

Northeast Texas Community College



*Bound to Succeed!*

# Handbook

For Students, Parents, and Staff

**TRiO**

A Federally Funded Program

NTCC is an affirmative action, equal opportunity, ADA institution.

# NORTHEAST TEXAS COMMUNITY COLLEGE

## GENERAL INFORMATION

### I. Purpose Statement

The purpose of the Upward Bound Program of Northeast Texas Community College is to provide low-income and/or potential first-generation students access to educational opportunities and to increase their numbers in post-secondary education by providing a wide range of services, both academic and cultural, to assist them in completing high school and preparing for and successfully completing post-secondary education.

### II. Upward Bound Staff Directory

Assoc. Dean of Outreach Serv.: Billi Jo Thomas (903) 434-8148  
[bthomas@ntcc.edu](mailto:bthomas@ntcc.edu) (903) 466-6858

Assoc. Director: Cynthia Jarvis (903) 434-8221  
[cjarvis@ntcc.edu](mailto:cjarvis@ntcc.edu) (903) 588-5311

UB Coordinator: Sintique Beasley (903) 434-8220  
[sbeasley@ntcc.edu](mailto:sbeasley@ntcc.edu) (903) 431-5662

UB Secretary: Christy Adair (903) 434-8219  
[cadair@ntcc.edu](mailto:cadair@ntcc.edu) (903) 573-4502

### III. Mailing Address

Anyone wishing to send mail to the Upward Bound Office or to a student during the summer residential program may do so at the following address:

**Students Name  
c/o Upward Bound  
Northeast Texas Community College  
P O Box 1307  
Mt. Pleasant, TX 75456-1307**

## Upward Bound Objectives

The UB program is funded yearly through the Department of Education. The following objectives are used to evaluate our program for future funding.

### **OBJECTIVE 1: ACADEMIC PERFORMANCE GRADE POINT AVERAGE (GPA)**

80% of Participants served during the project year will have a cumulative GPA of 2.5 or better on a four-point scale at the end of the school year.

### **OBJECTIVE 2: ACADEMIC PERFORMANCE ON STANDARDIZED TESTS**

60% of UB Seniors served during the project year will have achieved proficient level on state assessments in Reading/Language Arts and Math.

### **OBJECTIVE 3: SECONDARY SCHOOL RETENTION AND GRADUATION**

95% of all UB participants served during the project period will continue in school for the next academic year, at the next grade level, or will have graduated from secondary school with a recommended school diploma.

### **OBJECTIVE 4: SECONDARY SCHOOL GRADUATION (RIGOROUS SECONDARY SCHOOL PROGRAM OF STUDY)**

60% of all UB participants who enrolled in a program of postsecondary education during the fall term immediately following high school graduation will be enrolled for the fall term of the second academic year.

### **OBJECTIVE 5: POSTSECONDARY ENROLLMENT**

70% of all current and prior UB participants who at the time of entrance into the project had an expected high school graduation date in the school year, will enroll in a program of postsecondary education by the fall term immediately following high school graduation or will have received notification, by the fall term immediately following high school, from an institution of higher education, of acceptance but deferred enrollment until the next academic semester (i.e. spring semester).

### **OBJECTIVE 6: POSTSECONDARY COMPLETION**

30% of all UB participants who enrolled in a program of postsecondary education, by the fall term immediately following high school graduation or by the next academic term (i.e. spring term) as a result of acceptance by deferred enrollment, will attain either an associate or bachelor's degree within 6 years following graduation from high school.

## TRIAL PERIOD

New Upward Bound participants will enter the program with a trial period. During this time, we will monitor grades, participation, attitude, attendance and overall suitability for the program. The participants must:

- Complete an Annual Individual Service Plan
- Complete an Annual Student Needs Survey
- Maintain high attendance to all Upward Bound activities
- Meet attendance requirements at their high schools
- Showcases good character and respectful attitude
- Has not been in Disciplinary Alternative Educational Placement or is under disciplinary action before or during trial period.

After the trial period has been completed, the student will be asked to sign a Student Commitment to participate in all Upward Bound activities.

## MONTHLY NORTHEAST MEETINGS

Monthly Northeast Meetings (“MNM”) are very important; it is during these meetings that we try to share with you the bulk of what you should be getting from the Upward Bound program. When you miss a “MNM”, it can never be made up.

## CAMPUS MEETINGS

All students are required to attend a scheduled campus meeting **once a month** facilitated by an Upward Bound Coordinator. Campus meetings are located on their campus and will be announced at the beginning of the school year.

Campus meetings are designed to give students the proper tools to succeed in post-secondary education. These sessions include, but not limited to, academic advisement, career advisement, college admission assistance, and financial aid assistance.

## TUTORIALS

Students are required to attend **30 minutes** of tutorials each week when it is scheduled on campus if they have a grade of 75 or below:

- Or a pre-arranged agreement with the Director or Coordinator

**These tutorial sessions are built in the program to ensure academic success.** We will provide materials for you to work on to help you succeed in college. Locations for tutorials will be announced at the beginning of the school year.

