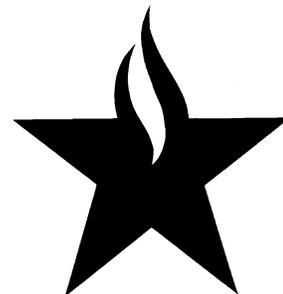


Dear TAMS Student:

Welcome to the Texas Academy of Mathematics and Science! This unique living and learning opportunity is designed to accelerate your education and personal growth. **The academy offers you more freedom and more responsibility than is offered in a traditional high school, but less freedom and more supervision than is offered to most college students.**



At the academy, you will be presented with challenges and given support in facing those challenges. Our goal is to help you succeed. We saw great potential in you during the admission process, and believe the academy is a place where talent meets opportunity, which presents itself in many forms. In the end, however, your academy experience depends on you.

It is important that you realize **your membership in the TAMS community is a privilege, not a right.** This privilege was initially granted to you by the Admissions Office on the basis of the selection committee's judgment of your past performance and of your potential to benefit from and contribute to the academy. You must earn continued membership in the TAMS community through your performance and behavior, both in and out of the classroom. **At the end of your first year the Dean of the academy and the Directors will review both your academic performance and your contributions to student life and make a decision about whether or not to re-admit you for a second year.** Factors that will be considered include but are not limited to: your GPA, your individual course grades, your disciplinary record, and your contributions to the community. Being asked to return as a Second Year Student is both a privilege and an honor.

**As an academy student, you are required to follow university and academy regulations, as well as all local, state, and federal laws.** All policies are applicable to you at all times from your Move-In Day in August 2017 through May 11, 2018, including Travel Weekends, Closed Weekends and vacation periods.

It is your responsibility to become familiar with all of the policies and procedures outlined in the documents listed below.

- **University of North Texas Code of Student Conduct**  
This information is available on UNT's Division of Student Affairs web page here <https://deanofstudents.unt.edu/conduct>. Additional copies are available from the Dean of Students Office.
- **University Housing Handbook and Policies**  
A copy of this is available online at [http://housing.unt.edu/housing\\_policies](http://housing.unt.edu/housing_policies)
- **TAMS Student Handbook**  
A copy of the handbook has been given to your parents or guardians to keep. Another copy will be available at McConnell Hall upon your arrival and is on the web.

These documents do not constitute a contract between the university and students or parents/guardians. They are intended to function as guidebooks for general information. Because the academy is a dynamic organization, needs and expectations change; therefore, academy policies and procedures are subject to change.

You will be notified in writing of any policy changes and are responsible for familiarizing yourself with those changes.

**Violations of any university and/or academy regulations OR any local, state or federal law will be grounds for disciplinary action and possible dismissal.**

Discipline is administered according to the Discipline System described in this handbook. To indicate understanding of these procedures, **before you can move into the hall and/or begin classes, you and your parent(s)/guardian(s) must sign the “Agreement to Abide by Policies” form.** We strongly recommend that you read this handbook carefully before you sign the agreement.

The **TAMS Honor Code** sums up the qualities we are looking for in academy students. Developed by TAMS students in 1995, it states the following:

**“Community respect for the individual, individual respect for the community, and integrity in all things are the foundations upon which we base our lives.”**

Read it, learn it, and live up to it.

PARENTS & GUARDIANS, please keep in mind that as a TAMS student, your son or daughter is leaving the relative security of family and high school to take on the challenges offered through college course work and residence hall living. You cannot help but wonder how your student will fare. The academy staff shares your concern for your student’s well-being. We want to assist you in helping your student overcome any difficulties that may arise and will contact you to keep you informed of your student’s progress and academy events. It is not always possible, however, for us to be aware of what students are experiencing. We depend on YOU to communicate with us and to encourage your student to do the same. Please feel free to contact us if you have questions, suggestions, or concerns. We seek to protect the confidentiality of students and parents or guardians.

Also, please remember that you are welcome at the academy any time. We think the best possible relationship academy staff and parents or guardians can have is a partnership—a shared responsibility to help the student succeed academically, and mature into a responsible, caring young adult. We look forward to getting to know you better in the coming year.

Best wishes for a successful 2017-2018 academic year at the Texas Academy of Mathematics and Science!



Glênisson de Oliveira, Ph.D.  
Dean

#### FUNDING NOTICE

***All academy programs and services are dependent on the level of funding from the Texas Legislature. The academy reserves the right to make adjustments to program components (including course offerings) to respond to changes in funding.***



**Dean of the Academy  
Glênisson de Oliveira, Ph.D.**

Growing up in Brazil, I had a passion for learning and for science. In the pursuit of my dreams, I obtained a degree in chemistry from the University of Florida, and then a Ph.D. in theoretical physical chemistry from Purdue University.

I've taught thousands of students for over two decades, and my wife and I homeschool our children. As a professor, I mentored many students in research, including several high school age students like you, but I've never found as great a community of creative and engaged students as in TAMS. As dean, it is my desire to see you reach your potential and grow as a person. I believe TAMS is the best opportunity available for young talented students.



**Assistant Dean of Admissions  
Brent M. Jones, Ph.D.**

Selecting TAMS students from among so many talented applicants is a challenging yet gratifying responsibility.

I earned my bachelor's degree in microbiology from Ohio State University, after which I worked in a Philadelphia area laboratory for three years. Later, I would enroll at Texas Christian University for graduate studies, earning both a Master's and Ph.D. in experimental social psychology. Favorite amusements include fiction, biographies, and writing. I maintain correspondence with friends in Hawaii and throughout the continental US, and have a longstanding pen friend in Japan. Finally, I am always happy to hear from successful TAMS alumni.



**Associate Dean for Academics  
Eric Gruver, Ed. D.**

Having worked with the brightest students at an accelerated high school and then in higher education in an Honors College setting, TAMS is the best of both worlds. I enjoy helping students reach their intellectual and social potential, regardless of students' academic pursuits, and what interests me most about students are their hidden talents that do not show up in their normal course work.

I earned undergraduate and graduate degrees in History from Texas A&M University-Commerce, and then moved to the Rio Grande Valley to teach in Harlingen. Despite our love of the Valley's culture and food, my family returned to East Texas when I obtained a faculty position at A&M-Commerce where I focused my teaching and scholarship on 20<sup>th</sup> Century U.S. I obtained a doctorate in Higher Education Leadership from A&M-Commerce and am delighted to be at UNT and TAMS. To relax, I watch old movies and listen to hippie-era music, all the while playing with my four mini-dachshunds.



**Assistant Dean for Student Life  
Russ Stükel, M.Ed.**

Anything that happens outside of the classroom falls into the world of student life. Getting students to take advantage of everything available at TAMS and UNT is always fun. My department works with student organizations, community service events and everything that happens in and around McConnell Hall. Our staff is working 24/7 to make this experience the best for all families.

I am currently getting in shape to compete in triathlons, while at the same time trying to get my Basset Hound to enthusiastically walk a single block in the neighborhood. I enjoy reading and welcome any and all suggestions for a good book.



**Academy Psychologist  
Patrick Turnock, Ph.D.**

I am privileged to have joined TAMS recently as the new psychologist and Director of Counseling for the academy. I assist students with issues including individual development, adjustment issues and career exploration.

I received my Ph.D. from Colorado State University. My career prior to joining TAMS has included 12 years working in several venues with adolescents and their families, as well as 8 years working in the prison system. I am happy to report that my experience working with TAMS students last year bore very little resemblance to my work with inmates. I enjoy working with young people, as well as hiking, biking and occasionally skiing.

## ACADEMY PHONE NUMBERS

### Dean's Office

Dr. Glênisson de Oliveira	Dean	(940) 565-3971
Rose Preston	Director of Finance and Operations	(940) 565-2437
Teresa Brooks	Administrative Coordinator	(940) 565-3971
Kathy Bomar	Administrative Coordinator	(940) 565-3606
Anne Middleton	Administrative Coordinator	(940) 565-4369
Debbie Taylor	Administrative Specialist	(940) 565-3305

### Computing and Technology

Roy Zumwalt	Director of IT	(940) 565-2498
Julian Quintero	IT Specialist	(940) 565-4416
Coby Cochran	Student Assistant	(940) 565-2226

### Academic Programs

Dr. Eric Gruver	Associate Dean for Academics	(940) 565-3979
Sharon Vann	College Admissions Counselor	(940) 565-4683
Julie Renner	Administrative Coordinator	(940) 565-3979
Wendy Boyd-Brown	Academic Counselor – Class of 2018	(940) 565-4033
Sam Earls	Academic Counselor – Class of 2019	(940) 369-6499

### Counseling

Dr. Patrick Turnock	Academy Psychologist	(940) 565-4657
Arubah Khan	Counselor	(940) 565-7347

### Admissions

Dr. Brent M. Jones	Assistant Dean for Admissions	(940) 565-4369
Laura Beauchamp	Administrative Coordinator	(940) 565-3032
Mary Collins	TAMS recruiter	(940) 369-7046

### Student Life

Russ Stükel	Assistant Dean for Student Life	(940) 565-3603
Rachel Dalton	Student Services Coordinator	(940) 565-3603
Ben Warren	Assistant Director of Student Life	(940) 565-4955
Meaghan Hildinger	Alumni Relations Coordinator	(940) 565-4386

### Student Life--McConnell Hall

Christopher Heslep	Hall Director	(940) 565-4955
Crystal Romero	Hall Director	(940) 565-4955
Carol Lischau	Administrative Specialist-Days	(940) 565-4955
To be hired	Administrative Specialist-Days	(940) 565-4955
Rayne Swan	Administrative Specialist-Nights	(940) 565-4955

In addition to the above-listed McConnell Hall staff, there are 4 Program Advisors (PA's) and 15 Resident Advisors (RA's). To reach a PA or RA, leave a message at the McConnell Hall Front Desk (940-565-4955). Each student will have a RA on his/her "wing." You may wish to record their names and room numbers here:

RA for Your Wing: \_\_\_\_\_ Room: \_\_\_\_\_

**Administration FAX Number: (940) 369-8796**

**McConnell Hall FAX Number: (940) 369-8696**

**CAMPUS PHONE NUMBERS**

<b>Emergency (Fire, medical, etc.)</b>	<b>911</b>
<b>Campus Operator</b>	(940) 565-2000
<b>Police</b>	
To report a crime or obtain information.	(940) 565-3000
To request Police Escort Service (Night only).	(940) 565-3014
To remain anonymous and report a crime.	(940) 369-TIPS (8477)
<b>Health Center</b>	
To make an appointment.	(940) 565-2333
<b>Campus &amp; Student Services</b>	
Student Accounting Office	(940) 565-3225
Counseling & Testing	(940) 565-2741
Financial Aid	(940) 565-2302
<b>Housing Assignments &amp; Collections</b>	(940) 565-2437
Willis Library	(940) 565-2411
Parking & Transportation	(940) 565-3020
Recreational Sports (Rec Center)	(940) 565-2275
Registrar	(940) 565-2111
Student Employment (Career Center)	(940) 565-2105
Writing Lab	(940) 565-2563
<b>Residence Halls</b>	
Dining Services (Meal Plan Information)	(940) 565-2462
Bruce Hall	(940) 565-4343
Clark Hall	(940) 565-4588
College Inn	(940) 565-4131
Crumley Hall	(940) 565-4844
Honors Hall	(940) 565-3978
Kerr Hall	(940) 565-4676
Legends Hall	(940) 565-3862
Maple Hall	(940) 565-4389
<b>McConnell Hall</b>	<b>(940) 565-4955</b>
Mozart Square	(940) 565-3322
Rawlins Hall	(940) 565-3727
Sante Fe Square	(940) 565-2818
Traditions Hall	(940) 565-2701
Victory Hall	(940) 565-4409
West Hall	(940) 565-4685

**FRIENDS & FAMILY**

_____	_____
_____	_____
_____	_____
_____	_____

## **OVERVIEW**

### **A BRIEF HISTORY OF TAMS**

The Texas Academy of Mathematics and Science (TAMS) was established by the 70th Texas Legislature on June 23, 1987. It was designed as a residential program at the University of North Texas for high school-aged students who are gifted in mathematics and science. Students live in a campus residence hall and take classes from UNT faculty with regular UNT students, but are provided with more supervision and guidance than traditional college students.

The establishment of this innovative program stemmed from national concern among educators about anticipated shortages of students who would be sufficiently well prepared in mathematical and scientific problem solving. Recognizing that American youth would need to compete in an increasingly technological society, several states opted to create alternative educational programs that would attract students to the fields of mathematics and science as well as offer bright, motivated young people an accelerated education in these areas of study. TAMS differs from other state-supported residential math and science schools in that the academy offers students the opportunity to complete two years of college concurrently with the last two years of high school.

The first TAMS class arrived at UNT on August 22, 1988. This graduating Class of 1990 included 65 students. The academy has since grown, and in recent years, the graduating classes have been as large as 185 students.

### **TAMS MISSION STATEMENT**

The mission of the Texas Academy of Mathematics and Science is to offer an accelerated education for bright, motivated Texas high school students who have demonstrated an interest in pursuing careers in mathematics and science. The academy seeks to provide students with the companionship of peers, to encourage students to develop the creativity, curiosity, reasoning ability, and self-discipline that lead to independent thought and action, and to aid students in developing the integrity that will enable them to benefit society.

### **TAMS STAFFING STRUCTURE**

The Dean of the Academy oversees all academy staff and operations. The Assistant to the Dean coordinates financial matters and plans the advisory board meetings and graduation. The Director of Admissions conducts recruiting of new students and oversees the selection process. The Assistant Dean/Director of Academic Programs oversees all academic matters and serves as a liaison with university faculty. The Director of Counseling and Research provides counseling services to students and coordinates efforts to conduct and publish research data on the TAMS program. The Assistant Dean for Student Life oversees administration of the residence hall, extracurricular activities, and discipline, in addition to handling emergencies and supervising the residence hall staff. The Assistant Director for Student Life provides direct supervision for the student activities program and conducts disciplinary hearings. Twenty staff members live in McConnell Hall along with the students in order to provide on-site supervision and assistance. These include two full-time Hall Directors, four part-time Program Advisors, and fifteen part-time Resident Assistants.

### **UNIVERSITY OF NORTH TEXAS**

The Texas Academy of Mathematics and Science is affiliated with the University of North Texas, located in Denton, Texas. With an enrollment of about 36,000 students, UNT is the largest university in the Dallas–Fort Worth Metroplex and the fourth largest university in Texas.

## THE ACADEMIC PROGRAM

The goal of the TAMS experience is to develop the whole person, but the focus of the experience is on the academic program. It is our purpose to extend knowledge and understanding for each student far beyond where they are when they arrive. Therefore, the TAMS curriculum consists entirely of university courses, and the faculty are university professors who are also engaged in internationally recognized research. The university faculty bring to the classroom a unique perspective that enriches what they teach. Note that the TAMS core curriculum requires the same science and mathematics courses that university-level science and mathematics majors take.

### Requirements for Graduation with the TAMS Diploma

The core courses required for graduation with the TAMS diploma are:

Biology 1711, 1761 (lab), 1722, or Computer Science with lab 1030, 1040

Chemistry 1410 or 1413 and 1430 (lab), 1420 or 1423 and 1440 (lab)

Physics 1710, 1730 (lab), 2220, 2240 (lab)

Mathematics 1710, 1720 (at least two semesters at this level or higher)

**Note:** Some students will be required to take 1650 prior to 1710. All students are required to be enrolled in Mathematics both semesters of the First year.

English 1315, 1325, 2210, 2220

History 2610, 2620

Political Science 2305 or 2306

Seminar

**All core courses must be taken at TAMS/UNT during the Fall and Spring semesters. No college or university courses a student has taken elsewhere will be accepted in lieu of the required core courses.** All courses, including electives, must be taken in standard format – that is, none can be taken on-line, by correspondence, and we do not recognize credit by exam, including AP/IB/CLEP. TAMS students may not take classes, except summer research credits, on a Pass/Fail Option. The minimum cumulative GPA required for graduation is 3.0.

### Requirements for Graduation with the HONORS DIPLOMA

- Cumulative GPA for the four semesters is at least 3.5
- Grades of A or B in every course, including elective courses
- No classes have been duplicated
- No more than six unexcused class absences per year
- No more than 30 disciplinary points at any time during your tenure at TAMS
- A minimum of 80 hours of community service, with 40 of these completed by the end of the First year
- No points assigned for academic dishonesty
- Must receive the endorsement of the TAMS Academic Counselor

**Note: Since grades for the fourth semester are not available at the time of graduation, only those students who are eligible based on the first three semesters will be allowed to wear the Honors Medal for the ceremony and be listed in the program as Honors Graduates. If the fourth semester grades make a student eligible for the Honors Diploma, the medal and the diploma will be mailed to the student mid to late summer.**

## Standard Sequence for Required Courses

### First Year:

Fall Semester – Biology 1711 (lecture), Biology 1761 (lab)\* [Biol lab is 1<sup>st</sup> or 2<sup>nd</sup> semester] OR  
Computer Science 1030 with lab  
Chemistry 1410 or 1413 and Chemistry 1430 (lab)  
English 1315  
Math 1650 (or higher as determined by Mathematics Dept.)  
Seminar

Spring Semester – Biology 1722 (lecture) or Computer Science 1040 with lab  
Chemistry 1420 or 1423 and Chemistry 1440 (lab)  
English 1325  
Math 1710 (or higher)  
Seminar

### Second Year:

Fall Semester – Physics 1710 (lecture), Physics 1730 (lab)  
English 2210  
History 2610  
Math 1720 (or higher)  
Seminar

Spring Semester – Physics 2220 (lecture), Physics 2240 (lab)  
English 2220  
History 2620  
Political Science 2305 or 2306  
Seminar

**Note:** Academy students must enroll in at least 12 hours each semester, but may not enroll in more than 19 hours.

### Elective Courses

After students' first semester they may enroll in electives with the following constraints:

- (1) Students who are on academic alert for any reason or whose cumulative GPA is below 3.2 may not take electives.
- (2) Students in good standing with a cumulative GPA of 3.2 or higher may enroll in ONE elective and a research class. Students may enroll in a 1-hour course in lieu of a research course, but not both.

