OSU-Oklahoma City UPWARD BOUND

ATTENDANCE POLICY

All students are required to attend Upward Bound’s program activities unless he/she is exempt or excused from attending. The activities includes, but are not limited to tutorial sessions, after school skills sessions, mailed assignments, monthly meetings and the summer nonresidential sessions. If a student is absent from an activity or fails to turn in a monthly assignment and has not been exempt or excused he/she will have a five dollar deduction from his/her stipend and will have an unexcused absence recorded on his/her attendance record. Three unexcused absences will automatically require a student to be placed on program probation. While on probation, if a student accumulates one more unexcused absence he/she will be immediately dismissed for the remainder of the program year, which extends from September 1 to August 31. The dismissed student may re-apply for the program at the beginning of the new program year unless he/she is a high school senior.

A) Excused versus Unexcused Absences

When a student is aware of missing an activity or monthly assignment, he/she should contact the UB office, personally, by phone or in person to inform the staff of the explanation for not attending a specified activity. This is recorded as an excused absence. If the student is unable to attend on the day of a designated activity due to circumstances beyond his/her control, he/she should at the first opportunity contact the UB staff to give an explanation for the absence. If a student fails to attend an activity or monthly assignment and has not notified the UB office this would constitute an unexcused absence. An unexcused monthly assignment will be cancelled out when the assignment has been turned into staff.

B) How does a student become exempt from activities.

1. A student who is making an “A” or “B” letter grades in all core subjects the previous semester will not have to attend weekly study skills sessions, tutorial sessions or do monthly assignments. However, they are required to attend Saturday meetings and the summer non-residential program, unless he/she has been excused by the director.

2. A student who has a job or participates in school extracurricular activities is exempt from attending after school study skills sessions. However, if the student does not qualify for the letter grade exemption he will be required to do the monthly assignments. When the student’s extracurricular participation ends, he/she is required to attend the weekly study skills sessions or tutorial sessions.

3. The students who do not have study skills instructors assigned to his/her school (i.e., Putnam City West, Putnam City North and Douglass) and do not qualify for the letter grade exemption are required to do monthly assignments.

4. The students who attend tutorial session do not have to attend weekly study skills sessions, but he/she must have his/her attendance of the session recorded.