**Active participation is vital to your success in Upward Bound. Students that do not meet the attendance requirements will be excluded from the field trips and attendance incentives.**

Excessive Absenteeism at their school will also be a factor in their qualifications for attending field trips and special events. In support of our schools, attendance is vital for academic success. Any student that has excessive absenteeism must have permission from their campus principal before attending any Upward Bound function that is scheduled during school hours.

## STIPEND POLICY

Stipends are given to students as follows:

- 10<sup>th</sup>-11<sup>th</sup> –Summer (P.E.A.K.) Students are awarded work study stipends, as available

## EXPECTATIONS & REGULATIONS

As a part of the Upward Bound program, our personal philosophy is to ensure that each UB participant is at their best at all times. With this philosophy, the ability to become personally responsible and self-disciplined is our goal. At Upward Bound, we will provide opportunities for each participant to foster an inner strength to make good choices, foster social skills, learn conflict resolution, develop leadership skills, and learn to be culturally and socially sensitive to others.

- Students must maintain satisfactory school progress (above 75 in all classes or tutorials will be mandatory).
- Students must attend and/or participate in all scheduled presentations and activities.  
*(Underclassmen-75% and/or Seniors-65% participation is required to be eligible for fieldtrips and attendance incentives)*
- ***Students must submit an absentee form for any missed event to the UB coordinator or office during the month of the absence. All absentee forms submitted during the week of the absence will not count against the absentee percentage.*** If a student is required to miss any sessions, they must have prior approval from the Program Director or the Program Coordinator. Times when an absence is allowable:
  - Any school sponsored event in which the student is a participant
  - Church sponsored activities
  - Medical appointments or illness
  - Family obligations (By Approval Only)
- Students must complete all class assignments satisfactorily during the summer P.E.A.K program and their high school classes. Students awarded the dual credit scholarship must maintain a satisfactory grade to continue eligibility for award.
- Students must provide Upward Bound with a copy of college entry exam results, college acceptance letters, scholarship award letters, and financial aid award letters upon completion.
- Students must maintain a positive attitude and behavior conducive to the well-being of the program and each individual student.
- Students must always exhibit appropriate behavior to ensure that the roles of staff and students are not compromised.
- Students must contribute to an atmosphere of harmony on campus, displaying tolerance for differences and courtesy and civility in discourse with students, faculty, and staff of diverse backgrounds and origins. There is no room for derogatory comments, actions or inappropriate language. Proper grammar is always expected (refrain from slang). Students are here to prepare for college. They should know how to intelligently speak to professors, professionals, etc. Students need to help ensure that they speak properly daily.
- Students must follow the appropriate protocol in emergency situations and do not put your own life in danger.
- Students must use appropriate body language.
- Student must use the “I” statement and never blame.
- Students must be attentive and treat all students equally.
- Students must watch their tone of voice and never engage in an argument.

- Students must show respect for self, director, teachers, counselors, and staff.
- Students must **DRESS APPROPRIATELY** (according to the **DRESS CODE** of TRIO Upward Bound). It is **MANDATORY** for students to always follow the dress code.

### **CONSEQUENCES FOR DISCIPLINARY ACTION**

If a student displays disorderly or unruly conduct, immediate action will be taken, and a “Student Discipline Report” will be completed. A copy will be shared with the parents stating the offense and action that will be taken to ensure that program delivery of services has not been hindered. If the conduct is repetitive and no effort is given by the student to correct, dismissal from the P.E.A.K. program will occur. If the student has violated Upward Bound rules and college rules, the students’ discipline information will be forwarded to the Northeast Texas Community College staff for appropriate steps.

Once the student is dismissed from the P.E.A.K summer program, they cannot participate in any field trip or scheduled activity for the duration of the summer program. This includes the end of the year field trip. If the student is in work study, his stipend will be prorated depending on his attendance and timesheet.

Offenses that will constitute immediate suspension from the Summer P.E.A.K program:

- Disrespectful behavior towards Upward Bound staff, teachers, Student, or presenter.
- Fighting
- Use of Profanity
- Disrespectful behavior towards peers, roommates, or participants
- Use or possession of tobacco, alcohol or any other illegal substance
- Possession of a weapon
- Having a member of the opposite sex or anyone not in UB in resident room.
- Leaving any Upward Bound activity without permission or approval from the Director
- Sneaking out, excessive tardiness to class, work-study, or any Upward Bound activity
- Excessive redirection due to dress code, attitude, or lack of participation.
- Stealing or “borrowing” without permission.
- Willful damage to UB or college property
- Any violation of the Northeast Texas Community College’s Student Code of Conduct
- Bullying of any type: including written, verbal, texted, Facebook postings, or any behavior that poses a threat to anyone’s emotional, physical or psychological well-being.