## **Textbooks**

The Academy will provide most textbooks for students' classes, excluding for example online homework products external to the textbook. (This includes access codes and/or other materials that can only be used a single semester.) Textbooks provided to students must be returned to the TAMS bookroom at the end of each semester or at the time when the student withdraws from the Academy. Students are required to pay for lost stolen or damaged books and materials, and TAMS reserves the right to charge a \$5.00 fee for books that have been lost and turned in to the Academic Office. Finally, TAMS does not provide textbooks for classes taken during the summer.

## **Academic Alert**

Students are placed on academic alert in the following circumstances:

- The semester GPA at the end of the Fall semester of the First year is below 3.0 but not less than 2.7 (any student whose first semester GPA is less than 2.7 will be dismissed).
- A grade of D is assigned in any course (students who receive an F in any course will be dismissed from the Academy).
- Students may be placed on academic alert if the Directors feel it is in the best interest of the student.

*Note: If a First Year Student is placed on academic alert at the end of the Fall semester, then the cumulative GPA at the end of the Spring semester must be at least 3.0 in order to return for the second year.*

While on academic alert, the student:

- Must meet with an academic counselor once each week;
- Must work with assigned tutors;
- May not hold any leadership office in UNT or TAMS organizations;
- Loses certain privileges as determined by the Director of Academic Programs.

## **Dismissal or withdrawal from the Academy**

Students are dismissed from the Academy for the following academic reasons:

- The semester GPA is lower than 3.0 for any semester other than the Fall semester of the First year (The cumulative GPA must be 3.0 at the end of the Spring semester of the First year in order to return for the Second year.)
- A First Year student placed on academic alert at the end of the Fall semester whose cumulative or semester GPA at the end of the Spring semester is lower than 3.0
- A Second Year Student whose Fall semester GPA is lower than 3.0
- Documented cases of academic dishonesty
- Disruptive or disrespectful classroom behavior that is not corrected immediately
- A student who drops any core course may be dismissed.
- A student who receives a grade of F in any course will be dismissed.

The TAMS Administration will review each student's academic and disciplinary record at the end of each semester, and reserves the right to make decisions about whether a student continues at the Academy or not, depending on individual circumstances. Invitations to return to TAMS are not automatic.

Students who withdraw from the Academy for any reason may **not** enroll as a student at UNT until their class graduates from TAMS. Students who are dismissed or who withdraw from the Academy are not eligible for the TAMS Diploma.

### **Grades of "I" (incomplete)**

Students who are assigned grades of "I" must complete the work required for removal of the "I" prior to June 1 in order to return for a second year.

### **Summer School**

Some Academy students choose to take courses in summer school, either here at UNT or elsewhere. None of the core courses required for graduation can be taken during summer school, on the web, by correspondence or during a mini-semester. It is recommended that courses in fine arts, physical education, or languages be selected since these may be required for admission by some universities.

### **Academic Integrity**

Students are expected to maintain the highest level of honesty and integrity in academic pursuits. Departments have specific policies concerning academic dishonesty, which are described in course syllabi. Any violation of such policies, or any other form of academic dishonesty, will be reported to the Academy. According to Student Academic Integrity, Policy 06.003, acts of dishonesty include, but are not limited to, cheating or plagiarism as described below:

- The term "cheating" includes but is not limited to:
  - (1) Falsification of any information (including attendance) for the purpose of receiving points in a course;
  - (2) Use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - (3) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
  - (4) The acquisition, without permission, of tests, aids (e.g. illicitly developed study guides), or other academic material belonging to a faculty or staff member of the university.
- The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency in the selling of term papers or other academic materials.
- It is also considered dishonest to provide harmful information about another student with the purpose of gaining personal advantage or harming the other student. Whenever there is a real concern about

another student's actions, TAMS requires that a complaint be filed with the TAMS administration, so that an investigation can be conducted.

**Students with a documented case of academic dishonesty may be dismissed from the Academy.**

**Students who willfully fail to report cases of academic dishonesty are subject to sanctions themselves. Students who do not participate directly in academic dishonesty and yet fail to act on the knowledge of it may earn up to 30 academic points per event.**

### **Class Schedules and Registration**

The TAMS Academic Office will register students for their first semester in approved courses. After the first semester, students will pre-register following guidelines found in the UNT *Schedule of Classes*. Prior to registration for the Spring semester, students are required to complete the ***Class Advising Worksheet*** for approval by the Academic Counselor. Students will be dropped from courses not approved by the Academic Counselor. Registration in core classes that begin after 7:00 p.m. or in classes (other than labs) that meet more than two hours at a time are not permitted. Each student's schedule must show classes on each day of the week (Monday through Friday). Students must enroll for at least 12 hours each semester. A student's parents are responsible for reimbursing the Academy for schedule change fees or late registration fees.

### **Class Attendance and Conduct in the Classroom**

Class attendance and participation are required. Students must be alert, attentive, energetic, and eager to learn. Students who exhibit disruptive behavior or show disrespect to a teacher in the classroom are subject to severe disciplinary sanctions. The Academy does not have authority to grant excused absences from class. Only the teacher in the class can approve class absences, and should be consulted regarding both planned and unplanned absences. It is the student's responsibility to make up any work missed. ***Note: Students are required to take all exams, even if the teacher plans to drop one of the exam grades. Students who miss an exam will incur 10 academic points.***

***Students must report all absences to the Academic Office within 36 hours*** of the absence by completing an ***Absence Report Form*** on-line (see *Academics* on the TAMS Website). Absence reports are routed directly to the class' Academic Counselor. If a student is absent for an unexcused reason (oversleeps, forgets to go, etc.), the student may be required to meet with the Academic Counselor to review the reasons for the absence. The parents will be notified immediately. If it appears that the reasons for the absence are such that the Student Life staff can help, the Academic Counselor will ask for that assistance. -Parents and students should be aware that unexcused class absences or failure to report absences put the student at risk of low grades *and dismissal from TAMS.*

*If a student is too ill to attend class, then they are required to notify their parents and a parent must call the Academic Counselor by 5:00 p.m. that same day. The student must also file an absence report.*

*If a student knows in advance they will miss classes for legitimate reasons, the student must, as soon as possible, consult with their Academic Counselor, consult with their teachers, and file an absence report. This report must be filed before a request is made to the class instructor. Special approval from the Associate Dean is necessary in order to miss a scheduled exam. TAMS approval does not guarantee approval from the course instructor.*

Whenever class absences are excessive or the classroom behavior of a student is disruptive, the student will be required to meet with the Associate Dean, who may:

- (1) Impose additional sanctions;
- (2) Place the student on academic alert;
- (3) Recommend dismissal from the Academy.

### **Academic Disciplinary Points**

An “excused absence” is defined as an absence approved by TAMS Academic Counselors or Deans, but professors create and maintain their own absence policies separate from TAMS. Students who fail to adhere to the Class Attendance and Conduct in the Classroom Policy will earn academic disciplinary points. This point system operates separately from the Student Life disciplinary system and carries its own set of consequences.

- If a student has any unexcused absence, the students will earn **5 points** per absence as long as the student reports the absence within 36 hours by completing a Class Absence Form online.
- A student who fails to report an absence within 36 hours will earn **10 points** per unexcused absence.
- Two late arrivals to class equate to one unexcused absence, resulting in **5 points** earned. Students whose professors report tardiness will receive an **additional 5 points per two tardies**.
- Students who miss classes for being sick on three separate occasions need to provide a doctor’s note for the third absence to be excused. If this is not provided, the student will be assessed **10 points for the third absence**.

### **Consequences of point accumulation:**

- Students who accrue two unexcused absences will meet with the Associate Dean for Academics.
- Students earning **more than 10 Academic Points in any given semester** will not be allowed to participate in competitions or events that cause them to miss any classes during that semester.
- Students earning **more than 15 Academic Points in any given semester** must check in at the front desk every day at least thirty minutes before their class(es). Students may also be subject to an earlier in-room curfew.

- Students earning **30 or more Academic Points during their junior year** will forfeit their ability to be a club executive, senior mentor, or participate in NHS.
- Students serving in executive or leadership positions and who accumulate **30 or more Academic Points** will be required to resign their positions and will not be allowed to travel to off-campus competitions.
- Students accruing **60 or more Academic Points during their tenure at TAMS** will be ineligible for the Honors Diploma.

\* *Accumulation of 100 Academic Points may be cause for dismissal from TAMS.*

\*\* *Regardless of TAMS attendance policies, UNT faculty are not obliged to excuse any student absence.*

### **Dropping a Class or Retaking a Class**

A student who drops a core course may be dismissed from the Academy. Students may drop non-core classes only with permission of the Associate Dean. Students who drop any class must pay the Academy for all registration fees and costs of course materials, including textbooks. Students whose transcripts show dropped or repeated courses are at risk of being denied admission to prestigious universities or of being less competitive for academic scholarships. Students who voluntarily withdraw from the Academy before the end of the semester may be required to reimburse the Academy for all registration fees. A core course, such as Political Science or History, taken out of the recommended sequence will be counted as both a core class and one of their electives. Hence, if a student takes a core class out of sequence, they will **not** be allowed to drop the class.

### **Grade Reports and Grade Point Average (GPA) Computation**

The Academic Office will email mid-semester grade reports to each student's parent's email address. The University will post each student's course grades for the semester on-line. The student's GPA is calculated by dividing the total number of grade points by the total number of semester credit hours (SCH) attempted. The grade of A is worth 4 grade points for each credit hour, B is worth 3 grade points for each credit hour, C is worth 2 grade points for each credit hour, D is worth 1 grade point for each credit hour, and F is worth 0 grade points.

*An example for GPA computation is given below:*

Biology	3 SCH	A	12 grade points
Biology lab	2 SCH	B	6 grade points
Chemistry	3 SCH	B	9 grade points
Chemistry lab	1 SCH	A	4 grade points
Calculus I	4 SCH	A	16 grade points
English	3 SCH	B	9 grade points

$$\text{GPA} = (\text{total number of grade points}) \div (\text{total number of SCH}) = (56) \div (16) = 3.5$$

TAMS transcripts are UNT transcripts, generated centrally by the university and credits earned are a permanent part of a student's college record. For the purpose of college applications and other purposes that traditionally require high

school records (e.g. scholarships and competitions), TAMS issues complementary materials such as a school profile.

### **Billing and Financial Aid**

TAMS is largely funded by the state of Texas, directly or through units such as UNT and the Texas Education Agency. Regular tuition and fees are covered by a TAMS scholarship available to all students. Room and board and other charges are not automatically covered, but they may be partly or totally covered by additional scholarships. We ask *all students* to fill out the Free Application for Federal Aid (FAFSA).

Students interested in remaining at UNT are eligible to compete for generous TAMS to Eagles scholarships.

Students with past due bills will have their records withheld by UNT. Also TAMS will not issue diplomas or proof of graduation for those students.

### **Disability and other Accommodations**

The University of North Texas is an equal opportunity institution and complies with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. Students with disabilities are required to register with the University Office of Disability Accommodations in order to make use of their services and to receive accommodation. For further information, contact the Office of Disability Accommodation in the University Union.

TAMS cannot guarantee that all accommodations will be possible. Accommodations associated with housing will be more likely honored if requested at least three weeks before Summer Orientation.

### **Fall Convocation**

The Fall Convocation officially begins the new academic year and is a **required** assembly of all Academy students. Recognition is given to Second Year students who are National Merit Semi-Finalists, National Hispanic Recognition Semi-Finalists, and Commended National Scholars. Winners of various other awards are also announced, including the University President's Honor Roll (4.0 GPA) and the Dean's Honor Roll (3.5 – 3.99 GPA). In addition, qualified Second Year students are inducted into the National Honor Society.

### **National Honor Society**

Second Year Students are inducted into the National Honor Society only once a year at the Academy Convocation in September. Qualifications for induction and for continuing membership in NHS are:

- Cumulative GPA of 3.0 or higher
- No more than six unexcused class absences per year
- No more than 30 disciplinary points at any time during your tenure at TAMS
- No points assigned for academic dishonesty
- Attendance at the Fall Convocation
- Dedication to scholarship, leadership, service, honesty, integrity, and truthfulness

- Payment of required dues (non-refundable) by the date given in the letter of invitation
- NHS recognition at graduation requires 50 hours of community service, with 25 of these completed by the end of the First year

### **Spring Commencement**

Second Year Students will participate in graduation ceremonies on Thursday evening of Final Exam Week. The Academy hosts a reception after the graduation ceremonies on the UNT campus for students and their guests. Questions about the commencement ceremony should be directed to the TAMS Alumni Relations Coordinator at (940) 565-4386).

### **College Advising, Applications, Letters of Recommendation, & Scholarships**

Academy students will be completing and submitting applications for college admission and scholarships in the Fall semester of the Second year. It is essential students begin filling out these applications no later than the summer prior to the Second year. Seminar presentations and workshops about the application process are given by the College Advisor. On-line computer resources should also be used. Applications may require letters of recommendation from faculty and the TAMS staff. It is important that students become acquainted with faculty and with TAMS staff so that recommendation letters can be stronger and reflect unique characteristics of the student.

***Attitudes and classroom behavior that exhibit respect for authority, alertness, promptness with assigned work, imagination, and eagerness to learn are important characteristics to cultivate.*** It is necessary to give faculty and staff ample time to prepare recommendation letters – at least three weeks before the deadline for submission. Students should be sure to express appropriate gratitude to those who write recommendation letters.

Numerous scholarship opportunities are available for Academy graduates who have high SAT scores, outstanding grades, strong initiative, clean disciplinary records, and good communication skills. These opportunities include the Siemens Competition, Regeneron Science Talent Search, the Goldwater scholarship, the Morris Udall Scholarship, National Merit Scholarships, along with many merit or need based scholarships given by the admitting institution. Official UNT transcripts are required for university and scholarship applications. Transcripts are obtained from the university Registrar's Office located in the Eagle Student Services Building, and must be given to the TAMS College Advisor.

### **Recommendations for Academic Success**

Because university courses are so much more intense, move at a very fast pace, and assume immediate recall of prior knowledge, it is imperative that students adopt a much more rigorous study pattern than was required in high school. Grades for most courses are assigned based on only three or four exams, and most courses require a comprehensive final examination. Classes generally meet either two or three times per week. Homework is assigned but not necessarily

collected and graded. In order to be successful, it is imperative that Academy students:

- ATTEND ALL CLASSES
- Pay attention to the instructor and **DO NOT** use cell phones or other electronic devices.
- Do all assigned work and study ahead.
- Prepare homework the same day that it is assigned.
- Study each subject at least four days each week regardless of how many times the class meets per week. (Study each subject 30-90 minutes each day – studying is like taking medication in that you spread it out and don't do it all at once!)
- Form study groups and participate actively in the study sessions.
- **Make use of the professor's office hours or other tutorial services provided for additional help – don't hesitate to ask for help and don't wait until the last minute.**
- Make frustrations and needs known to the Academic Counselor or to the Director of Academic Programs.
- Begin to prepare for exams at least a week in advance.
- Rewrite class notes and outline text material.
- Be disciplined and responsible for your own learning.
- Enjoy learning.
- Get plenty of rest, physical exercise, and good food!
- Continue to study during breaks between semesters and during the summer.

### **Research Opportunities**

A unique feature of the TAMS experience is the opportunity to work in a research lab or on a research project either with a professor here on campus or at other universities, medical facilities, or research labs. Students are required to prepare a technical report about their work in these research projects, and occasionally are able to publish their work in a research journal. Students learn not only about what they would like to pursue as a career but also what they may wish not to pursue. Depending on budget constraints, the TAMS Academic Office can provide some scholarship support for students who choose to pursue summer research opportunities. The research experience provides an excellent source of information for the preparation of papers and essays that are part of the scholarship and university application process.

TAMS offers a limited number of summer research scholarships every year on a competitive basis. Each interested student must complete an application, which includes letters of recommendation and a letter of intent to mentor from a potential research advisor. Applications are assessed holistically, and no student is guaranteed a scholarship on the basis of grades or any single factor.

**PSAT**

All First Year Students *are required to take the PSAT exam during their first semester at the Academy.* This is the exam used to identify National Merit Semi-Finalists, essentially all of whom become National Merit Finalists, which qualifies them for prestigious scholarships. Students requiring special accommodations must register with The College Board and notify the TAMS Academic office by August 1.

**SAT and ACT**

Although students took the SAT or ACT prior to enrolling in the Academy, it is recommended that the exam be taken again during the Spring of the First year or the Fall of the Second year.

