



Upward Scholars

BAY AREA

Student Rights & Responsibilities Policy

The purpose of this document is to outline the rights and responsibilities of students who access and participate in the programs and services provided by Upward Scholars and to promote a transparent, accountable, and respectful environment that fosters positive outcomes for all involved parties.

I. Rights of Students

Students have the right to:

1. Be treated with respect, dignity, and fairness and without discrimination on the basis of race, color, religion, sex, national origin, age, disability, or any other protected characteristic.
2. Access Upward Scholars programs and services, subject to eligibility criteria and availability of resources, and in accordance with Upward Scholars' policies and procedures.
3. Have their personal information protected and used in accordance with applicable laws, regulations, and Upward Scholars' privacy policies.

II. Responsibilities of Students

Each student participating in and/or receiving the benefit of any programs or services provided by Upward Scholars (“**Student**”) has the responsibility to:

1. Uphold Upward Scholars' mission, vision, and values in compliance with Upward Scholars' policies and procedures.
2. Provide accurate and complete information to Upward Scholars when accessing or participating in its programs and services, and update such Student's information as necessary.
3. Treat other students, staff members, volunteers, donors, and stakeholders with respect, dignity, and fairness without discrimination or harassment.
4. Use Upward Scholars' resources, facilities, and services responsibly and in a manner that does not interfere with the rights or well-being of others.
5. Respect the privacy and confidentiality of other students, staff members, volunteers, and stakeholders, and refrain from sharing their personal information without proper authorization.

III. Denial of Services

Upward Scholars reserves the right to deny services to any individual for cause. "For cause" includes, but is not limited to, the following situations:

1. When an individual fails to meet the eligibility criteria for the service, program, or activity in question.
2. When an individual has acted in a fraudulent or dishonest manner that may jeopardize or negatively affect Upward Scholars' reputation, resources, or other beneficiaries, including any acts or statements that disparage Upward Scholars, its staff, directors, or other students in any manner likely to be harmful to them or their business or reputation.
3. When an individual has previously engaged in behavior that is violent, threatening, harassing, discriminatory, or otherwise disruptive to Upward Scholars' operations or the well-being of other students, staff, directors, or volunteers.

IV. Procedure

1. If any staff member or volunteer believes that an individual should be denied services for cause, they should bring such concern to the attention of the Executive Director of Upward Scholars for consideration.
2. The Upward Scholars Executive Director will, in consultation with other staff, review the situation, gather relevant information, and make a determination as to whether the individual should be denied services for cause in accordance with this Policy.
3. Upward Scholars will inform the applicable individual of the decision to deny services, including the reasons for the decision, in writing or through other appropriate means of communication, and such a decision will be filed in the appropriate records system.
4. If the individual believes the decision to deny services is incorrectly reached, they may appeal the decision to the Executive Director, and as such, the Executive Director will reasonably consider such appeal.