Summer 2010 HandBook

UPWARD BOUND PROGRAM

JUNE 6 – JULY 20, 2010

TRIO Academic Support Center
Florida A&M University

JUNE 6, 2010
2:00-4:00 pm - Students check into dorms
4:30-5:30 pm - Dinner
6:30 pm - Parent Meeting
Upward Bound Program
TRIO Academic Support Center

STUDENT RULES, GUIDELINES & POLICIES

Objectives:
1. Inform program participants of expectations while participating in Division programs.
2. Ensure the safety of all students under the supervision of the Division personnel.

Policy:
1. A listing of general student rules will be posted in each classroom that students visit and relevant Division materials to include online manuals and printed orientation materials.
2. All residential programs will review rules of conduct for participants during their student and staff orientations. The students will then sign acknowledging their receipt and understanding of the rules.

GENERAL STUDENT RULES***
Students shall be expected to follow all rules both written and verbal that include but are not limited to those listed below. ***Violation of student rules could result in expulsion from TRIO Programs.
1. There shall be no running, fighting, or engaging in horseplay.
2. There shall be no weapons, alcohol, or any controlled substances.
3. All students shall wear shoes, shirts, and other appropriate attire.
4. The Program shall not be responsible for lost items.
5. Students shall refrain from using profane language.
6. Students are not permitted to have cars on campus.

SUMMER RESIDENTIAL PROGRAM GUIDELINES
I. Attendance
   A. Participation - All students are expected to participate with 100% effort in all program activities.
   B. Punctuality - All students shall attend all program activities on time.
   C. Illness - In case of illness, students shall report to a Head Resident Counselor who will take necessary action. (See Health /Sickness)
   D. Leaving Campus-
      1. Program sponsored off campus event - no student shall be permitted to leave campus during program operation unless for a program sponsored event and then only under the supervision of a designated staff member.
      2. Parental/guardian supervision – Students are generally not allowed to leave the city for extended periods of time during program operation without advance notice to program Director. The programs will release a participant to an individual specified in the program application or an individual identified to the program by the parent(s) or guardian(s) with a notarized written statement authorizing the release of the participant to the individual and provided the individual provides identification (driver’s license).
      3. Off campus medical assistance - Off campus medical assistance will be sought for all emergencies. Parents will be called to pick-up sick participants. Chronic illnesses which are not managed properly result in participants dismissal from the summer program (asthma, diabetes, etc).
2. Dormitories
   A. Residential Life – means more than having a room for studying and sleeping. It means becoming part of a close community of people who share the opportunities and experiences of college life. A program staff of adults, and university personnel, staff the residential halls. In the evenings, there will be planned social activities, study time and time for relaxing.
   B. Rooms - The rooms, which are shared by two students, are equipped with two twin-sized beds, desks, chairs, mirrors, dressers, and closets. Bedding is the responsibility of each student.
   C. Other Facilities – During break time, students may make use of the Division’s computer labs, library, laundry room, and the University Center. There is a post office on campus as well as a bookstore that carries school supplies, sportswear, and greeting cards.
   D. Authority - Two head resident counselors are the supervisors in the dormitory areas. Assisted by resident assistants, they shall supervise all students and handle all problems occurring in the dormitory.
   E. Curfew – A curfew is set for the safety and well being of all students. Program students are to be in their rooms for room check by 10:00 PM and remain there. Lights must be turned out by 11:00 PM, Sunday through Thursday. Friday & Saturday curfews are 11:00 PM room check and 12:00 AM lights out.
   F. Dormitory Keys - A dormitory key will be provided to each student and resident staff member. Replacement of lost keys not covered by theft are the sole responsibility of the registered key-holder and must be replaced immediately at a cost of $75 per occurrence. All lost keys must be reported immediately to a head resident counselor.
   G. Laundry – Laundry facilities are available in each of the University dormitories.

3. Campus Visitation - Parents are encouraged to visit but NOT AT NIGHT. Nightly unplanned visits to bring food and other items cause problems for our staff. We are concerned for the safety of students and we can’t verify last minute visits. Please DO NOT make last minute VISITS to the dorms. If there is a true emergency call the emergency numbers. If night time unscheduled visits occur, participants will be dismissed at the time and will be asked to pack up to go home.