Registration materials are available on-line or in the Academic Office. Students should be careful to choose a date when the exam is offered in Denton, unless a travel weekend is used to take the exam at home. Students should register early to take the SAT or ACT since testing sites fill quickly.

**After Graduation from TAMS**

State legislators ask for various sets of data as a means to justify continuing to fund the Academy. One question always asked is where are your graduates and what are they doing. We can usually report that more than 80% of our graduates are pursuing degrees and careers in mathematics or the sciences. Hence, it is essential that TAMS graduates stay in touch with us after graduation and keep us posted about what they are doing. Graduates are encouraged to join the TAMS Alumni Association, and drop in for a visit when back on campus.

## **COUNSELING SERVICES**

For more information, contact Dr. Patrick Turnock at (940) 565-4657.

For additional and more extensive information about the TAMS counseling services, see the TAMS web page at [www.tams.unt.edu](http://www.tams.unt.edu).

### **Individual Counseling**

In order to assist you in your adjustment to TAMS and to help you with emotional and/or personal problems that may develop, confidential counseling services are available at no cost to you or to your family. Dr. Patrick Turnock, a licensed psychologist, and a PhD. candidate supervised by Dr. Turnock provide these services. Their offices are located in Sage Hall and McConnell Hall. Both daytime and evening appointments are available.

*To make an appointment:*

To reach Dr. Turnock, call (940) 565-4657. To reach the graduate assistant call (940) 565-7347.

### **Emergency Counseling**

To reach Dr. Turnock after 5:00 p.m. or on weekends, call the McConnell Hall Front Desk at (940) 565-4955, and ask whoever is on duty to page Dr. Turnock or ask any live-in staff to page him.

### **Career Planning**

A program entitled "Career Quest" is available for all TAMS students. Career Quest includes a group of tests which assess your vocational interests, values about work abilities, and personality type. In addition, you receive materials concerning specific occupations, college majors, and occupational outlook.

### **Personal Growth Workshops**

Throughout the school year, TAMS staff and UNT staff will sponsor programming on mental health and wellness issues. The programs will cover topics such as stress reduction and developing healthy relationships and lifestyles. Although the programs are not mandatory, you are strongly encouraged to attend these programs.

### **Additional Counseling**

In addition to the dedicated TAMS counseling service, TAMS students also have access, as fee-paying UNT students, to counselors through the UNT Counseling and Testing Center. Please contact the UNT Counseling and Testing Services at (940) 565-2741 for an appointment.

## STUDENT LIFE POLICIES AND PROCEDURES

For more information, contact Student Life through the Front Desk at (940) 565-4955.

### Student Life Philosophy

As a student selected for the Texas Academy of Mathematics and Science you are joining a unique living-learning community designed to promote academic achievement and personal growth. We will assist you in adjusting to and making the most of this experience by offering structure, opportunities, and support. Structure is provided through Student Life policies and the Discipline System. Leadership and enrichment opportunities are offered through the Student Activities program. Support is provided by Student Life professional staff, which includes the Assistant Dean for Student Life, Assistant Director of Student Life, Student Services Coordinator, and the Hall Directors. Program Advisors and Resident Advisors are para-professional staff members who live and work in McConnell Hall and also provide support. The goal of the Student Life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

### When a Student Turns 18

Since participation in the TAMS program is a privilege, we require that all students, regardless of age, follow all policies and procedures. Some students have mistakenly assumed that after they are 18 years old, they will no longer need parental permission for absences from campus and parents or guardians will no longer be sent disciplinary notices. On the contrary, TAMS requires that a parent, legal guardian, or responsible adult family member who lives in Texas serve as a contact for permission, emergencies, and routine correspondence—regardless of your age, your emancipation from or relationship with your parents or guardians, or your financial independence from your parents or guardians.

### Overlapping Policies

There is considerable overlap among the policies described in this handbook, *Housing Handbook and Policies*, and the *Code of Student Conduct*. You are bound by the policies outlined in all three documents. In what follows, we have spelled out in detail those academy policies, which are more restrictive than university policies. If a policy listed in *Housing Handbook and Policies* or the *Code of Student Conduct* is not listed in this handbook, the academy policy is the same as university policy.

### Questions about Policies

While much thought and discussion among students and staff has gone into the development of Student Life policies, it is impossible to address every issue that may arise. Rather than assuming that your intended actions will be acceptable, you have a responsibility to ask before acting. The clever maxim “Ask for forgiveness, not permission” will get you into trouble at the academy.

### Shared Responsibility for Maintaining Community Standards

The reputation that develops about TAMS students' attitudes and behavior ultimately enhances or detracts from the value of your diploma from the academy. For this reason, you should be motivated to hold one another accountable to the standards that have been set. Working to develop your personal integrity and that of your peers will not only be beneficial to your success at TAMS, but will aid in your growth as a person. If you are aware that other students are violating policy, confront them and/or inform a staff member. Academy students wrote the “**TAMS Honor Code**,” a code we encourage you to read and strive to abide by at all times.

## STUDENT LIFE LEVEL SYSTEM

### LEVELS 1-5

The following level system is intended as a guideline for you and for staff in assessing the nature of given policy violations and for administering disciplinary responses consistently. The academy uses a point system to assign points to students for policy violations. The following list of specific policy violations (and the levels listed after each policy in the alphabetical section of "Student Life Policies") is an attempt to specify consequences for more obvious types of violations and should not be considered an all-inclusive list without flexibility in individual circumstances. Sometimes behavior might fall under several categories, and in these cases, the TAMS Student Life Staff reserves the right to determine the level and assess appropriate point system values. The staff also reserves the right to determine the appropriate disciplinary level for violations of policy not listed.

Any point values you may accumulate will be reset to zero at the end of each academic year. Some returning students may be conditionally readmitted with a behavior agreement based on the previous year.

#### Level 1 [10-20 points]

Examples of policy violations at this level include but are not limited to:

- Being up to fifteen minutes late for curfew (See "Curfew.")
- Checking out loaner key more than three times in a semester (See "Room Key.")
- Loitering or lingering in center stairwell (See "Loitering.")
- Missing mandatory academy functions (See "Mandatory Meetings.")
- Roughhousing (See "Roughhousing.")
- Failing to meet room inspection standards within 24 hours of warning (See "Room Cleaning.")

#### Level 2 [20-30 points]

Examples of policy violations at this level include but are not limited to:

- Being late for curfew by 15-29 minutes (See "Curfew.")
- Violating PDA policy (See "Public Displays of Affection.") [May also be Level 4]
- Violating the privilege system (See "Violations of Privilege System.")
- Having a pet in the hall (See "Pets.")
- Violating visitation policy (See "Visitation.") [May also be Level 4]
- Violating any combination of 3/30 policies within a 30 day period (See "Courtesy Hours," "Quiet Hours," "Trash," and "Windows.") These 3/30 policy violations will be documented at the time of occurrence; however, only after three incidences occur within a thirty-day period will disciplinary action be taken.

#### Level 3 [30-50 points]

Examples of policy violations at this level include but are not limited to:

- Being late for curfew by 30-44 minutes (See "Curfew.")
- Being off-limits (See "Off-Limits and Restricted Areas.") [May also be Level 5]
- Being non-compliant (See "Non-Compliance.")
- Using a meal card or ID card in an unauthorized manner (See "Meals and Cafeteria Etiquette," "Identification Card.")
- Misbehaving in the cafeteria (See "Meals and Cafeteria Etiquette.")
- Using a stairwell other than the central stairwell during a non-emergency (See "Stairwells.")
- Using an emergency exit during a non-emergency (See "Entrance and Exit Doors.")
- Tampering with window tabs (See "Windows.")
- Having a candle or an open flame (See "Fire Prevention.")
- Harassing someone (See "Harassment.") [May also be Level 4 or Level 5]

#### **Level 4 [50-90 points]**

Examples of policy violations at this level include but are not limited to:

- Being late to curfew by 45 or more minutes (See “Curfew.”)
- Violating PDA policy (See “Public Displays of Affection.”)
- Smoking or possession of any tobacco products (See “Smoking.”)
- Violating visitation policy (See “Visitation.”)
- Participating in vandalism (See “Vandalism.”)
- Verbally abusing staff (See “Verbal Staff Abuse.”)
- Fighting (See “Fighting.”)
- Violating computer policy (See “Computers.”) [May also be Level 5]
- Violating safety and security policies (See “Safety and Security.”) [May also be Level 5]
- Harassing someone (See “Harassment.”) [May also be Level 5]
- Hosting or hiding an unregistered overnight guest (See “Overnight Guests.”)
- Being absent from the hall overnight without permission (See “Overnight Absence from Campus.”)

#### **Level 5 [100 points]—Zero Tolerance Policies**

Examples of policy violations at this level include but are not limited to:

- Possessing and/or using alcohol or illegal drugs or drug paraphernalia (See “Alcoholic Beverages and Illegal Drugs.”)
- Acts that would constitute violations of law, other than a minor traffic violation or smoking (Includes - shoplifting, falsifying documents, etc.) (See “Assault”, “Harassment”, “Hazing”, “Theft”, “Violations of University Policy,” and “Violations of Law.”)
- Violating safety and security policies (See “Safety and Security.”)
- Exploring or crawling in off-limits areas – (e.g. ceilings, sub-basement, roof, air handler rooms, boiler rooms, etc.) (See “Off-Limits and Restricted Areas.”)
- Violation of computer policy (See “Computers.”)

## **PRIVILEGE SYSTEM**

### **Earning and Losing Privileges**

You can earn new privileges each semester provided your GPA and record of behavior demonstrate that you can handle greater freedom and manage the academic workload successfully. You may lose certain privileges at any time under the discipline system. You lose certain privileges if you are placed on academic alert. Violations of the Privilege System will be handled under the discipline system.

### **First Semester Privileges**

Your first semester is a period of adjustment. First semester privileges, which are limited, are listed below:

- You may have overnight guests in accordance with policy.
- You may have 3 Travel Weekends.

### **Second Semester Privileges**

If your first semester GPA is 3.00 or above and you have 30 or fewer points in the discipline system, you have earned the following privileges:

- You may have overnight guests in accordance with policy.
- You may leave your floor after curfew.
- You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday).
- You may study downstairs in the Mac Café after curfew checks.
- You may hold a student organization leadership position.
- You have 5 options. These can be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions must be on a Friday or Saturday.)

### **Third Semester Privileges**

If you are not under a Behavior Agreement from last year, you have earned the following privileges:

- You may have overnight guests in accordance with policy.
- You may leave your floor after curfew.
- You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday.)
- You may study downstairs in the Mac Café after curfew checks.
- You may attend a student conference or competition that occurs Monday-Friday provided you will not miss any exams and Academic, Student Life and parental permission is obtained.
- You may bring a car to campus.
- You may hold a student organization leadership position.
- You have 7 options. These can be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions may be on any night.)

### **Fourth Semester Privileges**

If your cumulative GPA for the past three semesters is 3.25 or above and you have 30 or fewer points in the discipline system, you have earned the following privileges:

- You may have overnight guests in accordance with policy.
- You may leave your floor after curfew.
- You may have same sex students in your room (provided your roommate is on the same privilege level) past the Room Time restrictions (12 a.m. Sunday – Thursday and 2 a.m. Friday & Saturday.)
- You may study downstairs in the Mac Café after curfew checks.
- You may attend a student conference or competition that occurs Monday-Friday provided you will not miss any exams and Academic, Student Life and parental permission is obtained.
- You may bring a car to campus.
- You may hold a student organization leadership position.
- You have 9 options. These may be any combination of Travel Weekends and/or Curfew Extensions. (Curfew Extensions may be on any night.)

## STUDENT LIFE POLICIES A-Z

### Alcoholic Beverages and Illegal Drugs

(Level 5)

Underage use of alcohol and/or the use of illegal drugs is prohibited by law. (See also *Code of Student Conduct* and *Housing Handbook and Policies*.)

You are not permitted to be in possession of alcohol or illegal drugs OR empty alcohol containers or drug paraphernalia (e.g., rolling papers, bong, roach clip, pipe, hypodermic needle, whippets, etc.). The academy interprets “possession” broadly; it can mean you were in the same room (or car or public areas) in which alcohol, illegal drugs, empty alcohol containers, or drug paraphernalia has been found, whether or not you were using alcohol or drugs. (See “Off-Limits and Restricted Areas.”) Misuse, possession or effective control with intent to misuse a legal drug, prescription medication prescribed for someone else or other substance which when not used in accordance with legal intent could cause harm to the user is also a violation of this policy. (See also *Code of Student Conduct*.)

Specific to parties and/or events:

- If you suspect there might be alcohol at the event – DO NOT GO.
- If you arrive and see alcohol, LEAVE immediately.
- If you arrive and others are talking about alcohol use or getting some later – LEAVE.
- If you are a passenger and your driver will not leave immediately, call someone to come get you. Even the front desk, (940) 565-4955, will send a person to get you.
- You have no obligation to be polite to the host if alcohol is present – LEAVE IMMEDIATELY. You have no obligation to say good bye or interact with your friends out of polite etiquette rules.
- If you are in a group and one of your group sees alcohol – all of you should LEAVE.

Students are also restricted from wearing clothing or a hat that advertises any alcohol product. Wearing alcohol advertising clothing is not a level five policy violation; however, students will be asked to change clothing and not to wear that particular item again. Alcohol posters and decorations are also prohibited inside students’ rooms.

### Assault

(Level 5)

Physical and sexual assault are prohibited by law. (See “Assault” and “Sexual Assault/Sexual Violence” in the *Housing Handbook and Policies*.)

*Procedure for reporting an assault:*

- Contact a staff member immediately.

### Automobiles and Other Motor Vehicles – Privilege System Violation

(Level 2)

Given the limited parking available on campus, TAMS limits the number of academy students who may bring cars (or other motor vehicles, including motorcycles and mopeds) to campus. (See “Parking” and “Transportation.”) You may earn the privilege of bringing a motor vehicle to campus or use of a motor vehicle. (See “Privilege System.”) Having or using a motor vehicle on or near campus without having earned this privilege is considered a violation of the Privilege System. Driving any vehicle when a student does not have the appropriate level of privileges is a violation of this policy. Loaning a car to a student who does not have this privilege level is also a violation of the privilege system.

### Alternative Transportation

The City of Denton and UNT have an extensive bus system that allows any UNT & TAMS student free access with the UNT Student ID. Most, if not all, of the buses are equipped with bike racks that allow the rider to travel with their bike. In June of 2011, the A train connected Denton with the DART Rail system. Fees for the train are negligible. Students are encouraged to utilize the free bus service as well as the train to explore Denton and Dallas area.

## **Bicycles**

TAMS has a great bike share program. Students are able to check out a bike at the front desk, retrieve it from the bike rack, ride to wherever and return the bike back to McConnell. You are allowed to have a privately owned bicycle on campus as well. UNT policy requires that you register your bike at the Parking Office. (See also *Housing Handbook and Policies*.) For more information on bicycle security and bicycle parking regulations, please visit [http://police.unt.edu/bicycle\\_safety.html](http://police.unt.edu/bicycle_safety.html).

## **Closed Weekends**

Approximately one weekend per month is designated as a Closed Weekend. (See “TAMS Calendar.”) During Closed Weekends, staff will not be on duty and students must vacate McConnell Hall. You must be out of your room and in the lobby by 5:00 p.m.; the hall closes at 7:00 p.m. on Closed Weekends. You may stay in the lobby no later than 7:00 p.m. Typically, the hall reopens at 2:00 p.m. on the Sunday concluding Closed Weekends. (Labor Day weekend is the exception.) You may arrive anytime after that as long as you are in the hall before curfew.

We assume that you will most likely choose to spend Closed Weekends with your family, but if travel costs are prohibitive, we expect you to make arrangements to stay with a friend’s family or a Host Family. (See “Host Family.”) You may not stay in the Denton area unless your family lives locally and you are staying with them. No student may stay on campus, in a UNT residence hall, or in an off-campus apartment on a Closed Weekend. Parents or guardians are expected to be aware of the whereabouts of their students during Closed Weekends. (See “TAMS Calendar.”)

There is no TAMS supported or sponsored travel allowed on Closed Weekends.

### *Closed Weekend Procedure:*

Before you leave and immediately upon your return for a Closed Weekend, you must stop at the Front Desk and sign the roster so that we will know when you are in the building.

## **Host Family**

If your family home is far from Denton and it is a hardship for you to travel home every Closed Weekend, you may benefit from having a local Host Family. Host Families volunteer to host one or more TAMS students in their homes. You are expected to abide by all the usual academy policies as well as any rules or expectations outlined by the Host Family. Abusing the generosity of a Host Family in any way, as determined by the Assistant Dean for Student Life, will be considered Conduct Unbecoming of a TAMS Student.

### *To request a Host Family or volunteer to be a Host Family:*

Fill out a Host Family questionnaire. (See Student Life website & check on availability in the Student Life Office.)

