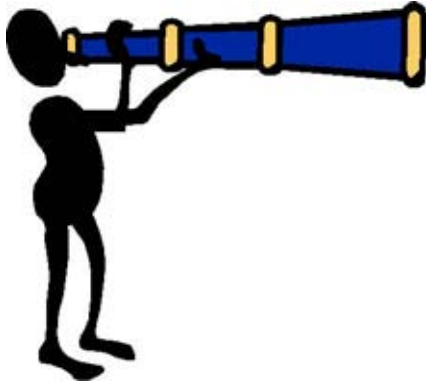


Pikeville College  
**BOOTH**  
SCHOLARS PROGRAM

Conduct Handbook  
& Information Guide  
Summer 2008



# Purpose ...



The purpose of the Pikeville College Booth Scholars Program's Conduct Handbook & Information Guide is to provide scholars with a core of expectations, rules if you will, by which he or she will be held accountable during all activities sponsored by the Pikeville College Booth Scholars Program and some general information about the staff, campus facilities and programs.

The expectations and rules listed herein are not exclusive, but intended to provide the group with a general understanding of the expectations of personal behavior and responsibility held by the staff and instructors associated with the program.

# The Staff ...

## **SHELLAE PETERS, Director**

Shellae is the Director of the Booth Scholars Program at Pikeville College. A native of Pike County, Kentucky, she is a 1991 graduate of Johns Creek High School. She received her B.S. degree in Chemistry and Biology from Pikeville College in 1994 and completed a M.A. in Guidance/Counseling and received her Rank I certification at Morehead State University. She is also working on an additional degree in Technology at MSU and is teaching Educational Technology at Pikeville College. Her past employment includes a position as a Science Teacher for eight years at Pike County Central High School, Head of the Antigen Lab at the Asthma and Allergy Center for 1-½ years, and a substitute teacher in Pike County for three years. Shellae, her husband Jeff and three children, Alexander, Kirklan and Saraiah, currently reside in Kimber, Kentucky.



## **BARBARA A. MOORE, Administrative Assistant**

Barbara is the Administrative Assistant of the Pikeville College Booth Scholars Program. Barbara currently resides in Floyd County with her husband Greg Moore, a technology & mathematics teacher at South Floyd High School. She has an Associate's degree in Business Administration from Alice Lloyd College and has worked in the private sector as a dental assistant and as billing supervisor for Mikrotec Internet Services. In addition to working with the Booth Scholars Program, Barbara is continuing her education through college courses at Pikeville College.

## **ROLAND WIERWILLE, Regional Coordinator**

Roland is the Regional Coordinator of the Booth Scholars Program for Pike County, Kentucky, and Buchanan County, Virginia. Raised in Berea, Kentucky, Roland resides in Pikeville with his wife Tammy and son Jackson. Roland has a B.S. degree in Industrial Technology from Berea College and general certification in Technology Education 5-12 from Eastern Kentucky University and is completing his M.S. degree from Morehead State University. With three years of classroom experience, he has been instrumental in establishing two technology education programs at two middle schools in the state of Kentucky and has served as a basketball coach. Roland currently assists with the Pikeville College men's basketball team and men's golf team.

# Core Classes



## Rising Freshmen

### Introduction to Laptop Technology (Orientation)

*Greg Moore, Lead Instructor*

Beginning with an orientation to the laptop hardware and care guidelines this course will teach scholars the ins and outs of the software programs provided (*Office Mac, bootcamp, Microsoft Student*) on each laptop.

### Advantage Mathematics

*Christy Thompson, Instructor*

Two weeks of mathematics activities and intensive training designed to challenge scholars in the area of mathematics and introduce them to the functions and use of the TI 84+ Silver Edition Graphing Calculator.

## Rising Sophomores

### Science Advantage & Lab

Students will utilize the TI84+ Silver Edition Graphing Calculator in various Chemistry & Physics lessons, then apply that knowledge in a laboratory setting.

## Rising Junior

### ACT/SAT Preparation & Macbook Orientation

*Libby Shockey & Greg Moore, Instructors*

An intensive ACT & SAT test preparation course covering all four sections of the ACT & three sections of the SAT tests and strategies to better each scholar's score. The second half of the class will be focus on laptop applications using *Office Mac*.

