



MOREHOUSE COLLEGE

UPWARD BOUND

MATH/SCIENCE

STATE-REGIONAL CENTER

STUDENT HANDBOOK

February 1, 2002

Welcome to the Upward Bound Math/Science Regional-State Center

The Morehouse College Upward Bound Math/Science staff has planned an exciting and rigorous summer program for you. We hope that this will be a life changing experience. This handbook includes policies and procedures for your participation in the Math/Science Program.

We hope you will utilize the Math/Science staff and services to help you succeed.

Sincerely,

Dr. Rubye J. Byrd  
Director, Federal TRIO Programs

## Directory

<p><b>Morehouse College</b> 830 Westview Drive Unit #134 Atlanta, GA 30314-3773 (404) 681-2800 9:00 a.m. – 4:00 p.m. Monday – Friday</p>	<p><b>Federal TRIO Programs</b> Office Number: (404) 215-2671 Fax Number: (404) 588-2215</p>
<p><b>Important Phone Numbers at Morehouse College</b> Pay Phone in Robert Hall: (404) 659-9258 Pay Phone in LLC I: (404) 525-9171 Campus Police: (404) 215-2666</p>	<p>Dr. Rubye J. Byrd, Director Federal TRIO Programs Office: (404) 215-2671 Ext. 2854</p> <p>Mrs. LaWanda Fueger-Harris, Program Manager Office: (404) 215-2671 Ext. 2850 Home: (770) 420-9533 E-mail: lawanda@morehouse.edu</p> <p>Dr. Berenecea Johnson, Program Manager Office: (404) 215-2671 Ext. 2335 Home: (678) 418-9697 Pager: (404) 278-7500 E-mail: bjohnson@morehouse.edu</p> <p>Masterchief Jeff Hutchinson, Evening Manager Home: (404) 681-9641</p> <p>Mr. Michael Maxwell, Program Assistant Office: (404) 215-2671 Ext. 2030 Home: (404) 622-2736 Cell: (678) 576-8691 E-mail: mmaxwell@morehouse.edu</p>

## INSTRUCTORS

Dr. Keith Howard	Academic Coordinator	<a href="mailto:khoward@morehouse.edu">khoward@morehouse.edu</a>
Dr. Daniel Pambi	Environmental Chemistry Research Coordinator	<a href="mailto:dpambi@morehouse.edu">dpambi@morehouse.edu</a>
Mr. Paul Weiss	BioStatistics Research Coordinator	<a href="mailto:pweiss@sph.emory.edu">pweiss@sph.emory.edu</a>
Ms. Christina Hayes	Technical Writing Instructor	<a href="mailto:Chh21@hotmail.com">Chh21@hotmail.com</a>
Ms. Tarcia Jenkins	Algebra II Instructor	
Ms. Tekecia Hines	Latin Instructor	<a href="mailto:Bla97ck@aol.com">Bla97ck@aol.com</a>

## DAILY SCHEDULE

### Monday – Tuesday - Wednesday

TIME	ACTIVITY	PLACE
7:00 – 7:50 a.m.	Breakfast	Cafeteria
8:00 – 9:50 a.m.	Science Class	Classroom
10:00 – 11:50 a.m.	Science Class	Classroom
12:00 – 12:50 p.m.	Lunch	Cafeteria
1:00 – 2:15 p.m.	English	Classroom
2:20 – 3:35 p.m.	Math	Classroom
3:40 – 4:55 p.m.	Latin	Classroom

TIME	ACTIVITY	PLACE
7:00 – 7:50 a.m.	Breakfast	Cafeteria
8:00 – 9:15 a.m.	Math	Classroom
9:20 – 10:35 a.m.	Latin	Classroom
10:40 – 11:55 a.m.	English	Classroom
12:00 – 12:50 p.m.	Lunch	Cafeteria
1:00 – 2:50 p.m.	Science Class	Classroom
3:00 – 4:55 p.m.	Science Class	Classroom

### Thursday - Friday

TIME	ACTIVITY	PLACE
7:00 – 7:50 a.m.	Breakfast	Cafeteria
8:00 – 10:00 a.m.	Counseling Sessions	Classroom
10:00 – 5:00 p.m.	Lab or Field Sites	TBA

NOTES: Students will decide from the following class times.