4. Respect - Each student’s behavior and attitude affects the behavior and attitudes of others.
   A. Other Students - Students shall be expected to speak positively and respectfully at all times. Inappropriate behavior (profanity, fighting, discourtesy, etc.) will not be tolerated.
   B. Staff - Appropriate respect shall be displayed toward instructors, staff, University personnel, students, and others at all times. All dormitory staff shall be available to assist program participants and should be respected as authority figures. Disrespectful treatment of personnel shall result in immediate dismissal from the Program.
   C. Property (Personal and Campus) - Each student shall be responsible for any property damage (lost or stolen keys, university property, etc.) that he or she may cause. Students should be aware that thefts could occur in the dormitories, and should take necessary precautions to safeguard their possessions. The Program is not responsible for lost or stolen property.
   D. Practical Jokes - Jokes are funny in some cases; however, they can also be dangerous and unpleasant to the recipient(s). This means jokes played on other students as well as staff members will not be tolerated.

5. ID Cards - Students will have ID cards issued by the University. They must wear their ID cards in holders provided by the program at all times for security and meal purposes. All lost ID cards must be re-
ported immediately to the head resident assistant or program director, and replaced by the student at a cost of $15 per card.

6. **Food Services** - The Food Service is provided by the program and is therefore subject to Federal rules and regulations. Students and residential staff will be provided with three nutritious meals each day. All students must attend all meals unless excused by a program administrator. Food, under no circumstances, should be removed from the cafeteria at any time except for fruit. Students must report and document any special dietary needs to the program administrator prior to the start of the summer program in order to receive special meals. ID cards (see above) must be shown at each meal to receive service.

7. **Accident Insurance** - The insurance provided by the program for students is limited to accident insurance only and shall cover injuries sustained on the campus during the designated period of program operation. Pre-existing health conditions and sickness/illness are not covered by the insurance provided by the summer program and they are the responsibility of the individual student and/or their parent/legal guardian.

8. **Health/Sickness**
   A. **Students** -
      1. Should report illnesses immediately to a head resident counselor.
      2. Shall not be permitted to miss program sessions without permission from a program administrator.
      3. Shall be responsible for bringing and taking their own medication.
      4. Shall under no circumstances share medication.
      5. Shall be taken to the hospital emergency room if the situation is warranted.
      6. Absences from program activities due to illness must be excused by a program administrator.
   B. **Parents/Guardians** -
      1. Shall be notified of any participant who is unable to go to class due to illness, if the student requires medical attention, and/or if the student has been involved in an accident on campus.
      2. Should ensure that any prescribed medication is in a clearly labeled container with the student’s name.
   C. **The Program** -
      1. Is prohibited from dispensing any medication.
      2. Is prohibited from seeking medical attention for a program participant unless it has a signed parental consent form on file.

9. **Dress Code** - The guidelines listed below are to be followed accordingly as the dress code during the summer program sessions.

   1. Casual attire such as shorts is encouraged, as the weather in Tallahassee is usually hot throughout the summer. Staff and Students should be aware of the type of attire not allowed: halters, mid drifts, spaghetti strap, tube tops, and shorts/skirts, which do not cover at least half of the thigh area in front and back.
   2. Headgear (hats, caps, etc.) shall not be worn by males or females inside of any buildings. The consequences of not adhering to this guideline will result in confiscation of the headgear and/or loss of program benefits. No head gear other than a hat or cap may be worn outside of the dorms by a participant.
   3. No explicit, revealing, offensive clothing or clothing displaying profanity may be worn at any time.
during program operations.
4. Shoes should be worn at all times.
5. Swimwear should only be worn in the designated pool and/or beach area.