## Rising Seniors

### College Portfolio and College Research Seminar

*Melinda Lynch & Chandra Massner, Instructors*

Students will be led through a series of activities focusing on identifying future career goals, a college search, a scholarship search, putting together the "bare bones" documents and materials to use for college and scholarship applications. Scholars will compose a resume and interest statement, organize a portfolio to keep track of awards and activities, essay writing and begin a calendar to track deadlines and events for the senior-year admissions and financial aid processes. Seniors will also be getting a realistic view of college life and study skills to help them succeed. Please remember that you CAN NOT create a resume and portfolio without the necessary materials. See "What to bring list."

# What to Expect



1. Expect to make new friends and get acquainted with your fellow Booth Scholars.
2. Expect to clean up after yourself in the dorms and other campus areas (the cafeteria too). Expect to pick up your room each day and pass room inspection before you depart on Friday.
3. Expect to forget something. As much as you plan, it will probably happen. Ask the staff and mentors for anything you may have forgotten. Maybe we can help.
4. Expect to learn something new each day.
5. Expect to be respectful of the noise level in each facility. DO NOT run in hallways, jump off beds, etc.
6. EXPECT TO HAVE FUN!
7. Expect to participate in all activities.
8. Expect the staff to be helpful, fair, stern and fun.
9. Expect your parents to pick you up if you need to leave for any reason.
10. Expect your parents to be contacted and/or requested to pick you up from the summer program if you choose not to honor the honor code and expected conduct.
11. Expect parents and authorities to be notified if you are found in possession of alcoholic beverages, illegal or prescription drugs of any kind, tobacco products, or if repeated or severe violations of the Booth Scholars rules occur. These types of violations will result in your immediate expulsion from the Pikeville College Booth Scholars Program and forfeiture of any privileges associated with the Program.

# Booth Scholars Conduct and Information Guide



The Pikeville College Booth Scholars Program is an academic-based program and, as such, demands the highest standards of behavior from both staff and scholars. You are expected to conduct yourself in a manner that will contribute to a sense of community among all participants and foster an atmosphere of mutual respect. Smoking, use of alcohol, use of illegal or nonprescription controlled substances will not be permitted. You are also expected to follow the instructions of Booth Scholars Program staff, participate in all program activities, not leave the scholars group at any time during the program, conduct yourself in appropriate manner in dress, attitude, and participation, as well as abide by the Program curfew/lights out. Infraction of the policies outlined in this handbook may result in immediate dismissal from the program, return home from any scheduled event, and forfeiture of any rights to participate in future activities sponsored by the Pikeville College Booth Scholars Program.

## ACCEPTABLE COMPUTER (LAPTOP) USE

Pikeville College has an information technology handbook known as the PCIT Policies and Procedures Handbook that contains detailed information regarding the use of computing resources on our campus. All PCIT policies and procedures are in effect for the Pikeville College Booth Scholars Program. Some additional guidelines and highlights include:

- E-mail is to be used only for the exchange of appropriate information. Derogatory or otherwise inappropriate exchanges on email are not permitted.
- E-mail chain letters are not permitted.
- Scholars are never to access someone else's email or boothnet/boothweb account.
- The Internet is to be used for scholarly and academic research and work and as a means of obtaining needed information and completing assignments. The internet offers the possibility of access to information that is inappropriate. It is expected that scholars and staff will not access information of this sort. Inadvertent access to this type of material should be reported to the Booth Scholars staff immediately.
- Material obtained through Internet research and used in academic work should be properly documented.
- Scholars are expected to establish and maintain secure passwords that protect the privacy of the information on their computers and their email accounts. Scholars are to respect the need for this security/confidentiality and are not to make any efforts to bypass security systems and gain access to information that they do not have a right to see.
- We strongly recommend taking great care when loading additional software onto the laptop. There is a risk that any new material might carry harmful viruses.
- We recommend that discs should be shared cautiously. Shared discs can spread harmful viruses.
- Scholars should not violate copyright law (document anything that you use - even clipart)
- During course work sound must be turned off or headphones in use except when it is being used as part of the workshop or course.
- Only Pikeville College technicians should open the casing of the laptop and perform any upgrade or maintenance to the laptops (scholars should not remove any screws or tamper in any way with the hard drive or internal contents of a laptop issued by the Pikeville College Booth Scholars Program).