## **Community Service**

Being a successful TAMS student means contributing meaningfully to the world around you, your fellow students, the UNT community, the Denton community, your country, and your environment. Students are encouraged to stretch themselves in this area and seek to make the world a better place while they are engaged in their academic pursuits. In addition to engaging in such service, students are encouraged to internally reflect on how giving to others is changing themselves. Students are encouraged to participate in community service during the Thanksgiving, Christmas and Spring break times; however only a portion of those hours will count in the total number of TAMS hours (breakdown on the TAMS Student Life web site). Participating in community service over the summer is a good idea but will not count towards the number of hours TAMS accepts. The goal of community service from a TAMS perspective is for students to engage in community service while at TAMS (August-May) and to serve those individuals and populations that are in need. Students should submit their hours online within 30 days of serving.

## **Community Service continued**

The type of service being delivered by the student will be evaluated by the Student Life staff. (See "What Counts?" on the Student Life web site.) Students and families will receive periodic updates as to the number of submitted and approved hours from Student Life; however, students and families can access this information online at any time. The deadline for Second Year Students to submit community service hours is April 6, 2018. This allows student life to double check which awards students qualify for at graduation. First Year Students can submit hours until May 11, 2018 for this academic year.

## **Computers**

**(Level 4 or 5)**

### **Internet Access**

TAMS students are welcome to bring desktop computers or laptops with them to campus. The rooms in McConnell Hall, as well as all of the residential halls at UNT are wired for internet access. Wireless access points are also distributed throughout the hall. Internet services in McConnell Hall are provided by Apogee ([www.apogeenet.net](http://www.apogeenet.net)). TAMS students can register their computers with Apogee to gain internet access. Each residence hall room has 2 connections or ports, 1 connection per student. Students are allowed to register one computer and one game system on the Apogee system. Access to the internet through Apogee will be turned off every night and turned back on early the next morning. The cutoff hours will be determined by the TAMS administration.

Internet access for wired and wireless services are free and are paid for by the University of North Texas; however, higher access speeds are available for a fee and billed to the student/parent depending on the level of service chosen. Apogee offers a tiered service level structure. The three service levels offered are Gold, Silver and Basic with connection speeds of 8.0 Mbps/512 Kbps, 5.0 Mbps/384 Kbps and 2.0 Mbps/384 Kbps respectively. Basic is free, Silver is approximately \$65.00 per semester and Gold is approximately \$85.00 per semester. Please visit the Apogee site for current pricing. Actual connections speeds will depend on overall network traffic. The Apogee network is distinct from the UNT network; therefore only web based UNT resources are available from the dorm rooms.

Desktop support for TAMS students is provided by the TAMS student organization the RCC's (Residential Computer Consultants). The RCC's are made up of TAMS First & Second Year Students who have an interest in computing and some skill level in installing, configuring and troubleshooting software. The RCC's are guided by the TAMS network manager. The laptop and desktop support offered by the RCC's is limited to software, that is, the RCC's do not open computers to fix hardware issues. However RCC's tend to be very experienced in computer use and generous with their time when TAMS students need help resolving computer related issues.

Virus protection on all personal computers is required. The McAfee VirusScan Enterprise software is offered **free** to all UNT and TAMS students. You are not required to use the McAfee suite of products; however, you must install some form of virus protection. Personal computers that become infected from a virus will be cut off from the network. It is the student's responsibility to remove the virus before it will be allowed back on the network. The RCC's are often helpful at removing viruses; however, some viruses are particularly pernicious and require a great deal of time to eradicate. RCC's are students and their priorities are their studies. Thus they may not have time to deal with heavily infected machines. The McAfee VirusScan software is available from <http://security.unt.edu/resources/antivirus/>. The software is free and self installing. No configuration is involved. Please install the virus protection on your computer prior to bringing the computer to campus. (Notice: Do not run two virus detection programs. They do not perform well together and will significantly slow down or keep your computer from running well).

Personal computers are not required for TAMS students. While they do offer a significant convenience to students in the dorm, they can be a distraction as well. No printing services are available from the dorm room. Students may use the printers in the McConnell Hall Computer Lab during open hours, but they cannot print to this printer from their room.

### **TAMS Computer Lab**

The TAMS computer lab is located on the first floor of McConnell Hall. (See “McConnell Hall Hours”) This lab is for TAMS student use only and is not available for use by other UNT students. The TAMS computer lab is equipped with 20 Windows based workstations and 3 Macintosh workstations. Scanners and printers are also available for use during open hours. Printing services are not available from the McConnell Hall dorm rooms; print jobs must originate from within the lab.

The lab is staffed by TAMS student volunteers who earn community service hours for their work in the lab. The volunteers must be Second Year Students and are only allowed to work one 4 hour shift per week. The lab hours are established based on student need. Most students are in class until 2:00 p.m. or 3:00 p.m. each day, so the lab normally opens at 3:00 p.m. The computers are available for use on a first come, first served basis. The lab will close a few minutes before curfew so all students will have ample time to return to their room before curfew. Students must present their UNT ID to the lab monitor to use the TAMS computer lab. Use of any TAMS lab computer is tracked, as in any UNT computer lab. Courtesy to other lab users and to the lab monitors is expected. Profanity is not allowed in the lab. Violators will be removed from the lab. The TAMS computer lab is a multi-purpose room with a projection and sound system and is sometimes booked for events during regular open hours. At times students may be asked to leave the lab or move to the back of the lab for training, meetings, or presentations.

UNT has 11 General Access Labs for use by all UNT students and specialty computer labs for math, physics, English, music and a number of other subjects. The TAMS students are welcome to use any General Access Lab on campus at their convenience; however, specialty computer labs require class enrollment to use the labs. All labs require a UNT ID for entry. The General Access Lab hours vary depending on their location; the hours and conduct rules for all computer labs can be found at <http://www.gacl.unt.edu/pol.php>.

### **UNT Account Information**

UNT will provide all TAMS students with an EUID (Enterprise User ID) and an UNT ID. The EUID is used for login access to a number of administrative and academic technology/computer accounts. The form of the EUID is first, middle, last initial followed by 4 digits, i.e. for John Wayne Doe the EUID might be jwd0001. The EMPLID is 8 numbers long and is encoded on the student’s ID card for card swipe access to dining halls, computer labs, libraries, and can also be used as a debit card. TAMS students will be issued an ID card at orientation. To find, enable, and manage your EUID or EMPLID visit <https://ams.unt.edu> and select “What’s my EUID?” You will need your First Name, Last Name, SSN and Birth Date to retrieve this information.

Your EUID will be used throughout your enrollment at TAMS and UNT. Each student can access the UNT portal with their EUID to manage their account. The portal address is <https://my.unt.edu>. The account will allow you to access the message center for important notices from UNT, open and manage a UNT email account (Windows Live Account), accept financial aid, make UNT payments, check grades and transcripts, and register (when appropriate). You are not required to use the UNT Windows Live account as your primary email account but you must check the mailbox for UNT communications or have the mailbox forward to an account you read consistently.

### **Acceptable Use Policy**

**(Level 4-5)**

UNT has outlined a comprehensive acceptable use policy regarding the use of personal computers on campus and all UNT technology related services. These policies apply in full to TAMS students as well. The full policy can be found at <http://policy.unt.edu/policy/3-10>. Regardless of how you connect to the UNT network you are bound by the items set forth in this policy. **Breach of this policy constitutes a TAMS level 4-5 violation and may result in removal from the TAMS program.** The point determination for a level 4 violation will be at the discretion of the Network Manager and/or the Director for Student Life. The decision to dismiss for violation of the Computer Use Policy (level 5) will be based upon consideration of the evidence presented against the student. Listed below is a partial list of the restrictions from the UNT acceptable use policy:

## Misuse of Computing Resources

The following actions constitute misuse of the University's computer resources and are strictly prohibited for all Users:

1. Criminal and illegal acts. University computer resources are not to be used in support of or for illegal activities. Any such use will be reported and dealt with by the appropriate University authorities and/or law enforcement agencies. Criminal and illegal use may involve, but is not limited to, unauthorized access, intentional corruption or misuse of computer resources, theft, obscenity, and child pornography.
2. Failure to comply with laws, policies, procedures, license agreements, and contracts that pertain to and limit the use of the University's computer resources.
3. Abuse of computer resources including, but not limited to, any act which endangers or damages specific computer software, hardware, program, network or the system as a whole, whether located on campus or elsewhere on the global Internet; creating or purposefully allowing a computer malfunction or interruption of operation; injection of a computer virus on to the computer system; sending a message with the intent to disrupt University operations or the operations of outside entities; print outs that tie up computer resources for an unreasonable time period to the detriment of other authorized users; computing tasks that consume an unreasonable amount of communications bandwidth either on or off campus to the detriment of other authorized users; and failure to adhere to time limitations which apply at particular computer facilities on campus.
4. Use of University computer resources for personal financial gain or a personal commercial purpose.
5. Failure to protect a password or account from unauthorized use.
6. Permitting someone to use another's computer account, or using someone else's computer account.
7. Unauthorized use, access, reading, or misuse of any electronic file, program, network, or the system.
8. Unauthorized use, access, duplication, disclosure, alteration, damage, misuse, or destruction of data contained on any electronic file, program, network, or University hardware or software.
9. Unauthorized duplication and distribution of commercial software and other copyrighted digital materials. All commercial software and many other digital materials are covered by a copyright of some form. The unauthorized duplication and distribution of software and other copyrighted materials (including copyrighted music, graphics etc) is a violation of copyright law and this policy. Exceptions to this are specific authorization by the copyright holder or use under the fair use provisions of the copyright law.
10. Attempting to circumvent, assisting someone else or requesting that someone else circumvent any security measure or administrative access control that pertains to University computer resources.
11. Use of the University computer system in a manner that violates other University policies such as racial, ethnic, religious, sexual or other forms of harassment.
12. Use of the University's computer system for the transmission of commercial or personal advertisements, solicitations, promotions, or employees' transmission of political material that is prohibited by the University's ethics policy (Policy 1.2.9) except as may be approved by the Office of the Associate Vice President for Computing and Chief Technology Officer.

Please note: By using any UNT or TAMS computer system you expressly consent to monitoring on the part of the university and/or TAMS. If such monitoring reveals possible evidence of criminal activity, TAMS may provide the evidence to law enforcement officials and/or may take disciplinary action.

All computers connected to the university network are subject to investigation. If there is any suspicion of a computer violation, the computer may be confiscated and held while being examined by the TAMS computer network staff or UNT security team. Students are not required to be present if a computer needs to be removed from the room and examined by network staff. Notification of computer examination will be given at the time of the investigation.

### **Conduct Unbecoming of a TAMS Student (Level 1-5)**

Membership in the TAMS community is a privilege. With this honor comes the responsibility to help safeguard the value of a TAMS diploma by acting in a manner which maintains and enhances the positive reputation of the academy. You are expected to conduct yourself in ways that reflect positively on you, your family, your fellow students, TAMS staff and alumni, the academy, and the University of North Texas. Behavior which in the judgment of the Dean or the Directors, may be considered "conduct unbecoming of a TAMS student" will result in disciplinary action. Staff will confront students in regard to their actions, speech and dress when deemed necessary.

### **Contact Information**

TAMS maintains a database of the addresses, phone numbers, and email addresses of students and of students' families. This information is used for communicating with students and families. We also rely on the information on the Emergency Contact Information sheet when necessary. Please ensure that we have up-to-date information. Call the Student Life Office, (940) 565-3603, whenever your parents or guardians move, change jobs, or get new work or home phone numbers.

### **Courtesy Hours (Level 2, 3/30)**

Courtesy Hours are in effect 24 hours a day. (See "Quiet Hours" and "Study Hours.") You must comply promptly and politely with any Courtesy Hours request (e.g.: any time a staff member or fellow student asks you to lower your voice or turn down a stereo, TV, etc.).

### **Curfew (Level 1-4)**

Curfew is 11:00 p.m. on Sunday through Thursday evenings. Curfew is 1:00 a.m. on Friday and Saturday nights (actually Saturday and Sunday mornings.)

The following rules apply to curfew:

- You must return to McConnell Hall before curfew.
- You are not allowed to exit the building after curfew and must remain in the building until the doors are unlocked at 6:00 a.m.
- You are not allowed to leave your floor after curfew unless you have earned this privilege. (See "Privilege System.")

#### *Curfew Procedures:*

The entrance doors will be locked at curfew. If you arrive late you are expected to report to the Front Desk immediately. If you know that you are going to be late, we expect you to call the Front Desk as early as possible and let a staff member know your whereabouts and your expected arrival time. This courtesy call will not mean that you are exempt from a disciplinary response for violating curfew, but it is important so that academy staff can ensure your safety. If you are still missing from the hall one hour after curfew, your parents or guardians, the Assistant Dean for Student Life, and the UNT Police will be called.

### **Curfew Procedures continued:**

Due to the confusion created by large groups of students in the lobby, you are expected to vacate the lobby and head to your room no later than 5 minutes prior to curfew. You are expected to remain in your room until a Student Life staff member indicates that he/she has completed your room check. This may take up to 20 minutes, as room checks are intended to be a time for RAs to visit briefly with residents and disseminate information. If for some reason no staff member arrives to conduct room checks, you are expected to call the Front Desk to report it and to remain in your room. The Front Desk staff will send a staff member to your room.

### **Curfew Extension**

The opportunity to extend curfew in order to attend an approved special event is a privilege that must be earned. (See "Privilege System.") The length of the Curfew Extension is at the discretion of the Hall Director, but typically it is no more than one hour after the usual curfew for that evening. No curfew extensions are allowed on Wednesdays due to the mandatory wing meeting. There are no curfew extensions granted during dead week or finals week.

#### *Curfew Extension Procedure:*

Submit a Curfew Extension Request through the online system **at least 5 business days (M-F)** in advance of the event. You will receive written approval from a Hall Director via the front desk in order to extend curfew. Do not purchase tickets until approval has been granted. Failure to complete Curfew Extension paperwork properly will be considered a violation of the Privilege System. Curfew extensions are counted against your travel option totals.

### **Diversity**

The TAMS community seeks to preserve an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community as a result of his or her background and beliefs. (See "Harassment.") Students who are interested in diversity awareness are encouraged to participate in the Fellowship for Advancing Cultural Education among Students (FACES) Club. (See "Student Activities" Section.)

### **Drivers License**

Students that wish to renew or register for a Texas driver's license will need the Texas Education Agency, (TEA) form to complete the process with the Department of Public Safety. These forms can be picked up in the Academic Office, 2<sup>nd</sup> floor in Sage Hall room 257, or downloaded from the Academics page on [www.tams.unt.edu](http://www.tams.unt.edu).

**Emergency Travel Request** – (See "Family Emergency.")

### **Employment**

You are discouraged from holding a job, especially during the first semester, because of the academic workload. Recognizing that some students are capable of balancing the demands of school and work, the academy has a limited number of part-time positions for students in good standing who are qualified to work as tutors or computer lab staff. Students are encouraged to limit their work hours to 10 hours per week. Information about jobs on campus and in Denton is available from the Student Employment Office in Chestnut Hall. Keep in mind:

- You may not work in any of the types of establishments which you are prohibited from entering under the section "Alcoholic Beverages and Illegal Drugs" and "Off Limits."
- You may not work any shifts which would make you late for curfew
- You may not work at any location that would require your overnight absence from campus and from the hall

## Entrance and Exit Doors

(Level 3)

Entrance and exit doors are secured for safety and security reasons. From 6:00 a.m. until 11:00 p.m. weekdays and until 1:00 a.m. on weekends, the front door and side door near student message boxes are unlocked and you are free to use them. Additionally, the doors by the volleyball pits are emergency exit-only doors and will only be open for move-in and move out days. All stairwell entrance and exit doors, aside from the main stairwell located by the Front Desk, are locked during the school year, except on move-in and close down days when they are unalarmed to allow for the ease of packing and unpacking.

The following are rules for Emergency Exits:

- You are not allowed to use an Emergency Exit unless there is an emergency or an official fire or tornado drill. Using emergency doors for non-emergency purposes is a misdemeanor, subject to a \$250.00 fine, as well as a TAMS disciplinary response.

## Equipment Checkout

Equipment available for checkout at the Front Desk includes DVD players, bicycles, a variety of board games, puzzles and playing cards, craft supplies like tape, markers, scissors, staplers and three hole punches. We also have Ping Pong and billiards equipment, and cleaning equipment such as brooms, mops and vacuum cleaners. Keys may also be checked out for public rooms during specific times – check at the front desk of McConnell for these times.

### *Equipment Checkout Procedures:*

To check out equipment, leave your ID card at the Front Desk. Most items may be checked out for a maximum of two hours; DVD players and the TV room may be checked out for a maximum of three hours. If you keep an item for over the designated time allotted, abandon the equipment or fail to turn in the key – you will be placed on the Penalty List and may not check out other items for two weeks. For items that you return either partially (e.g. losing game pieces) or fully damaged, you will be required to replace the item at full cost.

## Family Emergency

You and your parents or guardians are asked to contact both the Front Desk and the Student Life Office in the case of a family emergency **such as the death, injury, or major illness of a family member** (parent, sibling, grandparent, etc.). If the emergency requires you to leave the academy and return home, an Emergency Travel Request must be submitted. (See procedure below.) Parents or guardians will be asked to approve the student's travel plans. We strongly recommend that you be picked up by an adult family member or use public transportation rather than be allowed to drive when upset. Verification of the emergency may be requested in some instances. If you will miss classes, the Student Life Office will notify the Academic Office, whose staff can notify faculty members. (See "Absences from Class" in the Academic section.) Academy staff members are eager to assist in whatever ways we can to help ease the crisis.