***In addition, due to the severity of discipline or convictions of law officials, if any Upward Bound student that has been placed in any alternative disciplinary environment (Disciplinary Alternative Educational Placement, Expulsion, or Court Mandated alternative educational placement), arrested for any infraction even without formal charges, placed on probation for any federal or state infraction during the academic year or once they have been accepted as a participant of the Upward Bound Program, they are prohibited from participating in the P.E.A.K. summer program or field trips. Academic services and tutorials will continue during the academic year. Once a student has been dismissed from the P.E.A.K summer program, they will be reviewed for participation the following year.***

### **INCIDENT REPORTS**

Any staff member, including a Team Leader, has the authority to file a Student Discipline Report (SDR). Anyone issued a SDR must report to the Program Coordinator immediately, unless the incident occurs during

the night, in which case the student should report to the coordinator the next day. Failure to report will result in disciplinary action based on the information in the report.

During the **P.E.A.K. summer program**, we strive to:

**Prepare:** Prepare our students for college through experience.

**Educate:** Educate our students through academic classes.

**Attitude:** Teach participants to have a positive attitude for success.

**Knowledge:** Give each participant the knowledge and tools to succeed in college and in life.

Upward Bound participants are required to participate in the P.E.A.K. to remain in UB the following year. Participation in school sponsored summer events, or church summer camps will need to be approved in advance. The P.E.A.K. consists of five weeks of classes and activities at NTCC and the sixth week includes a summer trip. During the summer, they will learn more about college life while enhancing their academic and social development. Some of the planned activities include academic classes, study time, organized recreation, field trips, group meetings, and social activities. All students that are not seniors must reside in the dorms from Sunday night through Thursday afternoon of each week. For a student to leave during the week, a parent/guardian must come and sign him/her out at the Upward Bound Office. If a student needs to leave after 5:00 p.m., they must sign out with the Dorm Supervisor.

We encourage our students to take college credit classes as soon as they are ready. For those students not taking college classes, UB provides non-credit classes to prepare students for their high school classes. UB may also provide classes through the PASS program that can be counted as high school credit. Your high school counselor must approve all dual credit and P.A.S.S. classes.

## **BRIDGE PROGRAM**

A Bridge student is a student that participates in the summer program after high school graduation but before the start of their first fall semester of college (after graduation).

The Bridge Program is conducted during the P.E.A.K summer program. Bridge students will have the opportunity to apply for the residential component. Upon review of the applications, qualified students will be selected to participate in all activities during the summer program. If selected, they will follow the same rules and guidelines as all other residential students.

Bridge students must apply for summer federal financial aid. If they do not qualify for financial aid, UB may be able to pay the tuition for their classes, up to 3 hours. UB will also pay for room and board for the residential Bridge students.

## **WORK STUDY PROGRAM**

A limited number of on campus work study positions will be available for seniors during the Summer P.E.A.K. program. Eligible students will have the opportunity to complete an application to be considered to work. Selections will be made at the Director and Coordinator's discretion. Decisions will be based on attendance, interest, commitment, and participation at campus meetings, tutorials and monthly meetings throughout the school year.

Upward Bound will also assist in finding employers interested in obtaining volunteer help and will place the student in a suitable position. Students will be considered volunteer help to the employer and will be paid a stipend from the Upward Bound grant funds for duration of the P.E.A.K Summer Program. Hours will vary.

### **INSTRUCTORS**

The instructors are well qualified and will provide individual assistance when needed. The instructional staff is composed of teachers from the various public-school systems, Northeast Texas Community College, and the community.

This staff assumes full responsibility for classroom instruction and evaluation. The academic areas covered are math, lab science, composition, literature, and foreign language. Additionally, special interest courses are also a part of the curriculum.

### **TEAM LEADER**

- Team Leaders are responsible for 12-15 students from grades ten through twelve.
- Team Leaders are to assist students in following their daily schedules, times and locations of classes, cleaning dorm rooms, study lounges and hallways, meals and activities. This also includes check-in and check-out day and time. Team Leaders are involved in the daily schedule of each of their assigned students.

### **RESIDENTIAL SUPERVISOR**

- The residential supervisor provides supervision in the dormitories and in the evening activities.
- The residential supervisor assumes responsibility for supervising curfew, quiet hours, ensuring students' safety, and acts as a liaison between the director, the counselor and students residing in the dormitories.

### **CONFIDENTIALITY**

- The confidential relationship between students and staff is implied. However, in cases where the staff member becomes aware of issues that threaten a student's educational welfare, health and/or safety or someone else, the integrity of the student or the institution, or societal/legal concerns, it becomes the responsibility of the Upward Bound Director. Team leaders are asked to immediately contact the Housing Director or UB Director with any concerns or questions about anything that might be considered under this bullet point.
- Team Leaders are to use **confidentiality** in discussing concerns/issues about students with each other, students or instructors.
- Team Leaders are not to give counsel to students on matters of highly sensitive issues. Examples are: Suicide, death, sexual identity, sexual, physical and/or verbal abuse, date rape, harm to self or others, etc.
- Team Leaders may advise students of the importance of the concern/issue and that it may be far beyond their knowledge base, and they must seek appropriate resources to help the student.
- If at any point a student has harmed self or others or has showcased any behavior that jeopardizes his or her safety, an immediate call to 911 will occur with follow-up contacts to parents, administrator, and campus personnel.