## ALCOHOL

In addition to federal, state and local laws governing the use and possession of alcoholic beverages, the Booth Scholars Program and Pikeville College prohibit the possession, furnishing, or use of alcoholic beverages by all persons while participating in the field trips, activities and programs sponsored by the Pikeville College Booth Scholars Program. Violators of this regulation will be subject to disciplinary action; minors in possession are subject to disciplinary action and to criminal prosecution.

## AUTOMOBILES (CARS)

Due to parking constraints and safety issues, scholars are not permitted to have a vehicle on campus during the summer program.

## WEBCT ACCOUNTS

(See also ACCEPTABLE USE, INTERNET USE and ONLINE SAFETY)

While on campus as a participant or staff member of the Pikeville College Booth Scholars Program individuals may be given access to WebCT and campus Internet in order to complete the requirements of his/her educational experience. Use of this account carries a responsibility and is subject to all policies set forth in the Pikeville College Information Technology (PCIT) Handbook distributed to each individual when he/she receives a laptop. Acceptable computer/laptop use policies are also highlighted in the Booth Scholars Handbook. In particular, please be aware that during campus-based summer and other programs the Internet will be used for academic and scholarly research and as a means to obtain needed information and complete assignments. The Internet offers access to information that is inappropriate (pornographic materials, vulgarity, gambling, militant/extremist material, etc.). It is expected that scholars and staff will not access information of this sort. Inadvertent access to this type of material should be reported to the coordinators and staff. Violations of this and other policies set forth in the PCIT Handbook and that of the Booth Scholars Program is subject to review by college personnel and can result in the immediate suspension of the scholars use of this account, any computer/laptop, peripheral equipment and/or confiscation of the same.

## CANDLES

The burning of candles and/or incense constitutes a fire hazard and is not allowed in the rooms of any dormitories on the campus of Pikeville College.

## CELL PHONE USE (See also PHONES)

Scholars are permitted to bring cell phones when participating in PCBSP activities; however, some restrictions apply. The Pikeville College Booth Scholars Program does not assume responsibility for lost or stolen items. Scholars are asked to keep cell phones, pagers, or other electronics secure at all times and are asked to turn them off during classes and programs. If a student is disruptive or abusive of cell phone privileges the Booth Scholars Program reserves the right to restrict access of a student by requesting temporary custody of the phone or that the phone be sent home to the parent or guardian during the remaining portion of the program.

## CHECKOUT

At checkout, all rooms must be cleaned and reviewed by a staff person before you leave campus. Cleaning means having personal items stored, garbage removed from the room and placed in designated trash cans, bed made up and clothing and other items removed from the floor and stored in proper containers. Please do not leave any food items in your room.

## CLEANLINESS

We ask that each scholar maintain good habits of personal cleanliness and to respect the community atmosphere of our residential life. Some ways in which scholars can assist in promoting a positive environment is to make their own beds and to keep their rooms clean and orderly. Clothing, towels or other articles should not be hung or displayed in the windows. Cleaning materials are available to sweep and mop when needed, simply ask the staff to point you in the right direction.

## DISCIPLINARY SANCTIONS

When violations of policy occur, disciplinary sanctions may result. Sanctions will normally only be imposed after the student has met with the Booth Scholars Director and/or Regional Coordinator and had a chance to be heard. Behavior/conduct that threatens the safety of the scholar or others will result in immediate dismissal. General sanctions include verbal warning, written warning and suspension/dismissal from the program.

## DRESS/CLOTHING

Scholars are expected to be well-groomed and neatly dressed during all activities. Scholars are expected to respect the spirit of the dress code, not simply the letter of the code. Scholars not in adherence to these standards will be asked to change the article of clothing or item in question. Clothing worn during the summer program should be modest, appropriate for an academic setting and meet the following guidelines:

**1) TOPS** must have sleeves (any top with straps such as muscle shirts, tank tops and sun dresses, will need to be modestly covered - broad straps of three inches or more will be permitted in summer outdoor activities) and completely cover the midriff and back. Appropriate undergarments must be worn and shirts which button down the front must be buttoned modestly. See-through materials, under garments worn as outer garments and tightly-fitting shirts are unacceptable.

