

# STUDENT CODE OF CONDUCT

## *Upward Bound-SAU Virtual Academic Year 2020-2021*

I. **ATTENDANCE POLICY** – there is a reasonable expectation that students attend all academic classes. If an absence cannot be avoided, please email your instructor 24-hours prior to your class. The exceptions to this rule are: 1) if you are sick, 2) if you have internet connectivity issues, or 3) in case of an emergency.

1. If you have internet connectivity issues, immediately contact (by phone or email) SAU Information Technology Services (ITS Contact information will be provided.).
2. If you are ill, email your instructor, Mrs. Dorothy Standoak, and Ms. Carla Williamson as soon as possible.
3. In case of an emergency, contact the Upward Bound staff as soon as possible.

**This attendance policy applies to all aspects of your academic year experience** (virtual activities, etc.).

***NOTE:*** *If the leadership team determines that you are not participating fully in the Academic meetings, you may not be eligible to receive stipends or continue the Work Study Program. It is important for students to communicate any issues that you are facing with participation.*

## II. VIRTUAL ETIQUETTE

1. Join using video, if possible - using your camera adds a layer of communication and creates community.
2. Wear appropriate attire - school-appropriate clothing is expected during virtual meetings.
3. Be aware of your surroundings - ensure your video background is classroom appropriate. (Example – no offensive images, students should not be lying in bed during classes or summer program activities, etc.).
4. No offensive language or gestures
5. Mute microphone when not talking - prevent background noise by muting your microphone when not talking.
6. Use “Chat” feature until appropriate time for open conversation - in classes and meetings, use the “Chat” function to share information or ask questions. Chats are recorded.
7. Give grace to meeting participants experiencing technical difficulties - technology challenges will arise, so practice patience with colleagues.
8. Parents/Guardians of students should not participate in summer program activities. All student information is protected. Any parent/guardian (or anyone else) that is not enrolled in the Upward Bound Summer Program as a student or staff, will not be permitted to participate in student activities.
9. Upward Bound Code of Conduct – UB Code of Conduct applies to all virtual meetings.

III. **CYBERBULLYING** – *during and outside of academic year program hours. Engaging in cyberbullying will be cause for dismissal from the Program.*

1. Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
2. The most common places where cyberbullying occurs are:
  - i. Social Media, such as Facebook, Instagram, Snapchat, TikTok, and Twitter
  - ii. Text Message sent through devices
  - iii. Instant Message (via devices, email provider services, apps, and social media messaging features)
  - iv. Email
3. Cyberbullying can harm the online reputations of everyone involved – not just the person being bullied, but those doing the bullying or participating in it. Cyberbullying has unique concerns because it can be permanent. Most information communicated electronically is permanent and public, if not reported and removed. A negative online reputation, including for those who bully, can impact college admissions, employment, and other areas of life.

Upward Bound Staff will review disciplinary issues and take corrective action, when necessary, to ensure that students have a safe and enriching experience during the 2020-2021 Academic Year Program. If you have a personal issue or you have concerns about classmates, instructors and/or staff, please contact the appropriate staff member.

I \_\_\_\_\_ (*Please print your name*) **certify by signing my name below that I have read the 2020-2021 Upward Bound Academic Year Student Code of Conduct and agree to abide by all conditions.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_