### **MOVE-IN INFORMATION**



### TEAM LEADER CHECK-IN/CHECK-OUT

- On the **first** Sunday, Team Leaders must check-in at 3:00 p.m. to allow time to move in dorms.
- Team Leaders are to check-in on **Sundays by 8:00 p.m.** (except for the first Sunday), to prepare for students' check-in and to meet with the other Team Leaders for on-going planning of events for the week.
- Team Leaders will inventory all rooms with students before and after the program is completed.
- If a student misses any academic advising, the team leader must secure some time to present the materials to the student. Team leaders must know where students are always.

### STUDENT CHECK-IN/CHECK-OUT

- On the **first** Sunday, students must check-in between the hours 4:00-6:30 p.m. (according to your team assignment and designated time)
- Students' check-in on Sundays between the hours of 8:00-8:30 p.m. (except for the first Sunday). Students returning after 9:00 p.m. are considered late and must have an excuse from the UB Director.
- Please be advised: Sundays are days that students and team leaders must utilize for team building activities and lesson delivery. If a student does not return on Sunday by the check-in time, Team Leaders will contact the student and parent/guardian and assess why they did not make check-in time. Contact UB Director with information immediately.
- Students' check-out is Thursday by 3:30 p.m. or the end of whatever activity is planned for that day. Students must be off campus by 3:30 p.m. **No students are to remain without their team leader.**
- There are times when students have prior permission to leave campus to attend special activities or appointments. Team Leaders will escort students to the location where they are to be picked up. Students must know what time and who is picking them up; and what time they are returning and who is bringing them back. The sign out sheet will be in the main office of the Upward Bound during normal hours. Students cannot leave with anyone other than the designated individuals from the parent form. When in doubt, a request for ID verification from the person picking up the student will be requested. Students cannot leave campus without approval from the Director and parent verification, if someone other than the designee is picking them up.

### STUDENT REGISTRATION/First Day

- Each student will need to sign-in and pick up their ID card, lanyard and room assignment.
- Collect any missing information from parents: complete all missing paperwork with UB staff member.
- Room inspection
- Pick up Class Schedule
- Students will be responsible for the purchase/pickup of any textbook needed for college classes.

### **Students must furnish their own personal effects including:**

- Twin- or full-size sheets
- Pillows
- Pillowcases
- Blankets
- Bedspreads
- Towels

- Soap and other personal hygiene items
- Bathroom, shower, commode cleaners
- Toilet paper

*The facility has a laundry room in each wing with free washers and dryers, but students must furnish their own laundry detergent. (SEE LAUNDRY FACILITIES)*

### **MOVE-OUT INFORMATION**

- A walk-through is required by students and team leader before leaving campus. **All Students must participate in this walk-through.** Please make sure that all your paperwork is completed and handed in.
- Keys are collected upon move-out. Failure to return the keys could result in a \$25 reduction of the student's stipend amount.
- Students cannot leave campus until they have completed all attendance sheets, returned all supplies and UB equipment to the office. Stipends will be held if final inventory is incomplete, or damage has been incurred to any dorm.
  - Clean out all possessions. Items left after the check-out dates will be disposed of by the Housing Director or Housing Staff. Students may not store any items in the housing facility.
  - Clean the room and the bathroom.
  - Sweep and mop the floors.
  - Turn off the heat/air unit.
  - Complete Checkout form.
  - **All books, computers, and UB equipment must be returned before check-out is complete.**

### **HOUSING**

Northeast Texas Community College maintains a student housing facility, which includes men and women's wing separated by a lounge and lobby area. Students are housed in suites consisting of two, two-person bedrooms joined by a shared bathroom. Each room is furnished with two twin beds, two study desks with chairs, one chest-of-drawer, walk-in closets, smoke alarms, and individual heating and air conditioning units.

The housing facility is supervised by a dorm supervisor and team leaders who will live within the residence hall and are ready to help students when they need assistance.

- Any student who refuses to obey a directive from the director, coordinator, team leaders, instructors/teachers, and/or residential supervisor will be dismissed.
- There are absolutely no males on female floors and no females on male floors. **This also applies to Team Leaders.** Team Leader may only enter a floor of the opposite sex accompanied by the Head Team Leader or Director of Dorms or Upward Bound Director or Coordinator or Security Officer.
- Students are not to loiter in the lobby or outside of the building without a Team Leader to monitor and supervise. Remember, there are other students residing in the building, UB students must always abide by UB requirements.
- Absolutely no visitors of the opposite sex are allowed in the dorms. If a student has visitors, the lounge area is appropriate for visitors. Absolutely no visitors are allowed in the dorms. Parents are allowed to visit students in dorms. As a courtesy, we request that parents of the opposite sex be gracious and notify office if they are going to visit their child. All visitors are asked to check in at the UB office or with

a team leader.