10. Disciplinary Processes - One of the most important lessons of education is discipline. It is the training that develops self-control, character, orderliness, and efficiency and contributes to success.
   A. Misconduct - A student committing an act of misconduct or offence that includes, but is not limited to those listed below will be subject to consequences under the authority of the specific program administrator.
   B. Offences/Violations – the following offenses are not all inclusive:
      1. Disruptions (Class, Dorm, Field Trips)
      2. Dress Code Violations
      3. Tardiness
      4. Skipping Class Sessions
      5. Threats, intimidation, or harassment of a participant
      6. Inappropriate display of affection
      7. Profanity
      8. Failure to bring necessary materials for class
      9. Playing radios during scheduled classes or meetings
     10. Leaving the program sponsored housing after curfew or campus without permission
     11. Stealing
     12. Possession of Drugs (campus Police will be called)
     13. Smoking
     14. Improper cell phone and pager usage
     15. Tampering or disabling smoke alarms
   C. Consequences of Misconduct -
      1. Loss of Benefits - within the Division, specific programs have unique benefits provided for participants. Receipt of these benefits is contingent upon satisfactory program participation and compliance with University, Division and program rules and guidelines.
      2. Probation - at the discretion of the program administration, a student may be warned and placed on probation for violation of any program rule or inappropriate behavior whether specified or implied by program rules or guidelines.
      3. Program Dismissal - any student who violates federal, state, University and/or program rule(s)/ guideline(s) and/or who exhibit inappropriate behavior is subject to immediate dismissal from the program as determined by the program administration and/or external authority. Please note: program dismissal is determined by the program director. Following a decision to dismiss, the parent(s)/guardian(s) will be notified. The parent/guardian should make arrangements to pick-up the dismissed student immediately upon notification.

11. Communication
   A. Telephones - Telephones are located on each floor of the dormitory; however, each room does have one telephone jack for personal telephones that students may bring. Students will need to limit their calls on dorm pay phones to five or ten minutes so that others may have an opportunity to use the phone. No calls are to be made after room check. The students are not permitted to accept collect telephone calls.
      1. Local - The student may make unlimited local telephone calls; however, students are asked to
be courteous when it comes to allowing their roommate to use the telephone.

2. **Long Distance** - If a student chooses to bring his or her own telephone, they should be aware that long distance telephone calls cannot be made via these telephones. In order to make long distance calls, students will be required to use a **TELEPHONE CALLING CARD**. The student, prior to coming to the summer program should purchase telephone calling cards. Additionally, calling cards can be purchased from the university bookstore in amounts ranging from $5.00 and up.

**B. Cell Phones/Pagers** - Students may utilize cellular telephones and pagers; however, they must be turned off during all program instructional sessions and after curfew or in any situations where they may disturb program operation. *Program will not be responsible for lost or stolen cell phones, pagers, or equipment.

**C. Mail** - Program participants whose permanent residence is outside of Tallahassee may receive mail and packages through the programs by using the following address:

**Upward Bound Program**
**TRIO Academic Support Center**
**640 Gamble Street**
**Tallahassee, FL 32307-5800**

*Please note:* All mail for students received in the main office will be distributed by respective program administrators for delivery to students.

**D. Contact Numbers**

Emergency.................................................................911(campus), 9-911 (off-campus)
University Police.................................................................(850) 599-3256
TRIO Main Office (TOC).................................................................599-3055
Dr. Geraldine Seay (UB)...............................................................561-2112/766-0972 (cell)

12. **Emergency Procedures for Students** - If life threatening emergency, *call 911, then call one of the persons listed above.* *Note: Dialing 911 from a campus telephone will contact Campus Police. If you need to contact other outside emergency services please dial 9-911

**A. Emergency Contacts** – (see contact numbers listed above)

**B. Disturbance in the Dorm** - Go to your room and lock the door. Stay in your room until advised by the program staff or University officials.

**C. Disturbance in Cafeteria, Classroom or Where There Are Large Numbers of Students** - Learn in advance where all the exits are to the building. Be aware of who is around you at all times. Please note where the resident assistant or other program staff is located. Stay out of and away from fights. Follow instructions of program staff.