**2) PANTS** and shorts must be worn at the waistline and shorts should be long enough to extend to the middle thigh.

**3) Clothing** advertising alcoholic beverages or tobacco or displaying inappropriate words, design or comments should not be worn.

**4) SHOES** - casual, comfortable shoes in good repair (including athletic shoes).

## DRUGS

Illegal use, possession or distribution of drugs or controlled substances, (including misuse or distribution of prescription drugs) may be a cause for dismissal from the activity, as well as other disciplinary and police action.

## FIREARMS/FIREWORKS

Possession or use of any type of firearm, firework or other weapon by anyone in the Booth Scholars Program is prohibited. Instruments used to simulate such weapons in acts which endanger or tend to endanger any person shall be considered weapons. Violators of this policy are subject to possible dismissal from the program.

## FIREFIGHTING EQUIPMENT

Smoke detectors, fire extinguishers and sprinkler systems are provided in the buildings and dormitories of Pikeville College as specified by the fire safety code. Since this equipment is for the safety of the students, any abuse or misuse of it, either directly or indirectly, will be dealt with accordingly. Misuse or abuse of this equipment can endanger the lives of those staying in the dormitory and is a violation of the Kentucky Penal Code.



## FIRE SAFETY

All the buildings we will be staying in have evacuation plans in the event of a fire. The summer mentors and staff for each floor will be able to instruct residents as to the predetermined plan for evacuation if an emergency were to occur. Tampering with, or misuse of fire-safety equipment includes, but is not limited to, alarms, smoke detectors, and fire extinguishers. The capabilities of the electrical systems in each facility are limited; therefore, it is necessary for us to establish rules regarding the use of certain appliances.

## FOOD

If the scholar has any food allergies, we need a listing of these attached to the registration packet. In consideration of safety and security issues, as well as consideration for other scholars, parents are asked to refrain from delivering food to scholars during meal times. Additionally, parents are asked to contact and check in at the Booth Scholars Program office before delivering food or other items to his/ her scholar. As always, scholars are encouraged to bring snacks and other food items to supplement those available in the provided dining service. Evening hours (after dinner) are reserved for placing takeout/delivery orders from local vendors – please, no delivery or take out during the meal times or daytime activities.

## FOOD SERVICE

Three meals a day will be provided to students. Vending machines are located in the dormitories and main buildings and are smartcard accessible.

## GUESTS (see also Visitation)

Scholars are not permitted to have guests who are not a part of the Booth Scholars Program in the dormitory or anywhere on campus without specific permission from the program staff. Scholars may not have members of the opposite sex in his/her dormitory room.

## HOTPLATES/APPLIANCES

Kentucky law prohibits the use of any device containing a heating element such as portable heaters or hotplates.

## ILLNESS (see also Medical Information)

Any scholar who becomes ill or injured should report to one of the staff immediately.



## INTERNET USE

The Internet will be used for academic and scholarly research and as a means to obtain needed information and complete assignments. The Internet offers access to information that is inappropriate (pornographic materials, vulgarity, gambling, militant/extremist material, etc.). It is expected that scholars and staff will not access information of this sort. Inadvertent access to this type of material should be reported to the coordinators and staff. Violations of this and other policies set forth in the PCIT Handbook and that of the Booth Scholars Program are subject to review by college personnel and can result in the immediate suspension of the Scholar's use of this account, any computer/laptop, peripheral equipment and/or confiscation of the same.

## KEYS

Scholars are issued keys to their dormitory room. It is the scholars' responsibility to keep up with their keys. If a key is lost or stolen, scholars must IMMEDIATELY inform a staff person or summer mentor. There will be a \$30 fine for all lost keys. Scholars must pay the fine if their key is lost.

## LANGUAGE OR INAPPROPRIATE GESTURES

Scholars are asked to respect the rights and property of other campus community members. Respect includes refraining from the use of offensive and derogatory language and gestures.