- Resident Team Leader will reside on the same floor as their students.
- Each Resident Team Leader will have a copy of the room assignments for students and staff. This will also include your assigned students.
- Residential Halls are places for study as well as living. **Quietness shall prevail at all times.** Voices, radios, televisions, cell phones, and other entertainment must be kept low so that they cannot hinder others from learning or resting.
- Each person is responsible for the cleanliness of his/her room at all times. Room checks will be conducted. Anyone who has been warned twice about the care of the room will be subject to social restrictions or disciplinary actions.
- Upward Bound students are expected to be inside the dorm by 9:00 p.m. The lights are expected to be off by 10:00 p.m. There will be room checks by team leaders. All hours designated by the Upward Bound staff must be respected.
- Students will have access to the lounge to watch TV, play cards, talk, etc. Students and Team Leaders may bring in laptops, although computers will be available in the study lounge for use.
- TRiO Upward Bound is not responsible for anything you bring that is lost or stolen.
- The building is equipped with wireless Internet and cable access. Check with the front desk if you experience any problems.
- Team Leaders will constantly monitor students at all locations during free time: Approved locations: SUB, LRC, Dorm, Lobby, UB Lab, or any pre-approved location scheduled with team leader.

All residents of the campus housing facility are asked to obey all rules of conduct and procedures established by Upward Bound and Northeast Texas Community College. Responsibility for the enforcement will be with the Upward Bound Staff and infractions will be considered adequate reason for dismissal from the residence hall and in some instances, from the Upward Bound Program.

## **MEALS**

- Students must adhere to the program schedule, especially lunch times! Every meal is mandatory attendance!

Breakfast	7:00-8:00 a.m.
Lunch	12:00-1:30 p.m.
Dinner	5:00-6:00 p.m.
- Mealtimes are the times when team leaders and UB staff use to bond and discuss activities. Team Leaders escort students to and from all activities: classes, meals, recreation, library, etc. Students are NOT ALLOWED TO ROAM WITHOUT PURPOSE!

## **INSTRUCTIONAL/CLASSES**

- All classes will be taught on the NTCC campus.
- Team Leaders must monitor students and check their classrooms for attendance and instructor needs.
- Students have an opportunity for “free time” during the day. Students must let the UB staff know if they are leaving campus and what time they will be back. If for some reason, they are to be late, CALL and notify the office.
- Computer Lab: The College reserves the right to restrict the use of its electronic resources and limit access to its network when faced with evidence of violations of its policies or standards or of federal or state laws. The college has the right to remove or limit access to material posted on or transmitted by its

computers. Encourage students to exhibit ethical conduct in the use of computing resources. Students are to engage in communication within the bounds of reasonable civility.

### **NIGHTLY ROUTINE**

- Room check-in is 9:00 p.m. Lights out by 10:00 p.m. Students can use this time to visit within their hallway or roommates. Using this time to wind down, studying and catching up is good. Since the bulk of the students have college classes, it is important to monitor for lights being out and for noisy disrespectful behavior.
- Team Leaders will make sure that students are adhering to the curfew. Absolutely no loud talking, music or noise. Persistent reminders of curfew rules will constitute disciplinary action or dismissal.
- Dorms will be on a time lock and the front doors will be locked on Mon-Thurs 6:00 a.m. - 5:00 p.m. and Fridays from 6:00 a.m. until noon. All outside access will be denied. Only access with a Students ID card permits building entry. Only Team Leaders and administrative staff have access after curfew hours.
- Cameras and Security will be monitoring for safety night and day.
- Students will not have access to any building during weekends. All IDs must be turned in until check-in on Sundays.

### **COMPUTER/INTERNET USE**

Parent release form must be signed in order to access the internet or use the computer lab.

Guidelines for Computer Use:

- No drinks allowed in the lab at any time.
- The use of computers is for academic purposes only.
- Absolutely no downloads of music, pictures, or games.
- Ring tones/or loud phone conversations are not allowed.
- Any social networking will be limited to the time spent on computers and will be asked to give their computers to someone that has a college assignment.
- No moving of furniture and chairs.
- Downloading of any type of pornographic or inappropriate material is prohibited. Automatic dismissal from the P.E.A.K. program will occur if this regulation is broken.

### **DRESS CODE**

Students are expected to be neat in appearance in all public areas. Proper attire is defined as normal school clothing. We recognize that our students are stylish and fashion conscious; however, TRIO Upward Bound will not allow inappropriate clothing to distract from the learning process. Students must realize that TRIO Upward Bound is a LEARNING PROGRAM and the primary focus is to prepare students for college and for the “WORLD OF WORK” in our global society. This means that students must dress appropriately for the environment they are in. The following dress code is necessary to ensure a clean, safe, healthy, and orderly environment conducive to learning and the attainment of high academic goals.