Science Classes: - There is a science class offered every two hours, excluding the time frame for lunch. (8:00 a.m., 10:00 a.m., 1:00 p.m., 3:00 p.m.). There will be 25 students in each Science Class.

English and Latin Classes – English and Latin classes will be offered at all times during the day. (8:00 a.m., 9:20 a.m., 10:40 a.m., 1:00 p.m., 2:20 p.m., 3:40 p.m.) The maximum class size is 17 students per class.

Math Classes: We are offering Algebra II, Trigonometry, and Calculus. The times will follow the same time slot as English and Latin. However, the student must enroll in the exact math class he/she is taking the following academic year. This information will be verified before any schedule is final. If this rule is violated, then the correct math class will be chosen for the student and this may severely alter the student's schedule.

Saturday & Sundays will include an Enrichment Activity and Lab or Field Research. On Sunday evening, students will reconvene the study hall activities.

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# June

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*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**15**

R.A.'s Arrive

R.A. Training

R.A. Training

R.A. Training

R.A. Prep Day

Student's  
Arrival

Pre-testing  
Opening Cerem  
Spelman Atriu

**16**

**17**

**18**

**19**

**20**

**21**

**22**

Team Building  
& Accountability  
Proficiency Test  
IEP's

Financial Aid  
College  
Tours  
IEP's

Regular Class Day  
Pre-Test Review  
IEP's

Regular Class  
IEP's

Regular Class  
IEP's

Regular  
Class  
IEP's

Alumni Day  
Autobiograp  
assignment

**23**

**24**

**25**

**26**

**27**

**28**

**29**

Mall

Regular Class

Regular Class

Regular Class  
Mock College  
Application

College  
Application  
Lab  
Review  
Autobiography

Seniors  
Applying to  
College  
Lab

Barber/Beau  
College Essa

**30**

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# July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Regular Class Topics Due	<b>2</b> Regular Class	<b>3</b> Regular Class	<b>4</b> HOLIDAY	<b>5</b> LAB Family Weekend	<b>6</b> Family Weeke
<b>7</b> Family Weekend	<b>8</b> Regular Class Outline	<b>9</b> Regular Class	<b>10</b> Regular Class	<b>11</b> Lab	<b>12</b> Lab	<b>13</b>
<b>14</b>	<b>15</b> Regular Class Rough Draft	<b>16</b> Regular Class	<b>17</b> Regular Class	<b>18</b> Lab Post Test	<b>19</b> Lab Post Test	<b>20</b> Mock Presentat
<b>21</b> Mock Presentation	<b>22</b> Presentation Day Spelman Auditorium LLCII 8 a.m. – 6 p.m.	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Closing Ceremony 6:00 p.m. – 9:00 p.m.	<b>27</b> Student's Dep
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

## ACADEMIC EXPECTATIONS

### **ASSIGNMENTS**

Each student is expected to complete all class assignments to the best of his/her ability. Failure to do so will result in a referral to the Program Manager.

### **ATTENDANCE**

Each student is required to attend classes, programs, special events, and all other activities offered by the Math/Science Program. If for any reason a student does not attend a class or scheduled activity, his/her name will be forwarded to the Program Manager.

### **BEEPERS/CELLULAR PHONES**

Beepers and Cellular Phones are not allowed in the classroom. Any direct violation of this rule will result in confiscation and a referral to the Program Manager.

### **CLASSROOM DISRUPTION**

Disruption of classroom activities will not be tolerated. All incidents will be reported to the Program Manager.

### **COMPUTERS**

Students must adhere to the policies established by the computer lab personnel. Inappropriate use of the computer will result in dismissal from the computer lab and a referral to the Program Manager.

