-up and/or cash a stipend check within six months of issuance could result in forfeiture of the stipend.

\*Students must earn a minimum stipend of \$5 in order to be issued a stipend check (equates to half of required tutoring sessions).

### SUMMER STIPEND

During the summer, students earn up to \$10.00 per week. Students lose \$1.00 for missing class and \$1.00 for missing programming. Students only receive money for activities which they attend. Minor infractions will also result in the loss of a stipend for that day (\$2.00). Major infractions will result in the loss of a stipend for that week (\$10.00).

# THE UNIVERSITY OF CENTRAL ARKANSAS

## DEPARTMENT OF HOUSING & RESIDENCE LIFE

### ***GUIDELINES FOR SUMMER CONFERENCE QUESTS***

The following guidelines and regulations are established to help protect the rights of all residents and to promote a positive and safe living environment.

**Alcohol & Drugs:** The possession or use of illegal drugs or alcohol is prohibited in or about the residence hall area and is considered to be a serious violation of University regulations and expectations. Since such acts are also a violation of criminal law in Faulkner County and the City of Conway, it is possible for a violator to be subject to civil court actions as well as University disciplinary action.

**Behavior:** Appropriate behavior and consideration of the rights of others is expected. Every week, several groups are on campus or even housed within the same residence hall. Musical instruments may be played only in designated areas. Excessive noise from parties, stereos, radios, musical instruments, or sound amplification equipment; rowdy behavior; water fights, running, or throwing balls, Frisbees, or other items inside the residence halls; throwing items from windows or roofs or other loud or disruptive behavior is not permitted in the residence halls. Quiet conduct is expected at all times in or about the residence halls.

**Cooking Food in the Room:** "UL" approved, grounded coffee pots and air-popper poppers with self-contained coils are permitted in guest rooms. The use of any cooking device other than previously mentioned is prohibited. Fire regulations and Housing Policy prohibit the use of any device with an open heating coil in the residence halls.

**Explosives/Fireworks/Weapons:** Fireworks, chemicals, gasoline, or other explosives and any weapons which could inflict bodily harm or result in disturbances of the peace are prohibited anywhere on campus, including anywhere in or near the residence halls, and their use could result in arrest and/or fine.

**Facility Problems:** If there are problems with your room such as the air-conditioning, lighting, etc., report it to the hall staff or housing conference center as soon as possible. Each front desk is staffed in the evening from 7:00 pm to 11:00 pm, and the housing conference emergency crew is available 24 hours by calling 852-5000. Maintenance work orders are turned in twice daily and are responded to within 24 hours.

**Fire/Safety Equipment:** Proper care and upkeep of fire/safety equipment is paramount in the residence halls. Fire equipment includes: breaker boxes, all smoke alarms and heat detectors, side &/or back doors, fire exits, extinguisher, and exit signs. Tampering with fire/safety equipment is a violation of federal, state, and University regulations and will result in University disciplinary action and possible legal action (arrest &/or fine).

**Food Services:** Conferees are expected to eat when their conference is scheduled. Removal of food and beverage items from the student center is not permitted. Proper attire in the dining room includes shirt and shoes (anyone in a bathing suit will not be admitted to the cafeteria). Individuals without meal tickets will not be admitted.

**Furniture:** Common areas are furnished with tables, chairs, and couches for comfort and enjoyment. Televisions are also provided in selected areas. Furniture or equipment owned by the University may not be moved to any other room at any time.

**Keys:** Guest security can only be assured through your own actions. **Room keys are the responsibility of each individual resident.** Conferees are encouraged to keep their doors locked at all times. Possession or use of keys other than those officially issued and/or tampering with locks are violations of residence hall policy and may result in arrest and/or fine. **Unless a group determines otherwise, lost key charges are the responsibility of the individual.** Lost keys should be reported to the appropriate hall desk as soon as possible. **Replacement of lost keys will be made upon receipt of a \$70.00 replacement fee. There is a \$70 charge for lost or non-returned card-access cards.**

**Message Boards:** In a number of halls, there are message boards located next to room doors. **ONLY DRY-ERASE MARKERS** are to be used on these boards. If other markers are used and the writing cannot be removed, the camp will be charged \$17.50 per board.

**Personal Property:** Residents are urged: 1) to keep their room locked at all times; 2) to carry insurance on valuable items; 3) to record the serial numbers of all valuable property; 4) to call the appropriate residence hall office and University Police (450-3111) immediately to report any missing items or suspicious persons in the residence halls or parking lots. The University does not assume responsibility for accidents or lost, stolen, or damaged personal property of a resident either in their residence hall room or anywhere on campus.

**Pets:** Pets are prohibited in the residence halls, except for seeing-eye dogs or similar animal for a participant who requires such. Any animals found in the residence hall will be removed at the expense of the residents.

**Pranks:** Pranks are considered a serious offense to community living and are not considered lightly. Individual or group activities which result in disturbances, distress to others, or which cause damage or destruction to property are prohibited. The cost to repair damage due to pranks will be charged to the individuals involved or the conference group as a whole if unknown. Using or attempting to use University Property in a manner inconsistent with its designated purpose could be dangerous and is also prohibited.

**Rooms:** Use of tape, nails, tacks, hooks, silly string, shoe polish, etc. on furniture, walls, floors, ceilings, mirrors, windows, dry-erase boards, or doors is not permitted. **Mattresses are not to be removed from the beds or moved to other rooms. Furniture is not to be moved from one room to another or from a lounge to another location.**

**Signs/Posters:** Signs, posters, and other materials may be posted only in designated areas with the prior approval of the appropriate hall staff. All camp signs must be removed (taken down and thrown away) before camp checks out of the building.

**Smoking:** Smoking is prohibited in all buildings across the UCA campus. This includes in or near the residence halls.

**Trash:** Rooms are to be cleaned prior to check out. Garbage is to be taken to the hallway trashcans. This practice helps our custodial staff in providing clean facilities for the next group. Rooms that are not clean upon checkout may be charged a minimum cleaning fee of \$20 per item.

**Windows & Screens:** Windows and screens may not be used to display advertisements, posters, or hang clothing. Window screens may not be removed. Removal and replacement of screens is often dangerous, and a charge will be assessed for reinstallation or replacement. Opening windows in air-conditioned buildings keeps the building from cooling properly. Therefore, windows in air-conditioned buildings should stay closed at all times. Please report any malfunction of the air-conditioning system immediately to a residence hall staff member. Air-conditioning repairs are made daily Monday through Friday and may take longer depending on the severity of the problem.

### **SUGGESTED ITEMS TO BRING**

Bedding: sleeping bag or twin bed sheets and blankets, pillow

Toiletries: towels, washcloths, soap, shampoo, deodorant, toothpaste, toothbrush

Appropriate clothing

Camp-related materials

Other items as approved by the camp: phones, TV, stereo, or mini-fridge

### **ITEMS NOT ALLOWED BY THE UNIVERSITY**

Microwaves

Large refrigerators

Appliances with open heating elements – coffee makers, hot plates

Toasters

Toaster ovens

Alcohol

Drugs

Weapons

**WE HOPE YOU HAVE A WONDERFUL STAY AT UCA!  
WE'RE GLAD YOU'RE HERE!**

# TRiO

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U P W A R D B O U N D