- No offensive logos, beer or cigarettes advertisements, absolutely no profanity, drug paraphernalia on clothing, jewelry, hats or backpacks.
- All clothing must cover shoulders, back, stomach, bottoms, and chest.
- No crop tops, halter tops, strapless shirts. Girls must always wear appropriate undergarments.
- No short shorts or skirts.
- No facial jewelry/piercings are allowed on boys and girls during the P.E.A.K. Summer Program, at any time.

- All tattoos must be discreet and will be asked to be covered if they are a hindrance to the learning process.
- No saggy pants: underwear should be concealed at all times.
- Hats, caps, bandanas cannot be worn to classes or UB special activities.
- Practice good personal hygiene and grooming at all times.
- Team leaders will monitor the students' style of dress before leaving the dormitory.

## LIBRARY REGULATIONS

The library (LRC) is open to Upward Bound Students for studying and/or information access.

A student will not receive his/her P.E.A.K. stipend until all library materials have been returned. If the student is not enrolled in a dual credit class, the student must have a parental release form to have access to the library and/or the Internet in the library.

## PHONES

Responsibility and self-discipline must be practiced with personal cell phones. Due to excessive and inappropriate use, the following guidelines have been established:

- All cell phones must be set to silent or vibrate mode at allowable times.
- All cell phones must be turned off during any UB class, college class, guidance activity, or group discussion. Students will be asked to turn their cell phone in to their team leader in mornings before 8am & it will be returned to them at lunch. This is so they can focus on their core classes.
- Inappropriate messages/texts/pictures or media shared within participants is prohibited.
- NTCC and Upward Bound will follow Anti-Bullying guidelines established for the protection of all students (See NTCC Student Handbook).

Any student utilizing phones during academic time, meeting time, or designated quiet time will lose cell phone privileges and parents will be asked to pick up the phone. If a phone is used to illicit or send inappropriate messages to other UB participants, parents will be notified, and appropriate disciplinary action will be taken.

## LEGAL/MORAL ISSUES

- We cannot stress enough the importance of the legalities and liabilities of sexual misconduct on a college campus.
- Team Leaders are to protect, monitor, supervise, tutor and befriend students of the TRiO Upward Bound Program.
- Team Leaders are to deter any sexual misconduct among students and report any such instances to the UB Director. This is then reported to the appropriate authorities for follow-up or disciplinary purposes.
- Students are asked to not have any company/companions/friends during times designated for student activities. Absolutely no "meeting up" during any UB sponsored event on or off campus.
- Any knowledge of this misconduct is to be reported to the Director immediately. **(Please refer to the Northeast Texas Community College Sexual Harassment Policy on the website, faculty handbook or student handbook)**. Sexual harassment of any kind will not be tolerated.
- The possession or use of alcohol, and/or illicit drugs are illegal under the state and federal law and are prohibited at all times. Possession of alcohol and/or drugs will result in immediate program dismissal. Any student caught with illegal substances, firearms, suspected of theft and/or vandalism will be

arrested and prosecuted to the fullest extent of the law.

- You will be held financially responsible for any damage caused to your room, equipment, or furnishings.
- Illegal entry into any college building, theft or destruction of property, housing of animals, hazing, physical or verbal abuse or gambling with money is not permitted. Weapons are not permitted on campus at any time.
- Students will be required to read, understand and sign the **“Code of Conduct Agreement”** for the Summer Program (refer to the Appendix).

## **NTCC DORM POLICIES FOR UB P.E.A.K. RESIDENTIAL PROGRAM**

### **ALCOHOL/DRUGS**

Alcohol or drugs are not allowed on Northeast Texas Community College’s campus. NTCC enforces a **zero-tolerance policy**. Students found drinking or in possession of alcoholic beverages or controlled substances will face disciplinary action from the college and the immediate dismissal from the Upward Bound P.E.A.K program. Alcoholic beverages and other controlled substances are not allowed in the housing facilities at any time; this includes displays on wall, t-shirts, or empty containers.

### **BACTERIAL MENINGITIS VACCINATION**

Students will not be permitted to move into the dorms without submitting a certificate of proof that they have received this vaccination. Proof should be submitted along with the housing application and deposit. Students must have shot a minimum of ten days before the move-in date.

### **DEPOSIT**

No deposit is required for dorm rooms. However, if the room is damaged, the responsible student’s stipend can be held to pay for any damages that were incurred and/or the student’s parents could be required to pay for repairs.