**IMPORTANT NOTE:** Please help us be prepared to assist you in an emergency. If your parents or guardians travel frequently or will be out of Texas for an extended period of time, please be sure to give the Student Life Office emergency contact information for an adult family member or an adult friend of the family who will be in Texas. If family addresses and phone numbers, home or work, change during the year, notify the Student Life Office so our records are up-to-date. 940-565-3603.

### *Procedure for requesting permission to travel in an emergency:*

Complete an Emergency Travel Request at the Front Desk. Your parent or guardian must sign this form or call and authorize your travel plans **and** the Hall Director On Call must approve your request before you can leave. Emergencies are listed above and do not include minor illnesses, inconvenient travel issues, babysitting, child care or poor planning on the part of the student or family. [See example form in the appendix.]

**Fighting****(Level 4)**

Hitting, punching, wrestling, pushing, slapping, biting, or other actions, which may be construed as fighting, are strictly prohibited.

**Fire Prevention****(Level 3)**

Fire prevention is a major concern and a shared responsibility. (See “Fire Safety,” “Fire Equipment,” “Appliances,” “Candles/Scent Producers,” “Extension and Electrical Cords,” “Decorations,” “Explosives/Flammable Fluids,” and “Lamps” in the *Housing Handbook and Policies*.)

- You are not allowed to have candles or an open flame, burn incense, or use simmering potpourri or scented light bulb rings in the hall.
- You are not allowed to have extension cords, lamps and decorations unless they meet the standards outlined in the *Housing Handbook and Policies*.

**Gold Cord**

The Gold Cord is symbolic of active citizenship at the academy. Students seeking a Gold Cord must participate in community service from the time they arrive their first semester to the final spring months of their Second year (averaging roughly 25 hours a semester). Students are encouraged to select or develop community service opportunities that will benefit the TAMS, UNT, or Denton communities. Students will need to submit the hours of service they provide in an on-going basis. Updates on the accumulation of community service hours are given to students and parents throughout each semester. The goal of this program is to encourage students to implement community service in their weekly schedules while at TAMS; therefore, it is important that students accumulate hours progressively each semester and not “load up” hours over holidays or weekends at home. If sufficient progress is not demonstrated, students will be notified that the Gold Cord is not an option. Students who choose to accumulate over 30 disciplinary points in either the First or Second year or accumulate more than 5 documentations any semester are not eligible for the Gold Cord. The minimum number of hours acceptable to reach the Gold Cord level is 100 by **April 6, 2017** of the Second year. The minimum GPA for a student receiving a Gold Cord is 3.25 cumulative. In addition to the 100 hour minimum hours, additional requirements will be listed for the Gold Cord Award on the TAMS student life website. Having over 100 hours of community service, a 3.25 GPA and good behavior does not guarantee a student the honor of wearing the Gold Cord at graduation.

**Harassment****(Level 3-5)**

The university and the academy are committed to maintaining an environment that is safe for everyone and accepting of diversity. Individuals who live, study, teach, and work on campus are expected to refrain from behaviors that threaten the freedom of others or do not demonstrate respect for every individual’s human worth. While freedom of speech is protected, expressions of sexism, racism, hatred, intimidation, or prejudice are inconsistent with the university’s educational mission. Discriminatory actions or comments based on sex, age, race, color, national origin, native language, religious affiliation or belief, physical disability, sexual orientation, or lifestyle are prohibited. This policy includes electronic forms of communication such as Facebook posts, emailing and cell phones. (See *Housing Handbook and Policies*.)

*Procedure for reporting harassment:*

Contact a staff member immediately.

**Hazing****(Level 5)**

Members of student organizations should consult with their Program Advisor before planning or carrying out any selection process or induction ceremony for members or officers or other activities. Acts of hazing include, but are not limited to: performing or requiring another person to perform or witness any demeaning or humiliating action.

*Procedure for reporting hazing:*

Contact a staff member immediately.

## Health and Medical

### Health Insurance

Families are strongly encouraged to obtain health insurance for students. If you currently have an HMO health plan, check whether the student will be covered for services provided outside the HMO's area. The UNT Health Center has information about a Student Health Insurance plan that can be purchased.

### Illness or Injury

If you become sick or injured during the day, contact the front desk. A student may visit the UNT Health Center on their own; however the front desk is adept at arranging appointments on behalf of the student. The Health Center is traditionally open Monday – Tuesday, and Thursday 8:00 a.m. to 5:30 p.m., Wednesday 8:00 a.m. – 6:30 p.m., and Friday 9:15 a.m. – 5:30 p.m. (with last appointment time to be scheduled at least 30 minutes before closing.

After your appointment with the Health Center, stop by the Front Desk and inform the desk staff how you are doing and if you require any special arrangements such as help getting to a pharmacy, a Sick Tray (see below) or a recovery room. If you become aware of a health problem during other hours you should contact your resident assistant or the Front Desk, rather than wait until morning. Never hesitate to seek medical help for yourself or another student, even if the injury or illness is the result of a policy violation or an emotional disturbance. If due to illness or injury you are unable to go to the cafeteria to eat, you can arrange for a sick tray.

#### *Procedure for dealing with an Emergency illness or injury:*

Before going to a hospital emergency room on your own, you should contact the Front Desk if at all possible so that a staff member can escort you or meet you there. Contact a staff member immediately if you become aware of a health emergency. If you call 911 in an emergency, you should also call the Front Desk to alert staff of the emergency so that the lobby can be cleared for emergency personnel to get through.

### Medical Leave of Absence

If you develop medical problems requiring an extended overnight absence from campus for a duration of more than one week, you may request a medical leave of absence from the academy.

#### *Procedures for requesting a medical leave of absence:*

If an extended overnight absence is necessary for medical reasons, you must schedule an appointment with the Dean of the academy. Documentation by a physician will be required. Written conditions regarding your departure and return must be agreed upon by you, your parents or guardians, the university, and approved by the Dean of the academy prior to your departure. In an emergency, your parents or guardians may make a request for medical leave on your behalf.

### Medications

TAMS is prohibited from dispensing and/or administering any type of medication – even a simple aspirin. Students are permitted to keep their own medications in their room – whether the medication attained through a physician's prescription or over the counter. Students invariably wish to help other students by sharing medication with another student. While this generosity is understandable, it is not recommended.

**(Level 4-5)**

Prescription medication is designed for a single individual and is not to be shared nor experimented with among students. At no time is it permissible for students to share prescription medication. It is also a violation for students to possess and/or take prescription medication that is not prescribed to that individual student.

### **Sick Tray**

If due to illness or injury you are unable to go to the cafeteria to eat, you can arrange for a sick tray. A sick tray allows for food to be transported outside of the cafeteria. The process to obtain a sick tray is to have a staff or student go to the Front Desk with your ID card and request a Sick Tray. The staff member on duty must sign it for approval. You are to request solid foods if this is what you desire, otherwise the cafeteria will include only broth type items on the tray (Popsicle, soup, Jell-O, etc.). The assigned person will then take the form and ID card to the cafeteria that you request and present it to the checker. The checker will call the supervisor to prepare the tray. Once the assigned person receives the tray, he or she is free to return to the hall with the food tray and utensils. The tray and utensils must be returned when you are finished with them as your ID will not be returned until these items have been received. For more information or questions about special dietary needs or food allergies phone Dining Services, Ext. 2462.

### **Identification Card**

**(Level 2)**

You will be issued a UNT-TAMS photo identification card, which must be carried at all times and presented to academy or university officials upon request. This ID card is also your meal card and must be presented in order to eat in residence hall cafeterias. (See *Housing Handbook and Policies.*) The UNT ID card permits access to campus fine arts, guest lectures, athletic events, the Recreational Center and the UNT & Denton public transportation options.

- You are not allowed to loan your ID card or borrow another person's ID card.
- You must present your ID card immediately upon request by an academy or university staff member.
- You must have your ID to participate in Intramural sports

#### *Procedure for replacing a lost ID card:*

Lost identification cards must be replaced through the ID card office in room 107 of the Eagle Student Services Building and there is a fee to replace your ID. The student is responsible for identifying themselves as a TAMS student when securing a new ID. An ID card without TAMS designated on it will be confiscated and you will have to replace it at your expense.

### **Loitering**

**(Level 1)**

Lingering in the center stairwell, loitering in the lobby, and/or blocking doorways are all considered safety violations. Students may not loiter between the activity rooms on the second floor (Bewley, kitchenette, TV room). That particular area around those rooms is not space to hang out – students need to be in the rooms during the approved times.

### **Lying**

**(Level 2-4)**

Honesty is a quality that is valued at the academy. (See “UNT Code of Student Conduct.”)

### **Mail & Packages**

You will be provided with a message box on the first floor of McConnell. This is used for messages from staff and other students. U.S. mail can only be delivered to a Post Office box. Post office box rental is incorporated into the Housing fees.

U.S. Mail does not deliver to McConnell Hall. Only UPS and FedEx packages can be accepted and held for you at the Front Desk. The address to use if you are sending a UPS or FedEx package to a TAMS student is: Name, Room #, McConnell Hall, 1705 West Sycamore Street, Denton, Texas, 76203. If the package requires a person 21 years of age to sign, the package will not be accepted.

### **Mandatory Meetings**

**(Level 1)**

The Academy utilizes group meetings to disseminate information. Attendance at these meetings is required. These include Fall Orientation Program, Wing Meetings (weekly), Academy Seminar (bi-weekly), and Academy Convocation. Room checks occur every night a student resides in McConnell Hall and it is required that students remain in their rooms at curfew until a staff member has accounted for their presence. When a TAMS administrator books an appointment with you and you refuse to meet with that individual, this would also be a violation of the "Mandatory Meeting" policy.

### **Meals and Cafeteria Etiquette**

**(Level 2)**

You are required to purchase a meal plan from dining services. Both 5-day and 7-day plans are available. We strongly recommend that first semester First Year Students have a 7-day plan. If you neglect to indicate a meal plan preference, you will be assigned a 7-day meal plan.

The deadline for making meal plan changes occurs within two weeks from the date that the residence halls open. If a student is unsure of the deadline, it is the student's responsibility to call the Dining Services Office (940-565-2462) for the exact date.

Changes will not be made after the deadline has passed. Sending in a payment for a different meal plan does not change your meal plan. All meal plan changes and cancellations must be made in the Dining Services Office, which is in Crumley Hall, Room 106. Changes will not be made through the Assignment and Collections Office. Housing receives both the room and board payments; however they do not make official changes to the student's meal plan contract.

Your TAMS-UNT ID card is also your meal card; therefore, you need to present it every time you go to eat. Your meal card is valid in the dining halls located in Bruce, Kerr, Clark, Maple, West, and Victory residence halls.

You are not allowed to loan your meal card to anyone else or use anyone else's meal card. When in the cafeteria proper conduct is expected. Playing with one's food, building structures with the food or utensils is not acceptable. If a student spills an item or drops their tray, it is expected that student would clean up his or her own mess and/or assist the cafeteria staff with cleaning the area.

### **Music Practice**

Musical instruments may be played in student rooms during Music Practice Hours, which are 12:00 p.m. to 8:00 p.m. daily. As a courtesy to others, you are encouraged to practice instead in the Board Room on the first floor, which is open daily from 9:00 a.m. to 9:00 p.m. The key may be checked out at the Front Desk. Students who are interested in music are encouraged to participate in the *Dull Roar Club*. (See "Student Activities Section.")

### **Non-Compliance**

**(Level 3)**

We expect you to be cooperative with academy and university staff members who are acting in the performance of their duties. You will be subject to a disciplinary response if:

- You fail to heed an official summons or to comply with reasonable directions or requests from an academy or university official acting in the performance of his or her duties.
- You fail to schedule or appear for a disciplinary appointment with a staff member after being notified to do so.
- You are uncooperative or attempt to evade a staff member who is trying to contact you.
- You fail to follow proper academy procedures.
- You fail to provide information which would aid a staff member in an investigation of a policy violation or which would assist a staff member in locating or providing assistance to another person.

### **Off-Limits and Restricted Areas**

**(Level 3 or 5)**

Your personal safety is very important. Certain areas have been designated as restricted or off-limits in order to reduce the possibility of danger to you. These areas are off-limits from the time you move in August 2017 through May 11, 2018 whether you are at TAMS or elsewhere. Please exercise caution at all times. Certain areas on and near campus may not be off-limits but still could be dangerous. Avoid being alone in alleys, parking lots, stairwells, basements, and other isolated areas in and around buildings.

- You are not permitted to be in an establishment in which alcohol is the primary form of refreshment or entertainment (e.g. bar), an establishment in which the sale or distribution of alcohol is the primary business function (e.g. liquor store), or an establishment in which the sale of drug paraphernalia is the primary business function (e.g. “head shop”). Establishments in Denton which are off-limits include but are not limited to: Andy’s Bar & Grill, Riprock’s, Lucky Lou’s, Cool Beans, Dan’s Silverleaf, Hailey’s, Banter, The Loophole, Zebra’s Head, Oak St Draffhouse/ESSC, Paschall’s, and Mulberry St Cantina. Establishments in Denton, which are not off-limits, include establishments, which serve alcohol but are primarily restaurants: Fuzzy’s Taco, Chili’s, and Applebee’s. If you are unclear whether an establishment is off-limits, the wisest course of action would be to ask an academy full time staff member prior to entering.
- You are not allowed to be in the off-limits Fry Street/Avenue A area after 9:00 p.m. (See map in Appendix). We strongly recommend that you leave this area after dark (even if it is before 9:00 p.m.) because this area is known to become more dangerous at night. Subway is ok.
- You are not allowed to be in the Deep Ellum area of Dallas after 9:00 p.m. (See map in Appendix). We strongly recommend that you leave this area after dark (even if it is before 9:00 p.m.) because this area is known to become more dangerous at night.
- You are not allowed to explore or enter buildings that are boarded up, under repair and/or scheduled for demolition.
- You are not allowed to be in stairwells (other than the central stairwell), empty student rooms, staff offices, in any of the public areas of McConnell Hall during hours that area is not open, or in, on, or near any campus construction sites, roofs, or balconies.
- You are not allowed to enter any maintenance closet, boiler room, air handler room or roof without the expressed permission or supervision by a TAMS staff member.
- You are not allowed to crawl or explore the ceilings or sub-basement areas.  **(Level 5)**

### **Overnight Absence from Campus**

**(Level 4)**

All students are required to be in the hall every night at curfew and remain in the building until the doors are unlocked at 6:00 a.m. The only exceptions are Closed Weekends, Travel Weekends, and weekend or overnight TAMS-sponsored events. The number of Travel Weekends you may take depends on what level you are on in the Privilege System. (See “Privilege System.”)

#### ***Off-campus Travel Request Procedure:***

It is wise to select your Travel Weekends at the start of each semester and obtain parental permission well in advance of your proposed travel date. Off-Campus Travel Requests are online. You must submit your request **no later than 12:00 p.m. on the Thursday** prior to your intended departure and your parents or guardians need to call the Front Desk **by that same Thursday night (10:30 p.m.)** to give their permission before the Hall Director can approve your request. Do not assume your request is approved. Check with the Front Desk to confirm whether a Hall Director has given approval before leaving the hall. As with Closed Weekends, you must leave the Denton area and you may not stay on campus, in a UNT residence hall, or in an off-campus apartment on a Travel Weekend. Failure to complete Off-Campus Travel Request properly will be considered a violation of the Privilege System.

### **Travel Request Procedure continued**

Extending a Travel Weekend beyond Friday – Sunday or turning a request late after the Thursday deadline will count as 2 Travel Weekends. If you leave on Thursday or earlier and/or return on Monday or later, it will count as 2 Travel Weekends. Leaving on a Thursday and returning on Monday would count as 3. No forms will be accepted after Thursday 11:00 p.m.

**If a student returns early from a travel request – the student is required to stop by the front desk and speak with the RA on call and have it noted in the desk log.**

Students may not attend Prom **and** request travel for the same Saturday/Sunday. Students choosing not to attend Prom or After Prom may travel on that particular weekend.

- **Emergency Travel** – (see “Family Emergency”)

### **Overnight Guests**

**(Level 4)**

**TAMS staff has the option to approve or disapprove of any overnight guest.**

You may have one overnight guest of your same sex stay in your room on a Friday and/or Saturday night provided you comply with proper “Overnight Guest” procedures. There is only one guest allowed per room. Your guest must follow all policies and procedures. Your guest must observe the same rules as academy students and have the same level of privilege as you do (e.g., if you are not eligible to leave your floor after curfew, neither is your guest). It is your responsibility to see that your guest observes all rules. If your guest does not follow the rules, you should call a staff member for assistance, to avoid disciplinary action.

Guests must check-in at the Front Desk and be escorted by the host at all times. You are responsible for your guest’s actions and may be documented and receive points for your guest’s actions. If at any time your guest is not cooperating with your requests to abide by policies, consult a staff member immediately to help avoid disciplinary action.

Hosting and/or hiding an unregistered guest is considered a serious safety and security violation.

#### *Non-TAMS Overnight Guest Procedures:*

You must complete an Overnight Guest Request located in the lobby or at the front desk and have it to the Front Desk between 8:00 a.m. and 11:00 p.m. **on the Wednesday** before your guest would arrive. This request requires the signature of your roommate and your RA. Do not assume your request will be approved. Check with Front Desk to confirm whether a Hall Director has approved your request before your guest arrives. Failure to complete Overnight Guest Request paperwork properly will be considered a violation of the Privilege System. Guests should be no younger than 13 years old or older than 18 years of age. The host should know the guest well enough to vouch for the guest’s character. No overnight guests are allowed the final weekend of the semester.

