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WELCOME TO ABC HALL!!

This handbook has been prepared for Upward Bound residents of Ripley Hall. It contains information concerning rules, regulations, standards, services, and personnel in our residence hall.

Please read this handbook carefully, because this information may prevent inconveniences and difficulty for participants.

The material contained in the following pages originates from the following sources:

1. College rules and regulations
2. Rules and regulations through cooperation of residence hall staff and residents based upon experience in group living
3. Upward Bound Faculty and Staff

Each rule has a reason. The Upward Bound Staff and the Tutor/Mentors will be happy to discuss these reasons with you. The expression of your wishes and suggestions are welcome at any time.

Please keep this handbook in your room and refer to it as a reference book.

Section I
FACULTY AND STAFF

DIRECTOR OF UPWARD BOUND

Mr. Michael Isaac, MS UB House Phone: (501) 766-8278

EDUCATIONAL OUTREACH COUNSELOR

Mr. Marlow Rockwell UB House Phone: (501) 766-8278

TUTOR/MENTORS

Mr. Patrick Fenderson- Lead Tutor Mentor
Ms. Sierra Davis- Assistant Lead Tutor Mentor
Ms. Taysha James
Mr. Curtis Marks
Ms. Tiffany Moreland

SUMMER STAFF

Ms. Jasmine Bell- Summer Food Program Coordinator
Mr. Lance Flint- Activities Coordinator
Mrs. Danielle Hardin- Administrative/Faculty Assistant/Summer Food Program Assistant

OVERNIGHT RESIDENTIAL SUPERVISOR

Mr. Ashdone Bailey
Mr. Eric Morris

There are Tutor/Mentors on each floor who are responsible for the supervision of study hours in the evening and for the general supervision of the floor. The Tutor/Mentor is accessible to students during study hours and at other times when in the residence hall. The Tutor/Mentor is responsible for maintaining a quiet atmosphere for good study habits and for discouraging unnecessary noise and activity at other hours. The Tutor/Mentors will also be responsible for conducting periodic floor meetings. A Floor check is conducted by Tutor/Mentors at closing hours each evening (Sunday – Wednesday at 10:00pm.). You may help them with these duties by being in your room when they come by after closing hours. Any complaints regarding your room facilities should be reported to a Tutor/Mentor.

The office will be open from 7:00am to 8:00pm each evening when the students are on campus. The desk clerks are in charge of the office during their working hours. They will assist you with the checking out for the weekends, replacing lost keys, mail service, and any other general information you may need. They will also assist you with “check out” each time you leave the campus.

SUMMER FACULTY

Ms. Lutricia Abdullah

Math Instructor (Geometry & Alg I)

TBA

Math Instructor (Alg II & Pre-Cal w/ Trig)

Mr. Darryl Wilson

Biology & Chemistry Instructor

Ms. Melonie Mann

Foreign Language

Mr. Demetrius Parker

English / Composition and Literature

Mrs. Marcell Banks

ACT Prep Instructor

SECTION II.

RULES, REGULATIONS, AND STANDARDS

The following rules, regulations, and standards are very important. Please read them carefully to avoid future misunderstandings and misinformation.

RULES OF CONDUCT

On every college campus there are certain standards established by custom and tradition which are maintained by the support and cooperation of the college community. When a student accepts admission to Upward Bound, they automatically accept responsibility for maintaining these standards.

1. ALL rules apply at ALL times during the six weeks; this includes on-campus and off-campus activities.
2. It is expected that every student will conduct himself/herself in a manner which demonstrates good taste and which reflects the good judgment expected of ABC students.
3. Students are expected to attend and be on time for all of their classes, work, and other scheduled activities.
4. Unexcused absences or tardiness to class will not be tolerated. A violation will result in a conference with the teacher and/or the Director. Repeated violations may result in being sent home.
5. Possession of drugs, alcoholic beverages, including beer, will not be permitted in the residence hall or on campus at any time by Upward Bound students. Use of intoxicants by students is strictly prohibited, and any student apprehended will be dismissed from the Upward Bound Program. This rule applies to all students and participants in the Upward Bound Program.
6. Fire regulations do not permit smoking in the residence halls or classrooms. (Please observe all **NO SMOKING** signs.)
7. Dishonesty in any form is considered serious enough to warrant severe disciplinary action.
8. **Students will need written permission from Upward Bound parents to ride in cars, on scooters, or motorcycles, etc. when leaving the campus for home visits.**