### **KEYS/ID CARDS**

- Electronic Keys will be distributed to team leaders only. Students will be housed in two to a room or in some rooms 3 to a room. Each student will receive a key to his/her room. Keys are the responsibility of the students and Team Leaders.
- ID Cards that are **lost or stolen** are to be reported to the Upward Bound Director or Team Leader immediately. Cost for replacement of myEagle passport card is \$25.00 or \$5.00 for damaged cards. **It is very important that you report any lost or stolen cards immediately to the UB Director!**
- Student ID cards are to be checked in with the Team Leader or UB Director Advisor on Thursdays and checked out on Sundays.
- ID Cards are to remain on the premises. No student is allowed to take cards home until end of PEAK.
- All students must always have their ID with them.

### **LAUNDRY FACILITIES**

Laundry facilities are located in both the men’s and women’s areas. Laundry rooms are for residents only. We ask that you keep them clean.

## **LOCK OUTS**

Residents who become locked out of their rooms can contact the housing office during the normal working hours or the Team Leader on duty after hours. For your protection, identification will be required prior to students regaining access to space.

## **MAINTENANCE OF ROOM**

It is the student's responsibility to maintain his or her individual room. Students must provide their own cleaning and toilet supplies. If a maintenance problem occurs, students should report any problems to the Team Leader assigned to their housing area. After hours maintenance will be done only for emergencies.

## **GARBAGE**

The Housing facilities have trash dumpsters located on the dorm parking lots. Residents are responsible for disposing of their own trash and are never to set trash outside their doors. **Do not put trash from your rooms in the disposals in the courtyard, in front of the lobby area or in laundry rooms.** Personal trash found in these areas could result in all students sharing the fine.

## **DAMAGES**

Residents will be held accountable for any damage found in their residence and any common areas. Damage charges are not designed to penalize residents, but rather to recoup the actual cost of eventual repair or replacement of the damaged item(s). This policy helps to keep down the overall cost of housing for the majority of residents who manage to avoid damaging their rooms and furnishings. All students found to have been part of any damages will be charged for the repair and may be subject to disciplinary action.

Each resident, in addition to the privileges and opportunities provided in the residence halls, is expected to use the residence hall facilities and furnishings in a responsible manner. Damages which a resident causes, will be his/her responsibility. An assessment will be made of any damages and the cost will be billed to the student involved.

Students who deliberately cause damage or those who cause damage because of an unauthorized activity may be subject to disciplinary action. All students will be responsible for damage occurring in the common areas when such damage cannot be attributed to the individuals who caused them.

## **FIREARMS**

Use or possession of weapons, including, but not limited to, guns, rifles, bows and arrows, ammunition, slingshots, fixed blade knives, etc. is prohibited.

## **ENTRY, SEARCH, and SEIZURE**

NTCC and Upward Bound reserves the right to enter a student's living space when the occupant of the space may be harmed or endangered; for the purpose of inspection of property; to seek missing furnishings; to make improvements or repairs; to control the space in the event of an epidemic or an emergency; to show space to inspectors, fire marshal, or appraiser or to remove unauthorized pets (Administrative Searches). The student, if feasible, will be notified of an upcoming administrative search. NTCC reserves the right to enter the student's living space whenever necessary if there is a reasonable suspicion that a violation of the NTCC policy is being or has been committed or to allow entry by a law enforcement officer with a warrant.

## **INSPECTIONS**

Staff members will, from time to time, conduct safety inspections to ensure that safety standards are being met, to check smoke detectors and to check for safety hazards. Notice will be given to residents when the inspections are to be done. If safety hazards exist, they will be corrected immediately. If they are the result of the resident's actions, the resident will be charged for the corrections.

Staff members may also check rooms if furniture is missing from the common area. Staff members may also check rooms to ensure that the furniture is still in place and in good condition. Northeast Texas Community College reserves the right to inspect rooms when there is probable cause that violation concerning the policies and procedures are in violation. (See Entry, Search, and Seizure)

## **POSTERS/WALL HANGINGS/DECORATIONS**

Small nails or straight pins should be used on sheet rock walls. Any damages caused will be charged to the residents. No flags, banners, signs, posters, or any other medium with inappropriate, vulgar, or nudity cannot be displayed outside or in the view of the public.

## **PROHIBITED ITEMS**

Upward Bound and/or Northeast Texas Community College officials will confiscate all unauthorized items. The following items are strictly prohibited:

- Alcoholic Beverages
- Illegal drugs or paraphernalia
- Weapons of any kind, knives, and knife boards, clubs, ammunition, etc.
- Fireworks
- Darts and dart boards
- Electric or gas space heaters
- Inoperable vehicles
- Cooking appliances
- Personal beds/waterbeds
- Pets

## **PERSONAL SAFETY**

Be observant. Make sure that you are aware of your environment. It is advisable that you familiarize yourself with campus buildings and landmarks. It is also important to know the security staff for the evening hours. The direct line to security is 903-563-1417/903-434-8137. **When in doubt report it.**

**Students need to be reminded of the following safety standards for every activity and trip that is sponsored through the Upward Bound Program:**

- Walk in groups. There is safety in numbers.
- Try to "travel light" around campus. Carry all your belongings in one bag. Numerous backpacks, purses, cases, umbrellas and boxes weigh you down. If you need to run or defend yourself, you will want to be able to react quickly.
- Walk with purpose and attitude. Display confidence. Even if you are lost, act like you know where you are going.
- Keep your head up and don't be afraid to make eye contact with people.
- Never leave property unattended in any campus building or in your car. Theft is common on any



campus. However, it can be avoided if you are constantly mindful of your property.