### **DESTRUCTION OF SCHOOL PROPERTY**

Students will be financially responsible for destruction of any property used during the Upward Bound program. This offense will warrant appropriate disciplinary action.

### **DRESS CODE**

Students are expected to dress *conservatively*. Clothing that is distracting to an academic environment is inappropriate. Bare midriffs, pants sagging below the waste line, and shorts above the mid-thigh are specifically prohibited. Students will not be allowed to go to class inappropriately dressed. If you are late or miss class due to your dress, it will be unexcused. If you are unsure of your dress, ask your tutor-counselor.

### **FIGHTING**

Fighting will not be tolerated. All fights and assaults will be reported to the Program Manager. Assaults with possession of a dangerous weapon will be reported to authorities and constitute grounds for immediate dismissal.

### **GUM, FOOD, AND DRINKS**

Gum, food and drinks are not allowed in the classroom

### **NOISE**

Students shall be considerate of others by maintaining an appropriate level when in the classroom or any other college facility. Walkmans and radios are not allowed in the classrooms, on a field trip, or during study time. Students violating this rule will be subject to confiscation of radio and/or referral to the Program Manager.

### **PROGRESS REPORT**

Progress Reports are handed out to students every Wednesday. It is the responsibility of the student to ensure that each of their instructors fills out the progress report. Failure to do so will result in the loss of stipend.

### **RESPECT**

Acts of disrespect to instructors, staff, and fellow students will not be tolerated. Violations will be grounds for dismissal or disciplinary action.

### **STIPENDS**

Stipends are a privilege not a right. Stipends are given to students every Friday. Stipends are based on academic merit and effort. If a student does not have a full progress report or if a student has obtained a grade of F in any class, his/her stipend will be withheld for that week.

### **STUDY HALL**

Study Hall is mandatory for all students. Any student who misses study hall will be referred to the Evening Manager. Students are expected to use their study time in a constructive manner and complete class assignments. Study time will be held daily. Any assignments that are not completed during the study time must be finished by the deadline established by the instructor.

### **TARDINESS**

All students are expected to be on time for all classes, labs, and events. Any student who is late will be referred to the Program Manager.

### **TUTORING**

Students will be required to attend tutoring sessions in addition to study hall.

### **WALKMANS/RADIO**

Walkmans and radios are not allowed in the classrooms, study time, or when specified by a staff member. Students violating this rule will be subject to confiscation of radio and/or referral to the Program Manager.

## RESIDENTIAL EXPECTATIONS

### **ALCOHOL, DRUGS, AND TOBACCO**

Alcohol, Drugs, and Tobacco are not allowed in the residence hall or in a student's possession on campus or at any Upward Bound activity. Students are not allowed to smoke. Violators of this policy will be subject to immediate dismissal or criminal prosecution.

### **BATHROOM**

Students will share a bathroom with other students and must be considerate of others.

### **CARS**

Students are not permitted to have cars. Students are not allowed to ride in the vehicle of a friend, visitor, or staff member.

### **COMMON SPACE**

All students are expected to keep common areas clean and free of debris.

### **CURFEW**

Curfew is defined as being in the building at the designated time. In order to ensure a safe and fun summer, the following curfew will be observed. During the week, students must be in the dorm by 10:00 p.m. and in their room (with lights out) by 11:00 p.m. On the weekend, students must be in the dorm by 11:30 p.m. and in their room (with lights out) by 12:00 a.m.

### **FLOOR BEHAVIOR**

Students must be considerate of others on the floor that may be studying or sleeping. Also, students are encouraged to use good judgment and not have room doors open when changing.

### **FURNISHINGS AND EQUIPMENT**

Each student shall be responsible for the proper use and care of all furniture and equipment in the residence hall, lounge area, student center, and other areas while on campus. Students shall share joint responsibility for any damages to equipment and furnishings.