9. Students are not permitted to date Tutor/Mentors. They will be suspended from the program; Tutor/Mentors will be terminated.
10. All Violations of classroom, residential, social rules and regulations will be submitted to the Upward Bound Director by Staff or instructors within 24 hours of the occurrence. All violations shall be reported on a **student violation form (Social, Residence or Academic)**. Copies of these forms are in Appendix

11. CLOSING HOURS:

- a. Sunday through Wednesday all students will be in the residence hall by 10:00 p.m.

It is your responsibility to learn closing hours so that when you plan your evening, you can arrange to start back for the residence hall in plenty of time. Coming in late may constitute your being sent home. After "two consecutive tardies," you will be subject to being sent home.

11. b. QUIET HOURS:

Quiet hours will be exercised Sunday through Wednesday nights from 6:30 P.M. until morning. Running or unnecessary disturbances in the hallways; such as, loud talking, radios, tape recorders or televisions. Shouting from windows is not permitted at any time. Consideration for others is expected of all students.

The following reminder list is not all-inclusive, but will act as a guide to activities which should be avoided during quiet hours:

1. Talking or visiting in the hallway
2. Running in the hallway
3. Calling to summon friends
4. Slamming doors
5. Playing music or watching television with the door open or near open windows
6. Cleaning your room and moving furniture
7. Showering after 11:00 p.m.
8. Leaving your room during study hour.
9. Talking on the telephone.

12. STUDY HOURS

Study hours will be strictly enforced. These hours will usually be from 6:00 p.m. to 7:30 p.m. **Be sure to check the ABC Hall bulletin board in the main lounge where study hours and all activities will be posted.**

13. TRAVEL PERMISSION

It is extremely important that you remember to sign out at the ABC Hall Office and take your I.D. tag when you leave campus for any reason. The office staff will give you your I.D. tag. Upon your return to ABC Hall, return your pass to the office. This procedure will be forced each time you leave campus. If your tag is lost, **you lose your privilege of off campus during free**

time. The only exception to this rule will be when you check out for a weekend home.

Signing out and signing in are for your protection so that we may know where you can be reached in case of emergency. If you should fail to sign in or out at any time, or violate any other travel regulations, your parents will be called. **Students traveling home for the weekend must not leave until classes, and/or work is completed. Students must have a note from parents/guardians when signing out for the weekends home.**

14. SPENDING THE NIGHT IN ANOTHER ROOM (male w/male & female w/female)

Because of limited space, students will remain in their own rooms. There will be no spending the night in any room other than your own.

15. COLLEGE PROPERTY

Each student will be held responsible for residence hall or other college property damaged or missing from his/her room. All students in a section are financially responsible for any damage and uncleanliness that occurs in the public area of their section of the residence hall which cannot be attributed to a known individual. If you notice something is wrong with your room, notify a tutor/mentor immediately.

* **Always lock your room door when you leave the room!!!**

The Upward Bound Program will not be responsible for any losses that may occur. Be very careful to lock your room!!!!

17. STUDENT SAFETY

When checking out to go to town, students must go in groups of at least **three people.**

18. DRESS ATTIRE

Students must dress appropriately. Indecent attire will not be tolerated. Students, tutor/mentors, staff and faculty will be asked to change clothes if dress is inappropriate.

SECTION III

VISITORS

No overnight visitation for Upward Bound students will be allowed at any time. No visitors will be allowed Monday through Wednesday. There will be no weekly visitations. Should your parents need to drop off something, leave it at the ABC Hall office.

SECTION IV

FOOD SERVICE

Meals will be served in the ABC cafeteria. Be sure to present your ID card at each meal. Each time you lose your I.D. card, it will cost \$5.00 to have it replaced.

Meals will be served during the following hours:

MONDAY - WEDNESDAY

Breakfast 7:00 a.m. - 9:00 a.m.

Lunch 12:00 p.m. - 12:50 p.m.