- Park your car in well-lit areas where there is a high volume of traffic. NTCC structures are routinely patrolled by parking personnel, police officers and cadets. However, the biggest benefit is the natural surveillance provided by all the students driving in and out or walking to and from their cars.
- Absolutely no loitering or “hanging out” in parking lot. Immediate dismissal from UB program can occur if this rule is broken.
- Absolutely no “hooking up” or “meeting up” with anyone.
- Have a plan and be prepared to use it. Personal safety is your responsibility.
- Be constantly mindful of who is around you. Keep your head up and your eyes moving.
- Become “street smart”. It is not an instinct. It is **COMMON SENSE**. When you feel uneasy about a person or situation, be prepared to react, but try to avoid confrontation.
- Always know where you are. Always know where you can find help. Become comfortable in your surroundings, but do not become lax in your approach to personal safety.
- Do not let your purse bounce loosely over your shoulder and off your hip, as you walk. Carry it tucked under your arm, with any flaps facing your body.
- Avoid private places.
- Make sure that dorms are always locked when leaving and close access to suite mates when leaving for classes or long periods of time.

## **FIRE SAFETY**

It is the responsibility of each resident to be familiar with the policies and procedures designed to ensure safety and security. Fire alarms signal that all occupants of the building are to evacuate immediately. Residents should follow the instructions of the residence hall staff during the fire alarm/drill procedure. The staff members will evacuate the areas they deem necessary to ensure the safety of all residents. Any person who fails to comply with the evacuation proceedings is subject to disciplinary action.

It may be necessary to implement fire drills periodically. Students should always treat an alarm as an emergency and should follow the Emergency Evacuation Plan as directed by staff members.

Anyone who discovers a fire or potential danger should (1) Signal an alarm immediately and (2) contact a staff member to begin the evacuation procedures.

Follow these instructions:

1. Pull the nearest local fire alarm.
2. Immediately start evacuating the building.
3. Avoid causing panic.
4. Move quietly and quickly. Never run or push.
5. After leaving the building, move away from it.
6. Do not open the door if the door or the knob is hot to the touch (it is a sure sign that the fire is directly outside the door).
7. Stuff any openings around the door with rags, towels, etc. (to prevent the smoke and heat from entering the room).
8. Place a sheet or other large noticeable object out your window. (It will alert someone that you are trapped).
9. Stay near the window you are identified with.

10. If smoke accumulates in your room, crouch down on the floor near the window. Stay about one foot above the floor (many gases accumulate on the floor).
11. Cover your body and/or face with water-soaked towels or blankets to minimize breathing in smoke and heated air.

Fire prevention regulations - The following items are prohibited because of their potential as fire hazards:

- Use or possession of fireworks or explosives
- Christmas trees or other flammable materials
- Flammable liquids or fuels
- Overloaded electrical extension cords or multiple adapters

Anyone who alters a smoke detection/fire prevention device or deliberately sets off a false alarm will be subject to immediate disciplinary action and/or legal sanctions

### **TORNADO/SHELTER SAFETY**

Tornado warnings are sounded with the Housing Facility Fire Alarm and are identified as such by three short blasts followed by a long blast. In the event the alarm system is inoperative, the warning will be given by the housing staff. All those in the housing facility should move to the designated tornado shelter as quickly as possible and report to your designated staff

Follow these instructions:

1. Know the designated safety rooms and listen for the alarm via the NTCC warning system. Each building will have a designated safe room and a building monitor to help you.
2. Calmly go or follow team leaders/building monitor to designated safe area.
3. Take appropriate shelter under tables or desks.
4. Wait for the designated warning to pass before resuming normal schedule.

### **PHYSICAL SAFETY/INJURY**

Follow these instructions:

1. Immediately call 911, if the student is unresponsive, visually injured or in pain, or if you as a student think that immediate medical attention needs to be administered.
2. Always function on the side of safety...do not hesitate to call 911 for medical assistance.
3. Notify the next person in charge.
4. Maintain calmness.
5. Remove other students from situation.
6. Monitor and try to keep the individual calm.

### **THEFT AND VANDALISM**

Any student found guilty of stealing or vandalism is subject to removal from housing and dismissal from the college. If a theft or vandalism occurs in a student's room, contact the housing staff immediately to fill out the appropriate report forms. Any theft should be reported to the Team Leader immediately and to the Dorm Supervisor at the next available opportunity. Upward Bound and/or Northeast Texas Community College are not responsible for lost or stolen personal items. Suite mates should keep room doors always locked to protect fellow students' property.