### **Parking**

Parking permits may be purchased by those students who have earned the privilege of bringing a car to campus (See “Privilege System” section). Requests for permits and payment are completed online through the UNT Parking & Transportation website. Permits must be displayed on the vehicle windshield and valid for the academic year in which it was purchased. Parking complaints, or concerns, and specific permit purchasing questions should be directed to the UNT Parking & Transportation office, (940)565-3020.

### **Pets**

**(Level 2)**

Fish are the only pets permitted in the residence hall. (See “Pets” in *Housing Handbook and Policies*.)

### **Profanity, Obscene Language or Behavior**

Rude, vulgar, indecent, or obscene expressions and actions, whether non-verbal, verbal, or written, are considered detrimental to the living-learning environment in the residence hall and are subject to disciplinary action. Postings in hallways and public areas must be approved by a staff member. (See also “Conduct Unbecoming of a TAMS Student”, “Public Display of Affection,”).

### **Public Displays of Affection (PDA)**

**(Level 2 or 4)**

We expect you to conduct yourself in a manner that a reasonable adult would find acceptable. Hand-holding, a brief kiss, or a friendly hug is appropriate. You are expected to be respectful of others and to comply promptly and politely with any person’s request that you cease a public display of affection. Public displays of affection may be written up as a Level 2 or Level 4 violation, depending on the nature of the incident.

You will be subject to a disciplinary response if you and another person are observed:

- Lying next to each other, touching in any way
- Sitting or lying on top of one another
- Lying down with one’s head in the lap of another student and/or using another student’s leg as a pillow
- Engaged in extended or suggestive kissing, hugging, or touching (e.g., French kissing, caressing breasts or buttocks, intimate “full body press” hugs)
- Engaged in sexual intercourse or genital contact or anything that looks like it (e.g. two students under a blanket)
- Interacting in a way in which a staff member determines to be inappropriate
- At no time should students be lying or sitting next to each other physically expressing affection (e.g. hugging, kissing, massaging, etc.) while in a student room.

### **Quiet Hours**

**(Level 2, 3/30)**

Study and sleep are essential to success at the academy. Noise that disrupts the sleep or study of others is inconsiderate. We expect that you will strive to establish and maintain a living environment that is conducive to learning and healthful rest. (See “Courtesy Hours” and *Housing Handbook and Policies*.)

Quiet Hours are from 8:00 p.m. through 9:00 a.m. Sunday night through Friday morning. Quiet Hours are from 12:00 a.m. to 12:00 p.m. on Friday night through Sunday morning. Voices, radios, televisions, stereos, etc. must not be audible from three doors down during Quiet Hours.

- You must comply with a request that you observe Quiet Hours (e.g., any time a staff member or fellow student who asks you to lower your voice or turn down a radio, TV, stereo, etc.).
- You are not allowed to make noise (voices, radios, televisions, stereos, etc.) that can be heard from three doors down during Quiet Hours.
- During pre-finals week (see TAMS Calendar,) Quiet Hours are 18 hours. During finals week Quiet hours are 23 hours.

### **Residency**

As an academy student, you are expected to reside in McConnell Hall and take a board plan through the UNT Office of Dining Services. No exceptions will be made to the residency requirement. If you move out of the residence hall or sever the board contract you will be withdrawn from the academy.

### **Room Alterations**

The furniture that is in your room when you move in must remain there all year unless you are granted permission by a staff member to store it elsewhere in the hall. You may not move furniture into the adjoining room of a bed into a room; creating space for three people to sleep in a single room that is designed for two people to sleep in is not permissible. (See *Housing Handbook*.)

### **Room Change**

Room changes are only made once a semester (usually at the end of the second week but see “TAMS Calendar”) and must be approved by a Hall Director. Room changes are difficult to grant because of the “domino effect” that results as people begin to move from room to room. Most room change requests are really requests for a change of roommate. We encourage you to think carefully before requesting a room change for this reason. Learning to accept differences and resolve conflicts is an important part of the growth experience that the academy offers. If you and your roommate are not getting along, consult a staff member for suggestions or ask for mediation services. A room change should be a last resort.

If you decide you want a room change in order to room with someone else, be sure to inform your current roommate. If you are concerned about hurting his or her feelings, talk with your RA about how to broach the subject. Your roommate deserves to know you are leaving, not only because this is common courtesy, but also because he or she will need to begin looking for a new roommate right away.

### **Room Cleaning**

**(Level 1)**

You are expected to keep your room and bathroom (if applicable) in good order, free of garbage and debris that is unsightly, unsanitary, or malodorous. This is a health and safety issue. TAMS staff will enter each room once every two weeks and conduct an inspection to verify that the room meets minimum standards. Staff will check all rooms, closets, and refrigerators to prevent problems associated with un-removed trash, piles of dirty laundry, and/or spoiled food. Students with bathroom facilities connected to the rooms will be held responsible for cleaning the bathrooms regularly. If the room or bathroom does not meet minimum standards, the residents will be given 24 hours to bring the room and/or bathroom into compliance.

You will be subject to a disciplinary response if your room or bathroom does not meet the above standard within 24 hours after a warning by a staff member.

### **Room Entry**

Access to student rooms will not be granted to friends, relatives, or other students by McConnell staff. You should not allow any persons claiming to be university officials or maintenance employees into your room unless they are able to provide proper identification or the Front Desk staff confirms their official status. (See “Administrative Inspections and Searches” in *Housing Handbook*.)

## **Room Key**

**(Level 1)**

You will be issued a room key. We expect you to keep track of your key, to lock your room door when you are in or out of your room (for safety and security reasons), and to report a lost key to the Front Desk within 24 hours. (See *Housing Handbook and Policies*.)

- You will be subject to a disciplinary response if you request a 10-minute loaner key more than 3 times in one semester.
- Failure to report a lost key is a safety and security issue that may result in disciplinary action.
- Failure to return your 10-minute loaner key within the 10 minute window is a violation of room key guidelines.

*Procedure for obtaining a loaner key if you are locked out of your room:*

Leave a form of ID at the Front Desk. You will be given a 10-minute loaner key.

## **Room Repairs**

See "Maintenance" in the *Housing Handbook and Policies*. Minor repairs may be submitted online via the TAMS Student Life web page. To report a repair emergency (*such as broken water pipes*): students should call the Front Desk immediately.

## **Room Time**

**(Level 1)**

A good night's sleep is a critical component to effective learning. Short-term memory items are transferred into long-term areas, tasks done during the day are rehearsed in the brain during sleep (procedural memories,) and a good night's sleep has been directly linked to positive correlation with good grades. TAMS encourages all students to get a sufficient amount of sleep each night which is defined as a minimum of 6 continuous hours after curfew checks.

Once a student on first semester privileges is checked in for curfew by a staff member, that student is eligible to visit other students on that floor. At 12:00am Sun-Thurs and 2:00am Friday & Saturday, floor visiting ends and students on first semester privileges must stay in their assigned room and may not have guests until 6:00am. Students with suite rooms may not enter their suitemates' room. Students in community bath rooms are permitted to leave their rooms to access the bathroom. Students living on community bath wings should bathe prior to the room time hours.

- You must be in your room at curfew and remain until a staff member checks you in.
- Students on first semester privileges may not have guests in their room past Room Time. Room Time begins at 12:00 am Sunday – Thursday and 2:00am Friday and Saturday.

## **Roughhousing**

**(Level 1)**

Running, playing ball, rollerblading, skateboarding, riding any type of scooter or engaging in other traditionally "outdoor" activities or sporting activity while inside the building is considered a safety hazard and will be subject to disciplinary action.

## **Safety and Security**

**(Level 4 or 5)**

Safety and security are major concerns in any community. (See also *Housing Handbook and Policies*.) Be sure to take a look at these topic listings: "Appliances; Emergencies; Darts/Dartboards; Explosives/Flammable Fluids; Extension and Electrical Cords; Evacuation and Tornado Procedures; Fire Safety; Personal Safety, Security, and Wellbeing; Windows; and Weapons.")

- You are not allowed to have a weapon or ammunition of any kind in the hall.
- You are not allowed to have dangerous chemicals or scientific equipment (e.g., lasers) or any substance that is flammable or could cause fire or explosion in the hall.
- You are not allowed to use extension cords unless they meet the guidelines in the *Housing Handbook and Policies*.
- You are not allowed to have laser pointers.
- You are not allowed to tamper with smoke detectors, fire pull stations, or other safety equipment.

- You are not allowed to engage in activities which could endanger yourself or others (e.g. car surfing or other risk-taking behavior, sharing prescription medication).
- You are not allowed to explore areas of McConnell that are off limits **(Level 5)**  
(E.g. ceilings anywhere in the building, boiler rooms, ceiling hatches on the new wing, air handler rooms, boiler rooms, sub-basement areas, roof area, etc.).

### **Sign In—Sign Out**

You are required to sign in and out every time you leave and return for a Closed Weekend. Other than that, you are not required to sign in and out every time you leave the hall. However, as a courtesy to your roommate and family and as a safety precaution in case staff need to locate you in case of an emergency, you are expected to keep your roommate, RA, and/or other academy students informed of your whereabouts and plans—especially when you leave the UNT campus. We recommend that you post an In/Out Message Board somewhere visible in your room and keep it updated.

### **Smoking**

**(Level 4)**

According to the Texas law, no one under the age of 18 is allowed to be in possession of tobacco products. TAMS policy is that no TAMS student is allowed to smoke or be in possession of tobacco products, regardless of age. McConnell Hall is a smoke-free residence hall, so please inform your guests who smoke.

### **Solicitation and Commercial Activity**

You are expected to refrain from using residence hall or university property for personal or commercial gain. (See *Housing Handbook and Policies*.)

- You are not allowed to sell items or services from your room, your room telephone, or your campus computer account.
- You are not allowed to post advertisements for businesses in the hall.

### **Staff – residing in McConnell**

- Resident Assistants – UNT students that live throughout the building and currently take classes at UNT. Duties include but are not limited to: developing wing community, conducting curfew checks, serving in an on call emergency position and enforcement of policy.
- Programming Advisors –UNT students that live throughout the building and currently take classes at UNT. Duties include but are not limited to: advising student groups, serving in an emergency on call role, organizing weekend teams, occasionally conduct room checks and general enforcement of policy.
- Front Desk Staff - Four full time staff serve at the front desk in two distinct shifts – during the day Monday – Friday from 7a.m.- 5 p.m. and in the evening hours 11 p.m. – 7 a.m. These individuals do not live in McConnell Hall but serve a critical role in the efficiency of McConnell Hall and TAMS. The front desk is the hub of information and at any time, a parent or student can call the front desk for information. It is recommended that students and family members program their cell phones with the front desk number – 940-565-4955. If the front desk does not have the answer – they know where to find it and/or who to ask.
- Hall Directors - Full time staff that may or may not be attending UNT graduate school. Duties include supervision of the hall staff and maintaining the functionality of the operations in McConnell Hall. These positions also serve in emergency on call roles.

## **Stairwells**

**(Level 3)**

The only stairwell that is in use on a daily basis is the center stairwell. Other stairwells may only be used in case of emergencies, fire drills, or tornado drills.

- You are not permitted to use any stairwell other than the center stairwell unless there is an emergency or official fire or tornado drill.
- All floor landings and stairwells extending past the second floor are prohibited to female students outside of visitation hours (when females are housed on the second floor).
- Male students are prohibited from pausing on the 2<sup>nd</sup> floor landing at all times (when females are housed on the 2<sup>nd</sup> floor). Standing anywhere in the stairwell talking to another student is considered loitering.
- During visitation hours, all students must have an escort when visiting the opposite gender.
- Escorts must meet visitors of the opposite sex in the first floor lobby to avoid being documented for loitering on the floor/stairwell landings.

## **Study Hours**

**(Level 2, 3/30)**

TAMS students are expected to study a minimum of 20-30 hours per week. (Note: plan to do more if you are taking more than 15 credits or are having trouble in a class.) McConnell Hall is intended to be a living-learning environment conducive to study. For this reason, there are designated Quiet Hours in the hall. Smitty Study will be designated for study after 8 p.m. weeknights.

During Quiet Hours, music, conversation, and all other noise is to be kept to a volume that cannot be heard three doors down. Quiet Hours are Sunday-Thursday 8 p.m. – 9 a.m.; Friday-Saturday 12 a.m. – 12 p.m.

After 10:30 p.m., Sunday - Thursday, no club meetings or recreational activities are allowed to take place in the hall. No equipment will be checked out, the public TV will be turned off, and all students in public areas will be expected to be studying.

## **Summer Policies**

If students are taking classes, doing research, or working at UNT in the summer months, students need to be aware of the special conditions that apply. Although the TAMS residential program does not operate during the summer months, students are still representing TAMS and student behavior needs to be consistent with the expectations for all TAMS students during the school year. Obviously, the policies in the TAMS Student Handbook will not be enforced in the same way they are during the regular school year. For example, there will be no curfew enforced for those students living on campus. However, students need to be aware that disciplinary action will be taken for any serious policy violations if the TAMS staff are made aware of the violations from UNT Housing, University employee, Police official, or some other official source. Summer policy violations of any kind may affect your TAMS standing for the fall semester.

## **Theft**

**(Level 5)**

Theft is prohibited by law. (See *Code of Student Conduct and Housing Handbook and Policies*.) We recommend that you obtain personal property insurance, that you not bring valuables to campus, that you lock your room at all times, and that you borrow the engraver from the Police Department to mark your belongings. Money, textbooks, calculators, lap tops and electronic items such as MP3 players are among the items most frequently reported stolen or missing.

*Procedure for reporting missing personal property:*

Contact a staff member as soon as you become aware that something is missing.

*Procedure for anonymously reporting a theft you have witnessed:*

Call the UNT Crimestoppers line: 369-TIPS (8477)

### **Transportation**

TAMS has 4 twelve-passenger vans which staff are able to use to transport groups of students on field trips. TAMS staff also transport students to the hospital emergency room in the case of medical emergencies. The staff is able to transport students to medical or dental appointments in the city of Denton area, to request this service the student would need to stop by the front desk 24 hours prior to the appointment to request transportation. Staff are unable to provide transportation to and from the airport. The Denton airport shuttle picks up at the hall. Information about this service is available at the Front Desk. All transportation for Closed Weekends or any other travel weekend should be arranged by students and/or their parents or guardians.

### **Trash**

**(Level 2, 3/30)**

We expect you to assist in keeping McConnell Hall public areas and student rooms clean and safe by disposing of trash in the dumpster behind the hall. TAMS is a recycling community, so you are expected to place recyclable materials in the recycling bins in Mac Café and on your wing.

- You are not allowed to dispose of trash in a public area (e.g. dumping all of your trash in the general bathroom trashcans, leaving empty pizza boxes in the hallway).
- You are not allowed to dispose of non-recyclable materials in the recycling bins.

### **Travel Weekends**

See "Overnight Absence from Campus."  
Emergency Travel – see "Family Emergency"

### **Vacation Periods**

When the university closes for Thanksgiving, Semester Break, Spring Break, and summer, you will be required to complete certain tasks in your room for safety and sanitary reasons. A checklist will be provided to you at least one week in advance of the building closure. You must complete the tasks on the checklist and check-out with your RA or you may be subject to fines and disciplinary action.

### **Vandalism**

**(Level 4)**

Willful or careless actions which result in damage to student rooms, furniture, any part of McConnell Hall, equipment or signs belonging to the academy or university, campus property, vending machines, or recreational equipment are considered vandalism. You will be subject to disciplinary action if your willful or careless actions cause property damage as outlined above.

### **Verbal Staff Abuse**

**(Level 4)**

Frequently staff members must confront students and their guests in order to remind them of policies. Responding to reminders or to being documented for a violation by shouting, arguing, mumbling insults, or otherwise being verbally abusive is considered verbal staff abuse any time it is done within earshot of a staff member. (See "Non-Compliance" and "Profanity, Obscene Language or Behavior" in this handbook, and *Housing Handbook and Policies*.)

### **Violations of Law**

**(Level 5)**

Any acts that could constitute a violation of federal, state civil or criminal laws or city ordinances, except for minor traffic violations, will result in disciplinary action. Academy discipline is not contingent upon, and may precede, legal action.

### **Violations of Privilege System**

**(Level 2)**

The Privilege System is designed to encourage appropriate behavior. Abuses of the Privilege System will result in disciplinary action as well as loss of privileges. Abuses of the Privilege System include but are not limited to: failing to complete the request process properly, having a car on campus, driving any car on campus or in the Denton/Metroplex area, leaving your floor after curfew.

## **Visitation**

**(Level 2 or 4)**

You may visit friends of the opposite sex in student rooms from 5:00 p.m. to 8:00 p.m. Sunday - Thursday and 4:00 p.m. to 10:00 p.m. Fridays and Saturdays with the following restrictions:

It is expected that the spirit of this policy is understood and upheld, irrespective of sexual preference and regardless of the gender of the consensual partner or guest.