**D. Fire** - Follow the instructions of the staff. Remain calm. Exit the building using the nearest or safest exit.

**E. Safety Precautions** - Report to the staff if a stranger is hanging around. Advise the staff if anyone has made threats of any nature. Report to the staff any harassing or threatening phone calls or email. Immediately advise any staff person if a student has a weapon of any kind. Do not give your phone or room number to casual acquaintances. (See also, Internet safety)

13. **Legal** - Students are prohibited by program, local, state, and federal laws from consuming alcohol, using or selling illegal drugs, possessing or smoking tobacco products, physical assault, verbal abuse, sexual harassment, sexual activity, cheating, plagiarism, weapon possession, gambling, possession of fireworks,
and gross insubordination. Violation will result in disciplinary action and possible program dismissal.

ACCEPTABLE USE POLICY - Computer labs

The TRIO Computer Labs, which include the TRIO Academic Support Center Computer lab (TCL) and the Electronic Classroom Computer Lab (ECL), have been established as part of the technology support that is provided for staff and students within the Division.

1. Educational Purpose - The Division’s computer labs have been established for educational purposes in support of the Division’s programs, students and staff. The term “educational purpose” includes academic activities, career development, and limited high-quality self-discovery activities. Internet access in the computer labs has not been established as a public access service or a public forum. The technology staff has the right to place reasonable restrictions on the material accessed or posted through the system. Program participants are also expected to follow any rules made by the technology staff.

2. Personal Safety - Program participants shall not post on the Internet personal contact information about themselves or others. The technology staff may encourage registration for specific Internet services that may require the submission of limited contact information but this should be done only at the direction of the technology staff. Personal contact information includes full name, social security number, address, telephone, schools address, work address, etc.

3. Illegal Activities - Program participants shall not attempt to gain unauthorized access to the computer labs, servers or to any other computer system through the TCL or go beyond authorized access. This includes attempting to login through another person’s account, access another person’s files, or use any other computer system to gain unauthorized access. These actions are illegal, even if only for the purposes of “browsing.” Students may not change or disrupt BIOS, system control panels, or network settings. Students must not try to access other computers on the local network unless specifically instructed to do so by a staff member.

4. System Security - Program participants are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should participants’ provide personal passwords to others.

5. Inappropriate Language - Program participants shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language on the Division’s system.

6. Respecting Resource limits - Program participants shall use the system only for educational and career development activities and limited, high quality, self-discovery activities. There is no limit on use for education and career development activities. Participants shall not download large files.

7. Inappropriate Access to Material - Participants shall not use the Division’s computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

8. Plagiarism - Program participants shall refrain from copying/pasting information and or inserting materials in documents or websites without proper attribution and citation.

9. Limitation of Liability - The TRIO programs make no guarantee that the function or the services provided by or through the Division’s computers will be error-free or without defect. The Division’s technology staff
will not be responsible for any damage suffered, including, but not limited to, loss of data or interruptions of service.

10. Consequences of Violations - ***Violation of the guidelines set forth in the Division’s Computer Lab Acceptable Use Policy could result in suspension of TCL and/or program privileges, as well as program dismissal.

UB Academic Overview

Our goal is to provide each student with a challenging curriculum. During the course of the weeks, students attend classes that are geared to help them as they go on to attend high school and postsecondary education. Courses include:

COMMUNICATIONS
This course is designed to assist students in realizing their total academic potential by focusing on reading and the efficient application of writing skills. The skills and techniques that are learned/reviewed are applicable in the areas of homework assignments, writing assignments, vocabulary building and public speaking.

MATHEMATICS
The students are taught the fundamentals of Algebra to Calculus as well as other basic skills that will help students succeed in math throughout their academic careers.

SCIENCE
Marine, Veterinary and Agriculture Sciences will be presented to the students.

FOREIGN LANGUAGE: Online

COMPUTERS
The students will gain hands on experience working on computers. They are taught how to use a database, spreadsheet and word processor, and the basic functions on the Macintosh and PC. An emphasis is also placed on learning basic internet functions as well as web design.