## LAPTOP SECURITY

In order to maintain security of the laptops while on campus, at home or traveling please do the following:

- Lock up laptops when not in use.
- Laptops must be with scholars at all classes, unless a teacher determines otherwise.
- Laptops must never be left unattended.
- Laptops must be kept in the approved computer case. They may not be kept in regular book bags.
- Scholars may not lend their laptops to friends.
- Laptops may not be used in vans, buses or on other traveling vehicles.

### *Procedure if a laptop is missing:*

- Notify the Regional Coordinator and Director immediately.
- If on campus, a security report will be filed and if deemed necessary local authorities contacted.
- If off campus, local authorities should be contacted immediately and Pikeville College Booth Scholars Program personnel notified as soon as possible. A police report must be turned into the BSP as soon as one is available.
- A claim form may also be filed with appropriate insurance carriers if necessary.

## LAUNDRY FACILITIES

Washers and dryers are available free of charge in each dormitory, laundry detergent is not provided. Scholars should check with staff if they need to launder clothing and should not leave any clothing unattended in the laundry area (even while washing or drying).



## LEAVING CAMPUS

Under no circumstances are scholars (without express written permission of parent or guardian) to leave campus with anyone other than program staff for program-sponsored activities. Violations will be reported to security and parents immediately. Participants who violate this rule will be dismissed from the summer program.

## LOSS/THEFT

Pikeville College or the Booth Scholars Program does not assume responsibility for loss or damages to clothing, valuables or other personal property for any reason or for injury of persons. Security is provided and measures taken to protect personal property. Scholars should make sure that their rooms are locked at all times and any missing items reported to staff immediately. Individuals should also secure money and valuable personal items with staff or in secured locations within their room (locking suitcase or lock box). Scholars are not encouraged to bring items of considerable value.

## MAINTENANCE AND CUSTODIAL

Custodial services are provided for the lobbies, restrooms and common areas of the Pikeville College Campus. Scholars are responsible for keeping their own rooms tidy. Any broken or damaged furnishing is the responsibility of the Scholar and his/her family. The program is not responsible for damages made by a Scholar. All maintenance problems should be reported to a summer mentor immediately.

## MEDICAL INFORMATION (see also Illness)

Everything possible is done to prevent accidents or injuries of any kind from occurring during the Booth Scholars activities; however, if the need for medical attention should arise, some of our summer mentors and program staff are trained in First Aid and CPR. Should hospital treatment be necessary, the Pikeville Medical Center is within minutes from campus and medical attention will be sought. Parents will be notified as soon as possible and medical treatment sought immediately for those injuries needing medical attention. Students must have medical forms completed and on file before they are permitted to participate in any Booth Scholars activities.

## NOISE

What may sound like music to your ears may prove to be an annoying disturbance to others. You are permitted to listen to your preference of music (music with profanity not allowed) at a reasonable volume level in the privacy of your own room, if your roommate does not mind. The level should be kept low and should not be heard in the hallway or adjoining rooms. Radios are not permitted to be played after 10 p.m. and before 7 a.m. You may talk quietly in your room after 10 p.m.; however, lights must be out and your voice should not carry outside of your own room at the established curfew/lights out time each evening. **REMEMBER ...** some voices carry farther than others and can be disturbing to others. Violators of the noise policies may be subject to disciplinary action.

## ONLINE SAFETY

SafeKids.com recommends eight rules for online safety:

- 1) Do not give out personal information such as your address, telephone number, parents' work address/telephone number, or the name and location of your school without your parents' permission.
- 2) Tell your parents (or staff person if on campus) right away if you come across any information that makes you feel uncomfortable.
- 3) Never agree to get together with someone you meet "online" without first checking with your parents. If your parents agree to a meeting, be sure that it is in a public place and bring a parent along.
- 4) Never send your picture or any personal information without first checking with your parents.
- 5) Do not respond to any messages that are mean or in any way make you feel uncomfortable. It is not your fault if you get a message like that.
- 6) Set up rules for going online with your parents.
- 7) Do not give out your Internet password to anyone (even your best friend) other than a parent.
- 8) Be a good online citizen and do not do anything that hurts other people or is against the law.