- Guests must be escorted by the student occupant to and from the room they are visiting. Room doors must be open, all students must be clearly visible from the hallway, and the overhead main light must be on and sufficient for all students in the room to be seen.
- All PDA rules apply in student rooms during visitation.
- TAMS live-in staff members are subject to different visitation policies than academy students.
- Visitation between staff members and students of the opposite gender is not permitted.
- Visitation violations may be written up as a Level 2 or Level 4 violation, depending on the nature of the incident.
- Students may not linger on the second floor landing or outside the 2<sup>nd</sup> floor activity rooms (Bewley, kitchenette, TV room). Males need to be in those rooms and not loiter since these rooms exist on a female floor.

## **Visitors (Non-TAMS Students)**

Your family and friends are welcome to visit you in McConnell Hall. To ensure your safety, all visitors will need to observe the following:

- All visitors must register at the Front Desk and leave ID while they are visiting.
- All visitors to McConnell must be escorted at all times by the student who signed for the visitor. Visitors can not be "passed" along from one student to another.
- Visitors must observe the same rules as academy students. It is your responsibility to see that your visitors observe all rules. If your visitors do not follow rules, you should call a staff member for assistance, to avoid disciplinary action.
- Same sex visitors may visit and be in a student's room no earlier than 12 p.m. during the week and weekends. Opposite sex visitors must follow all visitation guidelines when visiting a student's room.
- Parents can arrive as early as 9 a.m. if they so choose but must sign in and be escorted.
- Visitors must exit the building at least 10 minutes prior to curfew.

Academy staff members reserve the right to ask visitors to leave McConnell Hall.

## **Windows**

**(Level 2, 3/30)**

Heating and air conditioning in McConnell Hall is a feedback system, so open windows create temperature balancing problems in other rooms. For this reason, you may not open windows in the hall. (See "Windows" in *Housing Handbook and Policies*.) Open windows on the 2<sup>nd</sup> and 3<sup>rd</sup> floor will be recorded as level 2 violation. Open windows on the 1<sup>st</sup> floor of McConnell will be recorded as a level 3 violation.

### *Window Tabs*

You are not allowed to tamper with the seals or tabs on windows. Students on the first floor will have their window screens inspected regularly throughout the academic year. Tampering with window screens could result in disciplinary action and a monetary fine.

## **Wing Meetings**

**(Level 1)**

Wing meetings are mandatory informal gatherings of all students living on the same wing. The Resident Advisor on that wing facilitates these meetings. The purpose of a wing meeting is to disseminate information, to discuss any problems that may have arisen, to celebrate achievements of wing residents, and, in general, to provide a weekly opportunity for wing neighbors to discuss how things are going with regard to community living. Wing meetings will be held weekly on Wednesdays at 11:00 p.m. (See "Mandatory Meetings.")

**Withdrawal from the Academy**

We hope that you will choose to remain at the academy until you graduate. If you begin to question whether to remain at the academy, we encourage you to discuss your concerns with a member of the academy counseling staff. Many students experience homesickness or periods of discouragement that eventually pass. Sometimes, however, there are significant factors that make withdrawal the wisest course of action. Let us help you make the best decision for you at this time in your life.

*Withdrawal Procedure:*

If you choose to withdraw for personal reasons, we recommend that you and your parent/guardian(s) schedule an Exit Interview with the Director of Academic Programs, the Assistant Dean for Student Life, and the Director of Counseling and Research. We want to assist you in making the transition to a different learning environment, as well as go over proper check-out procedures so you can avoid any potential fines that might ensue if you were to neglect to take care of any "loose ends." Please ask for a Withdrawal Checklist from your Hall Director.

**Yearbook**

The TAMS yearbook is a student project. Publication of a yearbook for a given academic year is dependent on both student involvement and sales. Typically yearbook photos are taken in the fall. Due to the length of time needed for printing, students may not receive yearbooks until the late spring or following fall. Questions about yearbooks should be directed to the front desk of McConnell.

## **DISCIPLINARY SYSTEM**

For more information, contact Russ Stükel at (940) 565-3603

### **Discipline Philosophy**

As a student selected for the Texas Academy of Mathematics and Science, you are expected to practice self-discipline and to assume a shared responsibility for ensuring the development of a safe and comfortable living-learning community in McConnell Hall. We make every effort to assist you in managing your behavior by educating you about policies, confronting you about policy violations, and issuing consequences for violations. Student Life staff members strive to encourage and support positive behavior. The Privilege System further rewards you when you demonstrate the maturity to assume a greater degree of freedom. If you repeatedly violate minor policies or violate a zero-tolerance (Level 5) policy, you are viewed as not being ready for the academy experience and will be dismissed. Throughout the disciplinary process, Student Life staff takes great care to ensure that you receive due process.

Be aware that all academy students will be held accountable for abiding by all policies until May 11, 2018. Second Year Students who accumulate 100 points or are involved in a serious policy violation will be disciplined—even if it is the end of the year. Disciplinary measures may include, but are not limited to: block of academic records, inability to participate in the graduation ceremony, and dismissal. Second Year Students who have accumulated 80 points could be transferred to a different residence hall and trespassed from McConnell and Bruce Hall, as well as other TAMS sponsored events. First Year Students who have accumulated 80 points may lose the opportunity to return to TAMS or be subject to returning in the Fall under a behavioral agreement.

### **Exceptions to Policies**

Occasionally you and/or your parents or guardians may request that the Student Life staff make an exception to a certain policy. Sometimes this is possible (e.g. candles are prohibited because they are a safety hazard, but a request to light birthday candles might be approved as long as a staff member is present). More frequently, it is not possible for us to grant these requests, because to do so would “open the door” for more requests and weaken the policy. While you may feel that your particular reason is more than valid and that we are being unreasonable, please recognize that every policy has an important rationale for existing and we have a responsibility to maintain academy standards.

### **100 Point System**

The academy uses a 100 point system for administering discipline. Points are assigned for policy violations. The number of points assigned is based on the nature of the violation. (See “Levels 1-5”.) Some policies are so important that violating them is an automatic 100 points. If you accumulate 100 points you are dismissed. (See also “50+ Parent Conference.”) Accumulating points can result in loss of privileges (See “Privilege System”).

### **TAMS Disciplinary Notice (TDN)**

If a staff member becomes aware that you have violated a policy, he or she is required to document your behavior (the usual phrase is “I have to doc you for this.”) Soon afterwards, you will receive a “TAMS Disciplinary Notice,” which is notification that disciplinary action has been taken. The TDN will outline the policy that was violated, the date and time it occurred, the points assigned for the violation, and your cumulative point total (which includes the current violation). We recommend that you call your parents or guardians, who will be receiving a copy of your TDN, to discuss the policy violation and how it occurred. There is a limited number of days for a student to discuss a particular violation – these dates will be listed on the TDN – typically a 5 day window from the day of the violation to schedule the appointment and a 7 day window from the day of the violation to meet with the specific disciplinary representative.

### **Disciplinary Appointments**

If you receive a TAMS Disciplinary Notice, you have the option to discuss your situation with a representative of the discipline system. Depending on the violation, you may be referred to the Judicial Board, the Hall Director, the Assistant Director of Student Life, or the Assistant Dean for Student Life. In cases when points are assigned for a violation, it will be a requirement rather than an option that you meet with a staff member. You will have a limited time within which to schedule a disciplinary appointment, as well as a limited time within which to meet with the representative(s).

These time periods will be indicated on the "TAMS Disciplinary Notice." If you miss these deadlines, the points you were assigned for that violation may not be disputed at a later time. To schedule a disciplinary appointment, stop at the McConnell Hall Front Desk between 8:00 a.m. and 4:00 p.m. Monday through Friday.

### **Judicial Board (J-Board)**

The TAMS Judicial Board is made up of academy students. Judicial Board offers students the opportunity to appeal minor policy violations before a "jury of their peers." More serious policy violations must be appealed to a full-time Student Life staff member. Only Level 1 policy violations may be appealed to Judicial Board.

### **TAMS Disciplinary Sanction (TDS)**

If you schedule a disciplinary appointment and meet with a representative of the disciplinary process within the deadline noted on your TDN, the representative(s) will hear your case. Afterwards, it may be necessary for the representative to investigate the situation further. Once a decision has been reached about your situation, you will receive a "TAMS Disciplinary Sanction" which outlines that decision. Sanctions may include points, loss of privilege, hours of community service, assessment of fines for damages, educational projects related to the offense, or other individualized sanctions.

### **Appeals of Disciplinary Sanctions**

If you receive a "TAMS Disciplinary Sanction" that you feel is unfair, you have the right to appeal that decision. To request an appeal, you must write a statement arguing your position and submit it to the representative of the next highest level in the discipline system. You must submit this request in writing, by the deadline noted on the TDS. If you miss this deadline, the sanctions you were assigned for that violation may not be disputed at a later time. You have only one appeal per violation and you may only appeal one level up:

Appeal of J-Board TDS goes to Hall Director

Appeal of Hall Director TDS goes to Assistant Director of Student Life

Appeal of Assistant Director of Student Life TDS goes to Assistant Dean for Student Life

Assistant Dean for Student Life TDS decisions about points for a particular violation are final.

Assistant Dean for Student Life decisions about dismissal may be appealed through a special process. (See "Appeal of Dismissal.")

### **50+ Parent Conference & Behavioral Agreement**

If the student accumulates 50 or more points, the Academy will work with the student and his/her parents or guardians to design an individualized Behavior Agreement. Once the student has reached 50 points, such an agreement is required for the student to remain at the academy. If a First Year student accumulates 80 in their first year, this student will be required to return in the fall on a behavior agreement.

### **Dismissal**

If a student accumulates 100 points or is documented for violating a Level 5 (100 point) policy, the student is required to immediately meet with the Assistant Dean for Student Life (940) 565-3603. The student should also call his/her parents or guardians. If investigation by the Student Life Staff determines that a policy violation has occurred, a **discipline meeting** will be held by the Assistant Dean for Student Life to determine the outcome, which may include dismissal.

A **discipline meeting** is a meeting with the student and parents of the student. During this meeting the information relevant to the disciplinary infraction will be discussed. The Assistant Dean for Student Life and the Assistant Director will present all information in which the disciplinary decision will be based. At this time the student will need to present all information and data relevant to the infraction. At the conclusion of the meeting a decision will be communicated to the student and the student's family.

### **Suspension**

In the case of a student garnering 100 points, the Assistant Dean for Student Life may suspend the student. This suspension dictates that the student is no longer allowed to stay in or visit McConnell Hall, participate in any TAMS sponsored events or eat at the Bruce Cafeteria. It is the responsibility of the student and the student's family to find appropriate lodging. During the suspension the student will be allowed to attend classes.

In the case of the need to protect the health, safety, life or property of the members of the TAMS community or to prevent the disruption of the educational process, the academy reserves the right to ask the student to move out of the hall immediately, and/or to withdraw the student from classes. The student may be "trespassed", which means the student will not be allowed to enter McConnell Hall (and a specified area around it) or to attend any academy functions. Police are called if a dismissed student violates a trespass. Being dismissed from TAMS may jeopardize the student's ability to enroll at UNT also.

If a student leaves due to deficient academic performance and wishes to visit McConnell Hall or any TAMS function at any time – the student must contact the Assistant Dean for Student life or designee to obtain permission to visit. Each visit must be approved unless otherwise established by the Assistant Dean for Student Life.

### **Procedures for Appeal of Dismissal**

Students have the right to appeal a dismissal from the academy for non-academic reasons. Dismissal appeals are based solely on facts of the incident and procedural investigation. No appeals will be accepted that are based on pleas for mercy or requests to alter the policies for a particular incident. If multiple students are involved in the same incident, the appeals for students will be seen and heard individually - not as a group. The appeal procedure is as follows:

1. The student must forward a written request for an appeal hearing, in writing, to the Dean of the Texas Academy of Mathematics and Science, within 48 hours of the dismissal.
2. The Appeal Committee consists of the Associate Dean of the Texas Academy of Mathematics and Science, serving as chair, a university faculty member, and a staff member of UNT Housing. The Appeal Committee will forward its recommendation to the academy Dean for a final decision.
3. The student accused of misconduct and requesting the hearing is expected to attend the hearing. Failure to attend may result in consideration of the matter with the available information and a determination of whether or not to uphold the dismissal.
4. The chair will open the meeting by introducing the committee members and asking each party if there is an objection to a member. The objection, if any, shall provide a factual basis for the request that a member should not serve. In such case, the chair will choose a replacement and have the hearing rescheduled, if necessary.
5. The chair will then advise the student of the committee's procedures and the student's right to make a statement, call and question witnesses, and have an advisor of the student's own choosing present. Witnesses must appear in person to submit testimony. The advisor can be a member of the university's faculty, a parent, an attorney, or other individual. However, only the student may speak and ask questions on their own behalf.
6. The Appeal Committee may seek the advice of the university's attorney at any time.

7. The committee may in its sole discretion temporarily stay the hearing at any time to summon crucial witnesses, if necessary to effectuate justice.
8. The chair shall review, in the presence of the student and the Assistant Dean for Student Life, or designee of the Student Life, the allegations against the student for the matter under review.
9. The chair shall then call upon the Assistant Dean for Student Life or appointed designee for a formal statement and questioning by the committee and the student.
10. The chair shall then call upon the student for a formal statement and questioning by the committee and the Assistant Dean for Student Life or designee.
11. The chair shall then proceed to ask the Assistant Dean for Student Life, or designee, if he/she cares to introduce witnesses, in which event the student and the Assistant Dean for Student Life, as well as members of the committee, shall have the right to question them. Upon the conclusion of the questioning, each witness shall leave the meeting room. In like manner, the chair shall ask the student to introduce witnesses; and, if so, like procedure shall be followed. Normally, witnesses shall only be present in the hearing during their testimony.
12. After hearing all witnesses, the chair shall ask for a concluding statement first from the student and then from the Assistant Dean for Student Life or designee, if they desire to make one. No further questions should be asked during the closing statements.
13. Legal rules of evidence do not apply to hearings before the Appeal Committee. The standard of review is by a preponderance of greater weight of the credible evidence.
14. Following the concluding statements, if offered, the chair shall request that everyone other than the committee leave the room. The chair shall preside over deliberations. The committee shall deliberate and voice opinions. A ballot shall be taken to decide whether the student has violated standards of acceptable conduct as governed by academy and/or university policies.
15. The committee's decision will be presented to the academy Dean who may affirm, modify, or reject the recommendation. Prior disciplinary actions against the student may be considered by the academy Dean at this time.
16. The student will be contacted by the academy Dean's office and informed of the Dean's decision. The decision of the Dean concerning matters of student conduct is final.

## **STUDENT ACTIVITIES**

For more information, contact Assistant Director of Student Life (ADSL) at (940) 565-4955.

### **Student Activities Philosophy**

If you wish to maximize your experience at the Texas Academy of Mathematics and Science, you may choose to get involved in extracurricular activities. The Student Activities division of Student Life offers you the opportunity to develop skills in leadership, time management, planning, budgeting, decision-making, and understanding group dynamics. You are able to see the direct impact you can have on the TAMS, UNT, and Denton area communities. TAMS organizations provide outlets for you to express and explore your interests in fine arts, community service, fitness, and social or recreational activities, as well as in math, science, and technology. Since balancing extracurricular involvement with academics is important to success in the academy, you are limited in the number of offices you can hold in student organizations. Graduating Second Year Students often say that one of the most significant aspects of their academy experience was what they learned and shared through their involvement in student activities.

### **How To Get Involved**

Students will have several opportunities to learn about the different clubs at TAMS during Fall Orientation Program (after move-in and before school begins). During this time, we will provide you with an opportunity to sign up with student organizations that interest you. If you are unsure who to contact in order to become active in student organizations, contact the Assistant Director of Student Life at (940) 565-4955.

First Year Students are encouraged to get involved in clubs by assisting with program planning and publicity. "Worker bees" are needed by every group in order to implement ideas and coordinate events. Your involvement in club activities as a First Year Student will directly contribute to your chances of obtaining a leadership position during your Second year.

### **Program Advisors**

A Program Advisor is a Student Life staff member who has the information and skills to help club members plan activities within academy guidelines. Additionally, each club is encouraged to find themselves a Club Mentor -- an adult who has special experience or expertise in the interest area served by that club. These two individuals are resources for you to draw on for ideas and assistance. Generally, the position of Club Mentor is a voluntary one.

### **Student Activities Charge**

Each student is required to pay a one-time annual charge of \$100. This accumulation of charges is used for the funding of all the organizations and activities sponsored by Student Activities. For example, portions of the fee are used to subsidize fall orientation, homecoming, Prom and After Prom, Rosecutting and Student Life Awards, weekend trips, student conferences, and the countless number of dances.

### **Student Activities Budgets**

Student groups have typically found five ways of obtaining funds:

- Submitting a proposal for TAMS funding
- Submitting a proposal to Eagle's Nest for UNT funding
- Conducting fund-raising activities such as car washes and bake sales
- Seeking donations from family members or corporations
  - (Note: Any efforts to obtain funding from companies must be approved by the Dean.)
- Collecting dues from members, making participants cover their own costs, or charging admission to an event

### **Publicity and Posting Signs for Student Activities**

Signs announcing events are an important way to communicate, but the visual clutter created by numerous signs can lead to “poster blindness” in the sense that people stop looking at every sign. Signs should be appropriate, readable, and eye-catching. Signs must be removed immediately after the event. No signs may be placed on carpet or over windows. Staff members have the right to ask you to remove signs at any time.