DOCUMENTARY FRIDAYS
This day is reserved for lectures, films and presentations on topics important to the success of each student.
Expectations

Our expectations are high! The United States Department of Education has provided funds for an intense summer instructional program. These funds provide you with room, food, travel, admission tickets, stipends, and academic materials. A sound academic schedule of course will allow you to receive many of the basics needed for college preparation. In addition, you will be exposed to educational field trips to libraries, museums, industrial and governmental agencies. These trips and other guest lecturers will provide

a) exposure to a rich variety of successful role models;
b) encouragement and motivation;
c) career information and guidance;
d) future options;
e) familiarity with the resources at FAMU.

We have planned great experiences for you. By accepting your recommendation into this program, we have placed the responsibility on your shoulders. We have made you responsible for assisting us in providing an environment wherein individuals can expect to be treated with respect. Your input and attitude will assist you in accomplishing the high goals we have established.

Working together, we will help you reach your educational goals. Your commitment and our commitment to do the very best will mean that all of us will be challenged to learn and all of us will rise to meet that challenge.
**Do’s and Don’ts**

**Do** - come with the expectation that you will be working harder than you probably ever worked before!

**Do** - come with the attitude that you will get out of this experience exactly what you put into it.

**Don’t** - expect a lot of free time! Your days are planned for you almost minute by minute.

**Do** - expect to meet a lot of new people and make new friends.

**Do** - come with high expectations for yourself to achieve and excel like you’ve never done before.

**Do** - plan to go home fulfilled.

**Do** - plan to be homesick for the first few days.

---

**Meals/Cafeteria Guidelines**

The Food Service is provided by the program and is therefore subject to Federal rules and regulations. Students and residential staff will be provided with three nutritious meals each day. All students must attend all meals unless excused by a program administrator. Food, under no circumstances, should be removed from the cafeteria at any time except for fruit. Students must report and document any special dietary needs to the program administrator prior to the start of the summer program in order to receive special meals. ID cards must be Scanned at each meal to receive service.
Things to Bring

One of the questions students have about living on campus is…

“What do I bring to the residence hall?”

The following list is by no means all-inclusive, but it should be used as a guide. Everyone may not need all of these items, but most come in handy at one time or another.

The climate in Tallahassee sometimes reaches 98° – 100°, so please bring clothing suitable for this type of climate; however, please take note of the program dress code. Neither the University nor the Program is responsible for any personal items lost or stolen during your stay in the residence halls.

*Please label all your belongings before arrival.*

CLOTHING

___ Casual business attire (i.e. dress, slacks)
___ Casual clothing (school clothes)
___ Light weight jacket
___ Gym shoes / dress shoes
___ Umbrella / rain gear
___ Underclothes, socks
___ Church Attire w/ dress shoes
___ Bathing suit or trunks

TOILETRIES

___ Shampoo & bath soap
___ Deodorant
___ Toothpaste & toothbrush
___ Flip flops (for shower)
___ Lotion
___ Towels, wash cloths
___ Mosquito repellant

MISCELLANEOUS

___ Pillow & bedspread
___ Sheets
___ Alarm clock
___ Laundry bag
___ Laundry detergent
___ Coins for laundry
___ Hangers
___ Iron
___ Wrist Watch
___ Sleeping Bag
___ Camera & film (optional)
___ Calculator
___ Bandages
___ Fan
___ Stationary, envelopes & stamps
___ Telephone
___ Twin sized mattress pad
___ Calling card

MARINE SCIENCE: Students will be getting wet and in the sun while on the pontoon boat or sampling in the saltmarsh. So, students should bring **old shoes, a change of clothes, protection from the sun**, and **sunglasses**.

NOTICE: Do NOT bring jewelry or other expensive items. Neither the University nor the Program will be responsible for items that may be lost, misplaced, damaged, stolen, or broken.
Important Address and Phone Numbers

Upward Bound
TRIO Academic Support Center
Florida A&M University
Tallahassee, Florida 32307-5800

Main Office...................................................................................................................(850) 599-3055

Fax................................................................................................................................(850) 599-3745

FEMALE DORMITORY
McGuinn Hall..............................................................................................................(850) 599-3748

MALE DORMITORY
Paddyfoote Complex...................................................................................................(850) 599-3816

UB Office....................................................................................................................(850) 412-7110