Dinner 5:00 p.m. - 6:00 p.m.

REMEMBER

1. Shoes and shirt must be worn at all times.
2. No hair rollers are permitted.
3. Cutting in line is strictly prohibited.
4. Please do not "accidentally" carry any tableware to your room. The loss of dishes must be paid for out of the daily allocation for food cost, so that when money must be used to replace lost glasses, dishes, and silverware, you are depriving yourself of better food.
5. Do not bring cups or glasses in the Cafeteria.

I.D. CARDS ARE NOT TRANSFERABLE. That is, only the person whose name appears on the I.D. card is permitted to use the card. Each person is held responsible for making sure that no one else uses his/her card.

The cafeteria is willing to feed you as much as you wish to eat, as long as the food is eaten IN the dining hall.

Absolutely **NO FOOD OR BEVERAGE** is to be taken from the cafeteria.

SECTION V

PROCEDURE FOR MOVING

If you wish to change rooms for a good reason, you should first get the permission of the Upward Bound Director.

It is imperative that you make this contact in order that an accurate record of your address be kept on file.

Be sure to leave your room clean before moving. The Upward Bound Tutor/Mentor will check your room after you have moved. Your key should be returned to your Tutor/Mentor at which time an exchange will be made.

If your room is unclean, \$15.00 will be deducted from your stipend to pay for cleaning services.

KEYS

Each student will be given a room key which must be returned either at the end of the summer, or at any time he/she leaves the residence hall permanently. **For the first key lost or not returned a charge of \$25.00 will be made.** It must be paid before you receive a new key. The lock must not be taken off the master setting at any time. The second key lost will require the replacement of the lock. Charge will be **\$25.00.**

CARE AND CLEANING OF ROOMS

Rooms will be checked periodically by the Director, Residence Hall Directors, and Tutor/Mentors. Students are expected to make their own beds and keep their room clean and orderly at all times.

PERSONAL CLEANLINESS

Each student is expected to wear clean clothing and practice personal hygiene. Students not in compliance will be sent to their room to change clothes, shower, etc.

LEAVING THE COLLEGE

If for some reason you find it necessary to withdraw or leave the Upward Bound Program, you should first contact the **Upward Bound Staff & Residence Hall Director** who will discuss your request with the Program Director. **Your parent's written permission must be secured before you leave.**

You should completely clean your room, have it checked by a Tutor/Mentor, and return your key to the Keaton Hall Office Worker.

Failure to follow this procedure will result in you receiving an invoice for room cleaning costs or a lost key.

SECTION VI

YOUR SAFETY

PROTECTION OF STUDENT PROPERTY

The college provides locks on room doors and keys for each student to ensure the safekeeping of students' belongings.

Students are urged to use these devices. **The Upward Bound Program will not be responsible for loss of money or personal property.**

When leaving room, lights and all other electrical equipment should be turned off. Persistent violations of these regulations may force the college to charge extra fees to violators.

Be sure all windows are locked when leaving on a field trip or a home visit and unplug all electrical devices. If you should become sick or ill during the night, contact your Tutor/Mentor, and he/she will get help for you or assist you. **Students who are not covered by insurance will be covered by the Upward Bound Insurance. However, students will have to pay for prescriptions or any type of medication.**

Report any emergency to a staff person and the situation will be handled from there.

It is vital for you to lock your room when you leave!!!
Others are not as honest as you.

SECTION VII

GENERAL HALL ETIQUETTE

WATER FIGHTS

Water fights are not permitted for several reasons. Water fights can be damaging to the building, walls, woodwork, furniture, etc. Water can also be damaging to personal property. Most importantly, water fights may cause personal injury. For example, if the student down the hall innocently stepped into the puddle of water left by a water fight, he/she might fall and seriously injure himself/herself.

NOISE IN THE HALLS

We ask each of you to do your part to help keep the halls as quiet as possible. We realize that it is not natural for a group of students to be as quiet as mice, but if your friend happens to live at the other end of the hall, walk down to see if he/she is there rather than yelling down to find out. Also, please avoid standing in groups visiting in the halls or running a fifty-yard dash down the halls. No matter what time of day it is, someone may be trying to cram for a test or taking a quick nap.