## OVER-THE-COUNTER MEDICATION

Scholars should not possess any over-the-counter (OTC) medication. It is the policy of the Pikeville College Booth Scholars Program to distribute OTC medication only as needed and as appropriate to the specific needs of an individual according to the manufacturer's labeling and directions for use. Examples of OTC medications are Tylenol, Advil, allergy medication, etc., and will be administered only if parental permission is obtained either on appropriate registration forms or by authorized personnel on the telephone. **All OTC medication should be labeled with the scholar's name and dosage and turned into the registration desk at check-in. Medications may be retrieved from the Booth Scholars Office upon final departure.**

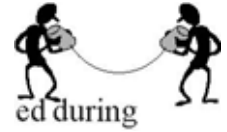
## PRESCRIPTION MEDICATION

**All prescription medication should be labeled with the scholar's name and dosage and turned into the registration desk at check-in along with any OTC medications. Medications may be retrieved from the Booth Scholars Office upon final departure.** It is the policy of the Pikeville College Booth Scholars Program to maintain the storage of, control the dispensing of and/or administer prescription medications. All medications will be stored and dispensed by the staff and only as described on the product labeling as prescribed by the attending physician. No controlled narcotic substances will be stored, dispensed or administered by the program staff. Again, all medications and permission to dispense to the Scholar must be provided as the Scholar registers for the program and should be listed on appropriate registration forms.



## PHONES

One telephone jack is available in each room (phones are not provided) and may be used during breaks and evening free time. At check-in scholars and families will be provided with telephone numbers of his/her room. Use of telephones is restricted to the hours of 6:30 a.m. to 11 p.m. each day. Telephones will not be available to students after 11 p.m. and parents are encouraged to contact the staff emergency numbers (emergency purposes only please) or campus security in the event of an emergency. Any cellular phones in the possession of a Scholar must also adhere to this telephone time limit and be turned off during program activities. Long-distance calls may not be dialed directly from telephones located in each room. It is suggested that scholars use (bring) prepaid long-distance cards to call long-distance numbers.



## PIZZA ORDERS (Delivery of food)

Ordering of food is not permitted during the daytime hours. In evening hours, scholars must gain permission of staff prior to placing delivery orders. No orders are to be placed after 9:30 p.m.

## PUBLIC DISPLAY OF AFFECTION

Remember what you may consider cutesy, loving behavior may be considered inappropriate or disgusting behavior by others. If your behavior comes into question the chaperones and program staff will bring it to your attention and request that you behave differently.

## QUIET HOURS

Quiet hours are observed from 10 p.m. until 8 a.m. Scholars are to be reasonably quiet at all times as not to infringe on the rights of others (dormitories do have other residents and guests!). Each scholar is expected to be in his/her dormitory room by 10 p.m. nightly and to abide by lights-out at 11 pm.

## ROOM ASSIGNMENT

Special attention is given to the indication of roommate preferences; however, no specific room assignments based solely on a scholar's request are guaranteed. Also, any roommate request that is not mutual will not be granted. Once a room has been assigned, scholars are not permitted to change rooms without the consent of the director or regional coordinator. The program staff reserves the right to move students to other rooms in cases of disciplinary or other problems.

## ROOM ENTRY

The entry into a Scholar's room may be conducted by the following people for the reasons listed below:

1. By law enforcement officers in the line of duty in accordance with legally defined procedures governing search and seizure.
2. By authorized custodial and maintenance personnel to make improvements and repairs and to provide routine maintenance and tissue.
3. By authorized staff of Pikeville College and the Booth Scholars Program in emergency situations to protect the health, comfort and welfare of a student or to prevent damage to a person or property.

## ROOM INVENTORY

Before leaving the campus each scholar must see a staff member to check his/her room for condition and inventory. Charges will be assessed when the student checks out of the room for all damages or missing items from the room.

## SECURITY

The security of our students is the utmost concern of our summer mentors and staff members. Keep your room door locked whenever you leave the room and when you are sleeping. Do not, under any circumstances, prop outside doors open or give your room key to someone else. Pikeville College provides security personnel 24 hours a day. Please carry your room key at all times and help keep the building secure.