### **HEALTH AND SAFETY**

Water fights, fireworks, intentionally set fires, fire alarms, unsanitary conditions, and other acts which create hazards to the health and/or safety of students and/or cause damage are not permitted. Students involved will be financially responsible for damages. Electrical appliances and refrigerators are not allowed in the rooms. Other items such as televisions, radios, and stereos may be brought at the student's risk. The Federal TRIO Programs and Morehouse College will assume no responsibility for such items. The Math/Science staff may inspect rooms for health and safety.

### **LOCKOUTS**

If a student is locked out of his/her room, the residential staff will have the ability to let a student back into his/her room. A \$50.00 charge is assessed for lost keys.

### **MAIL**

All mail is to be sent to: Student's Name  
Upward Bound Math/Science  
Morehouse College  
830 Westview Drive  
Unit # 134  
Atlanta, GA 30315

All mail will be checked regularly and given out in Study Hall.

### **MEALS**

Each student will be issued an ID card to be used at Morehouse College. This card is required to enter the dining hall. Any student who misses a meal due to work, or other conflicts is responsible for paying for his/her own meal. Each student is responsible for his/her ID card and must pay a \$5.00 replacement fee if lost.

### **ON/OFF CAMPUS**

Students are not allowed in areas deemed "off campus" without authorization. Students are expected to stay on campus the entire length of the summer program. Only facilities authorized for use by Math/Science are considered "on-campus." All students leaving the residence hall must sign out and be accompanied by a Math/Science staff member.

### **PERSONAL POSSESSIONS**

While students are encouraged to bring personal belongings from home in order to make their stay comfortable, Math/Science cannot assume the responsibility for personal belongings. Students are strongly urged to exercise good judgment and caution in securing their personal belongings. NEVER LEAVE YOUR ROOM UNLOCKED!! NEVER LEAVE PERSONAL BELONGINGS UNATTENDED!!

### **RECREATION CENTER - ARCHER HALL**

A staff member must escort students to Archer Hall. Once there, a staff member must supervise all activities occurring.

### **QUIET HOURS**

Quiet Hours will be observed everyday from 10:00 p.m. to 7:00 a.m. Students should refrain from loud outbursts and/or disturbances during this time.

### **ROOM KEYS**

Each student will be issued a room key and is responsible for it. Safety is very important! Room doors must be locked when you leave your room. You should carry your key at all times. If you lose your key, you will be charged a \$25.00 replacement fee.

### **SIGN-IN/ SIGN-OUT**

It is important that the staff knows where you are at all times, in case your parents/guardians need to contact you or there is an emergency. For these reason, students must sign-out when leaving the residence hall and sign-in upon returning. The sign out logbook is located at the front desk. Students are not allowed to walk alone on/off campus.

### **SMOKING**

See alcohol and tobacco

### **STUDENT ROOMS**

Students and staff members are expected to respect the privacy of others and work together in making the living experience enjoyable. There are to be no students allowed in a staff person's room. Students and staff must keep their rooms clean and presentable. Students are also expected to occupy only the room to which they are assigned

### **VISITATION**

No visitor will be allowed in the residence hall, dining hall, or classrooms without prior clearance from the Program Manager. There is no visitation from students of the opposite sex. There is no departure from the program without direct consent from the Program Manager. This includes the fourth of July. Violation of visitation will result in immediate dismissal.

### **WEAPONS AND EXPLOSIVES**

Weapons such as guns, knives, and fireworks are not permitted at Morehouse College or any Math/Science activity.



## **DISCIPLINARY ACTION**

Whenever there is a violation of the Math/Science rules or expectations, a Math/Science staff member will document the inappropriate behavior by completing an incident report form. All rules apply to both on and off- campus activities.

The Director, Program Manager, Evening Manager, Counselor, or Program Assistant, depending on the severity of the infraction, may handle the violation.

Listed below are sanctions that may result from inappropriate behavior:

- Verbal Warning
- Written Warning
- Loss of Stipend
- Notification of Parent/Guardian
- Probation
- Dismissal & Notification of Parent/Guardian

Students may be restricted from various activities or be required to complete an assignment as a part of the sanction.