BOXES AND TRASH IN THE HALLS

The housekeepers have enough work to do without having to pick up trash in the halls. Let's help them out by remembering these two points:

1. When you receive "care" packages from home, there are any number of things you may do with the boxes. You may tear them up and put them in the trash barrels located in the stairwells or keep the boxes in your room for storage purposes. Please do not put them out in the halls for others to trip over or for someone else to pick up for you.
2. In the event that you should decide to sweep your room, do not sweep trash into hallways. All debris is to be properly disposed of.

ROOM CHECK

Your room is checked at announced or unannounced intervals by the Tutor/Mentors or Upward Bound Staff. The purpose of these inspections is to assist residents in maintaining rooms in accordance with established standards. Inspection includes checking for clean floors, furniture, and closets. **PLEASE KEEP YOUR ROOM CLEAN!!!**

APPLIANCES

Popcorn poppers, coffee pots and portable refrigerators are permitted. Any other food preparing appliances, such as hot plates, are not permitted.

Televisions, irons, hair dryers (small units), radios, cd players, etc., are permitted.

DOORS

Please keep your door **CLOSED** and **LOCKED** when you are not in the room, so that the temptation of theft is non-existent.

LOST KEYS

If you lock yourself out of your room, you can check with the Dorm Director to open your room. If you lose your room key, report it to the office and a new one will be made for you at a cost of \$15.00.

PLEASE DO NOT ASK FOR A KEY TO ANOTHER ROOM OTHER THAN THE ONE IN WHICH YOU ARE LIVING AND HAVE BEEN ASSIGNED. Even if you have a good friend who doesn't or wouldn't mind your being in his/her room in his/her absence, the loss of any property from that room could put you in a vulnerable and suspicious position .

WINDOWS AND CURTAINS

Keep your curtains closed when your lights are on, especially during the evening hours. It is good to close your windows when you leave the room, so that you may keep dust and rain out of your room.

SECTION IX

FACILITIES FOR STUDENTS

BULLETIN BOARDS

Don't forget to read the bulletin boards. The main one is near the office and each wing has a bulletin board. Information of importance will be posted on those boards.

RECREATIONAL FACILITIES

There is a ping-pong table and pool table in this room. You can check out the equipment at the Student Union Office. You must have your I.D. card to check out equipment. There are also board games, UNO, and other types of card games that can be checked out. There is a TV in the ABC Hall Lounge. No food or drinks are allowed in the Lounge.

PHONES

Every room has a phone line, you need to bring your own phone. You are permitted to bring cell phones from home. You will be able to utilize phones in UB office, for emergencies use only. These phones will be in a designated area. We have a rule limiting telephone conversations to five minutes to give everyone a chance to use the phone.

Repeated violation of this rule will result in loss of telephone privileges.

Good telephone manners and consideration for other residents will be beneficial to everyone if practiced by all. Please answer the phone politely. The ABC Hall Office phone is NOT for students' use. When giving your parents a phone number at **We cannot permit students to use the office phone** -- please remember this. Of course, if you have an emergency, check with the Upward Bound Director, Coordinator, or Residence Hall Directors.

Cell Phones and Telephones may be utilized during your stay on campus. However, they are not to be used in class or during an activity. They will be confiscated until the end of the summer program.

MAIL

All mail should be addressed as follows:

STUDENT'S NAME
ABC UPWARD BOUND PROGRAM
1621 DR. MARTIN LUTHER KING BLVD
LITTLE ROCK, AR 72202

Mail will be delivered to the ABC Hall office. Your mail can be picked up there.

When mailing a letter, use the mail box located on the campus. The nearest mailbox is located in the business office.

ACTIVITIES

A carefully planned schedule of social, cultural, and recreational events have been planned for the evenings of the Project Upward Bound summer session. Participation in these activities will be as important as participation in the academic components of the program.

The following calendar of events is tentative. Be sure to check the bulletin board in ABC Hall Lounge daily to see what changes, if any, have been made for the evening activity.

****Remember, attendance at these activities is mandatory.**

Any questions regarding non-attendance at these activities need to be discussed with the Upward Bound Director.