## SEXUAL HARASSMENT

The Pikeville College Booth Scholars Program is committed to providing a safe, positive learning and working environment for everyone. Therefore, we prohibit sexual harassment and sexual violence. We will not tolerate it in any form during any activities. Any action construed as sexual harassment will be subject to immediate disciplinary action; conference with program staff may result in a parent conference with program coordinators and require appropriate action by those responsible for the behavior. Some examples of sexually harassing behaviors include, but are not limited to: *“unwanted touching; verbal comments about looks, parts of the body, what type of sex the person would be ‘good at;’ name-calling; spreading sexual rumors; leers and stares; telling sexual or dirty jokes; displaying pornography or sexually-oriented cartoons or pictures; pressuring someone for sexual activity; cornering; blocking or standing too close to someone; publicly rating an individual; giving ‘snuggies’ or wedgies; sexual assault or attempted sexual assault; rape; touching or exhibiting oneself sexually in front of others; sexual graffiti; making kissing, smacking; catcalls, whistles; etc. Remember, sexual harassment is rude. It is also illegal.”* (list taken from **Paker, Alex J. How Rude! The Teenagers’ Guide to Good Manners, Proper Behavior, and Not Grossing People Out. Free Spirit Publishing 1997 (206-207).**)

## SKATING EQUIPMENT

Skateboards, roller skates, roller blades and other skating equipment are not allowed on campus for obvious safety reasons.

**SMOKING & SMOKELESS TOBACCO PRODUCTS** are not permitted.

## SNACKS

Students may bring snack food only if it is kept in airtight containers and as long as wrappers and food are not left out in the rooms or in the lounges. Vending machines are located in the dormitories and main buildings (however, students are not allowed in this area after curfew/lights out). All wrappers and cans are expected to be placed in garbage cans and not thrown on the ground or in the floors of the buildings. Refrigerators are not provided.



## SUMMER MENTORS AND STAFF

Summer Mentors serve as assistants to the Program staff and the workshop instructors. We request your respect of those individuals working with the program at all times. The Summer Mentors and Program staff coordinates the social and free-time activities and enforce rules and regulations of the program. If you have any difficulties during your time with us, please feel free to consult one of the mentors and/or staff.

## VENDING MACHINES

Vending machines are located in the dormitories and main buildings. Students are not allowed in this area after curfew/lights-out. All wrappers and cans are expected to be placed in garbage cans and not thrown on the ground or in the floors of the buildings. Chewing or bubble gum is not permitted in classrooms.

## VISITATION (see also Guests)

If for some reason a visit is necessary, any visitors, including parents and siblings, must report to Booth Scholars Staff (even during meal times) and/or sign in at the Booth Scholars Office (Administration Building second floor or designated staff contact as posted on the door in the evening hours). Visitation from anyone other than a family member is not permitted unless written permission is provided by the parent/guardian ahead of time. ***Scholars are not permitted to visit in the room of a member of the opposite sex.*** A lobby and other public areas are available for supervised coed visitation. We encourage all visitors to schedule a visit with the Booth Scholars Administrative Office by calling (606) 218-5760 ahead of time. Parents are invited to drop in anytime, but are asked to sign-in and to expect the scholars to be involved in activities or study.

# Emergency Numbers ...



ON CAMPUS  
IN THE EVENT OF A  
MEDICAL OR FIRE  
EMERGENCY, DIAL

# 9 1 1

**CAMPUS SECURITY** (Evening contact and daytime emergency)

**Office:** (606) 218-5940  
**Cellular:** (606) 477-0262  
**Pager:** (606) 433-3945

## General Information

**Booth Scholars Program Office: (606) 218-5760 (daytime hours only or voice mail)**

**Shellae Peters Dorm Number: 218-5820**  
**Roland Wierwille Dorm Number: 218-**

If the Booth Scholars Program is not available for the telephone, please contact one of the following Pikeville College offices in the order in which their names appear.

**Academic Affairs (Cathy Thornsbury):** (606) 218-5219  
**Student Affairs (Carole Ward):** (606) 218-5224  
**Business Office (Linda Staten):** (606) 218-5200