See the Student Life website for additional policies on our advertising guidelines. Club officers will be trained on the appropriate placement of advertising at the beginning of the school year.

### **Out of Town Trips to Conferences and Competitions**

Students are expected to maintain the highest level of honesty and integrity in all pursuits. Students should realize that as a member of the TAMS community, actions and behavior, both positive and negative, reflect on the TAMS program as a whole. Students participate in a number of competitions, research expos, conferences and exams while in TAMS. Students will represent TAMS with the utmost integrity when engaged in these pursuits. If a student chooses a “short-cut,” falsifies information or data, cheats or demonstrates any dishonest or suspicious behavior – this reflects poorly on TAMS. **Students engaging in this poor behavior will be sanctioned under the behavioral standards of TAMS and may receive points. If the behavior is determined to be severe enough, the student could receive additional sanctions, including being dismissed from TAMS.** Further, experience has shown that negative behavior during outside competitions may seriously impact admission to college.

There are times when TAMS clubs take trips for various competitions or conferences. All such trips must be approved by Academic and Student Life staff prior to planning or booking. Because classes are a student’s number one priority, taking a trip that requires the missing of classes is generally not approved. Again, before exploring the possibility of taking such a trip, students must meet with the ADSL at least two months in advance.

Student organizations wishing to travel out of town must arrange/approach/request staff members to accompany students on the trip. The student organization will pay for the expenses of the staff person(s) on the trip. Students should plan and secure staff chaperones well in advance of the trip and not wait until the last minute.

There are no club sponsored trips allowed on Closed Weekends and other important Academy weekends (Prom Weekend, Rose cutting Weekend, etc.). Please consult the Student Leader Handbook for more specific guidelines for club travel.

### **Advised and Independent Club Designation**

TAMS is a host to several different clubs exclusively for TAMS students. In order to function within our community, all clubs need to register with the TAMS Student Activities office. (See the ADSL for more information.) Within the scope of registered student organizations, some clubs are *advised* and some are *independent*. Advised clubs typically have a long history and proven track record of success and interest from our student body. These clubs receive additional privileges including, but not limited to, the ability to pull from the TAMS Student Activities budget, an advisor, privileged room and equipment checkout reservations, etc. Independent clubs tend to be newer clubs and often come and go with a specialized interest of particular students. Independent clubs have room, van, and equipment checkout privileges, limited advertising options, and the ability to request money from a general unofficial club budget. Each Spring, each registered club must apply if it desires to retain or gain advised status for the next school year. Check out the Student Activities portion of the TAMS website for more information on advised/independent club designation.

### **Starting a New Club**

Many of our existing clubs were started by students with particular interests. If you are interested in starting a new club at TAMS, go to the Student Activities portion of the TAMS website and find the section for starting a new club – it involves a brief application.

### **Community Service**

Being a successful TAMS student means contributing meaningfully to the world around you, your fellow students, the UNT community, the Denton community, your country, and your environment. Students are encouraged to stretch themselves in this area and seek to make the world a better place while they are engaged in their academic pursuits. In addition to engaging in such service, students are encouraged to internally reflect on how giving to others is changing themselves. Students are encouraged to participate in community service during the Thanksgiving, Christmas and Spring break times; however, only a portion of those hours will count in the total number of TAMS hours (breakdown on the TAMS Student Life web site). Participating in community service over the summer is a good idea but will not count towards the number of hours TAMS accepts. The goal of community service from a TAMS perspective is for students to engage in community service while at TAMS (August-May) and to serve those individuals and populations that are in need. Students should submit their hours online within 30 days of serving.

The type of service being delivered by the student will be evaluated by the Student Life staff (see "What Counts as Community Service?" on the Student Life web site). Students and families will receive periodic updates as to the number of submitted and approved hours from Student Life; however, students and families can access this information online at any time. The deadline for Second Year Students to submit community service hours is April 6, 2018 – this allows Student Life to double check which awards students qualify for at graduation. First Year Students can submit hours until May 11, 2018, for this academic year.

### **Gold Cord**

The pinnacle award at graduation for community service is the Gold Cord Award. This award is reserved for graduating Second Year Students who have exhibited the highest commitment to community service and citizenship during their two years with the TAMS program. Students interested in contending for this exclusive award will have the opportunity to fill out an application presenting their portfolio for why they think they have earned it. Applications will go out the week before Spring Break. More specific information on the qualifications for this award are outlined on the Student Life section of the TAMS website.

### **Manus Awards**

Each Spring, we hold an award ceremony to celebrate the achievements and highlights of the TAMS student organizations. In 2002, we began the annual Manus Awards, named after former TAMS Academic Director, Dr. Manus Donahue. Clubs work hard all year long in hopes of being invited on stage to receive one of these awards. The categories include: *Organization of the Year, Most Improved Club, Educational Program of the Year, Social Program of the Year, Executive of the Year, and Advisor of the Year.*

## **LEADERSHIP POSITIONS**

For more information, contact the Assistant Director for Student Life (ADSL) at (940) 565-4955.

### **Leadership Opportunities**

Becoming a leader of a TAMS student organization is a great way to develop skills and gain valuable experience for your future. The goal of the Student Activities staff is to develop our student leaders so that you can earn more than just a title to put on a college application. If you work hard, the skills you learn as a TAMS student leader will transfer to every new position and situation in your life.

### **Club Executive Positions**

Only Second Year Students hold executive positions for TAMS organizations for the majority of the school year. Applications for executive positions are collected around the spring semester of the First year - the exact dates will be posted as soon as they are finalized. If you are interested in leading and organizing the activities of a particular club that is based on your interests, you can submit an application with that club. Your involvement and commitment to the club during your first semester will have a large impact on your ability to gain a leadership position your Second year. Get involved and volunteer whenever you can in order to demonstrate your commitment to the club. All clubs are given the responsibility of deciding how they are going to choose the next year's executives, and they should make that known to all who are interested. Contact the current executives of the club you are interested in to find out more specifics. Leadership training for new executives is offered each semester. Club executive positions can be time-consuming and involve significant responsibility. For this reason, no student can hold more than one club executive position within advised clubs.

### **Club Executive Qualifications**

You must be on 2<sup>nd</sup> semester privileges in order to apply for an executive position with an advised or independent club (3.0 GPA during Fall semester and 30 or fewer disciplinary points). All newly-elected club executives must come back their Second year on 3<sup>rd</sup> semester privileges (3.0 GPA cumulative and no Behavioral Agreement). You will not be able to make up grades during the summer for the sake of retaining your executive position. In addition to these general qualifications, individual clubs reserve the right to impose additional qualifications to prospective leaders.

### **Committee Head Positions**

If you are interested in gaining leadership experience but do not want to commit to the level of involvement that would be required of a club executive, you can seek to become a Committee Head within a particular club. Information about eligibility for Committee Head positions may be obtained from the current President of that club. Because committee head positions usually involve less time than club officer positions, students are allowed to hold more than one Committee Head position.

## OFFICIAL TAMS STUDENT ORGANIZATIONS

The Student Life portion of the TAMS website includes the most up-to-date listing of the current clubs and organization at TAMS, including the official TAMS Student Organizations for the 2017-2018 school year. The website includes more info on each club including a list of executives and emails. For more information, check the website or contact the Assistant Director of Student Life at 940-565-4955.

Listed below is a sampling of organizations that have existed at TAMS:

Ambassadors – Preview and Interview Day hosts and Spend-a-Day hosts  
Amnesty International – Human Rights Advocate group  
Chess Club – Chess club for all levels  
Computer Science Organization – Beginners to Advanced Programming  
Dancing for a Cause – Community Dance  
Dull Roar – Music Group  
FACES (Fellowship for the Advancement of Cultural Education for Students) – Diversity  
FEE (Facilitating Education Everywhere) – Community Education Volunteers  
Forward Tutoring – Student led 501(c)(3) Online Tutoring  
HOPE (Helping Other People Everywhere) – Community Service  
Ignite- Student Led Worship  
Ion – Online Publication  
Jets/Robotics – Engineering and Technology  
JSA (Junior State of America) – Political Discussion Club  
Judicial Board – Level 1 Discipline  
McConnell Hall Association – University Residence Hall Organization  
Model UN – Debate, Competition, International Relations Group  
MOE (Masters of Entertainment) – Focused on Gaming  
Morals & Ethics Club – Diversity and Ethics  
Mu Alpha Theta – Math Club  
Naturally – Environmental Issues Organization  
ProjectSmile – Student Happiness Group  
pROfiLE – Arts and Theatre  
JETS (Junior Engineering Technological Society) – Engineering, & Robotics Club  
SAGA (Sexuality and Gender Alliance) – LGBT Issues and Awareness  
Skybound Prep – Online College Prep  
Sports Club – Intramurals and Other Sporting Competitions  
StuCo (Student Council)  
TAMS 3D Printing Club – Partnering with Boys and Girls Club Providing 3D Prosthetics  
TAMS Business Organization  
TAMS Chef Masters  
TAMsfem – Intersectional Feminism Group  
TAMS Global Outreach  
TAMS Medical Society  
The Supply at UNT – 501(c)(3) School Creation in Kenya  
Teach and Learn – Academic Support and Tutoring  
TLS (TAMS Linguistics Society) – Foreign Language Study  
Yearbook

## ACADEMY EVENTS AND TRADITIONS

As an academy student, you are a member of a unique educational community with its own ceremonies and tradition. Membership in this community is a privilege. Your participation and support in enhancing the meaning of these traditions is expected and valued. See “Academy Calendar” for dates, times, and locations of the events listed below. Please note that dates, times, and locations may have to be changed due to unforeseen circumstances.

### **Fall Orientation Program - August**

*Participation Mandatory— First & Second Year Students*

The Fall Orientation Program includes introduction and explanation of policies and procedures, research surveys, informational presentations, UNT’s Welcome Convocation, a student organization fair, and the first wing meeting, as well as recreational and social activities.

### **Wing Meetings – weekly on Wednesdays 11p.m.**

*Participation Mandatory— First & Second Year Students*

Wing meetings are informal gatherings of all students living on the same wing for the purpose of disseminating information and building a sense of community. Wing meetings are held weekly and are led by Resident Advisors. The first wing meeting of the semester is usually on move-in day.

### **Academy Seminar – biweekly split between Juniors and Seniors on Mondays 5 p.m.**

*Participation Mandatory— First & Second Year Students*

The Academy Directors will be coordinating a weekly one hour seminar for academy students on Mondays at 5:00 p.m. Attendance at this seminar is required for graduation. The goal of the seminar is to provide information and resources that can help to ensure your success at the academy. The format may vary to include guest speakers, interactive workshops, videos followed by discussion, and other activities.

### **College Day**

*Participation Encouraged—Second Year Students (First Year Students Also Welcome)*

Each year the academy invites representatives of colleges and universities to campus so that you can get information about your options. Tentatively scheduled for September.

### **Fall Academy Convocation – typically early in September on a Sunday**

*Participation Mandatory— First & Second Year Students (Parents and Guardians Welcome)*

Each year the academy kicks off the fall semester by inducting eligible Second Year Students into the National Honor Society. This important event not only honors individual achievements, but also celebrates the shared successes of the TAMS community in the past year. On occasion students that have purchased Class Rings will be presented their ring at Convocation as a special recognition.

### **Class Rings**

Many TAMS students choose to purchase a class ring. The official TAMS ring is a signet ring that can be purchased in several different metals. A Ring Ceremony is held during the fall semester during which students receive their rings. Questions about ordering rings should be directed to Rose Preston at (940) 565-3603.

### **Family Day – typically November [depending on facility availability]**

*Participation Encouraged— First & Second Year (Parents, Guardians, & Siblings Welcome)*

Family Day is an opportunity for families to visit the academy and participate in activities sponsored by the student organizations. The schedule of activities is mailed to families in the fall. Family Weekend culminates with the Talent Showcase.

**Prom and After Prom – typically April**

*Participation Encouraged— First & Second Year Students (Parental Assistance Needed)*

Unlike many high school proms, the academy prom is inclusive, which means you do not need to have a date to attend. The Prom is a special event planned by students around a selected theme. Dress varies from tuxedos to suits, from floor-length gowns to shorter dresses. After Prom either is an all-night party or follow-up party that occurs immediately afterward and lasts til morning or can be scheduled for a daytime event in the week after the prom. In the past, After Prom activities included a casino party, hayrides, midnight volleyball, and Six-Flags trip and much more. Parents and guardians are needed as chaperones and assistants at both the Prom and After Prom.

**Rosecutting & Student Life Awards Ceremony – typically April**

*Participation Encouraged— First & Second Year Students (Parents and Guardians Welcome)*

The Rosecutting ceremony provides an opportunity for Second Year Students to reflect on their academy experience and begin the process of saying good-bye to one another prior to graduation. Each Second Year Student is given a single rose, symbolizing the new growth opportunity he or she is facing upon leaving the academy. These roses are tied together along a continuous white ribbon, which symbolizes the Second Year Students' connectedness as a class. At the ceremony, there are moments of reflection from classmates about the past year of shared experiences, scissors are passed from row to row and each student cuts the ribbon, symbolically cutting his or her ties to the academy. Student Life awards, which recognize leadership and citizenship, are presented following Rosecutting.

**Commencement – last class day in May**

*Participation Encouraged — Second Year Students (Parents/Guardians & First Year Students Welcome)*

This long awaited event is very special. As each graduate crosses the stage, his or her name and significant accomplishments are read. The academy hosts a reception for students and families following the ceremony.

## MCCONNELL HALL AMENITIES AND MOVE IN DAY SUGGESTIONS

### Room Assignments

Student Life makes all attempts to get room assignments and roommate information to each student by the first week of August. This provides roommates 3 weeks to coordinate and arrange for efficient design and related purchases.

### Move-In Day

- ◆ Move-in day for the Class of 2019 is Thursday, August 24.
- ◆ **Plan to move in between 10 a.m. and 3 p.m. that day.**
- ◆ Move-in day for the Class of 2018 is Sunday, August 27.
- ◆ **Plan to move in between 10 a.m. and 2 p.m. that day.**
- ◆ We cannot let you move in any earlier or drop off belongings due to cleaning and maintenance of the rooms before TAMS Move-In Day.
- ◆ Classes begin on Monday, August 28<sup>th</sup>.

### Check-In

- ◆ You will not be allowed to check in unless you have turned in ALL of your Student Life forms. Each signed form is due to the Student Life Office by Summer Orientation.
- ◆ When you arrive at McConnell Hall, come to the front entrance. At check-in, you will receive your room key, a temporary meal card, information for parking, and other move-in procedure information.

### Moving In

- ◆ Utilize the front entrance for move in purposes.
- ◆ Stairwells and corridors will be crowded. To make it easier on everyone, bring only necessary items. You can bring more stuff later when you come back from the first Closed Weekend.
- ◆ It will be easier to carry smaller, lighter boxes rather than large, heavy ones, so pack accordingly. We recommend packing your belongings in containers that can also be used for room storage (e.g., plastic crates.) To minimize the post-move-in clutter of cardboard boxes, consider bringing soft items such as clothing and bedding in bags rather than boxes.
- ◆ Cold water will be available in Smitty Study on the first floor of the hall. Move-in day in August is usually hot, so be sure to take breaks and replenish fluids!

### Settling In

- ◆ Upon move in, you are responsible for checking your room to be sure it is in good condition. Take care to fill out the Room inventory Sheet online very carefully so you will not be charged for damages you did not cause.
- ◆ If you arrive before your roommate, please be considerate about “laying claim” to certain drawers or a certain desk. Recognize that you will need to negotiate how to share space.
- ◆ If you have decided to rent a refrigerator, there will be information available in the lobby about how to call and make arrangements for delivery of a rental unit.
- ◆ Once you have your meal card (ID card) you can eat in the cafeteria.
- ◆ TAMS will enforce all Academy policies upon move-in.
- ◆ Check the calendar in the back of this handbook for special times for curfew and orientation activities during the first few days.

**Student Room Furnishings:** Each student room is furnished with the items listed below.

- 2 beds – all bed systems can be elevated
- 2 desks
- 2 chairs
- Closets
- Sink
- Trash Can
- Smoke detector
- 2 Ethernet connections\*
- 1 Television cable jack

**Packing: Essential Items:**

- ◆ Photo identification-Driver's license or Department of Public Safety identification card
- ◆ One set of "Sunday clothes" for TAMS special events (such as Convocation)
- ◆ Linens-sheets, towels, blankets, pillow, bedspread, etc.
- ◆ Alarm clock
- ◆ Laundry items-laundry hamper, detergent, iron, etc.
- ◆ Backpack
- ◆ Raincoat and umbrella
- ◆ Desk lamp or floor lamp – **(NO Halogen bulb lamps)**
- ◆ Address book with contact info on family/friends
- ◆ Key chain
- ◆ Surge protector
- ◆ School supplies
- ◆ Comfort stuff-whatever will make you feel at home. (e.g., family photos)

**Packing: Not essential, but nice to have:**

*(Discuss with your roommate first because you may not want duplicates.)*

- ◆ Small to midsize microwave oven
- ◆ Small dorm size refrigerator
- ◆ Popcorn popper-Choose either the hot air type or one with an enclosed heating element.
- ◆ Cooking materials and plastic storage containers for use in McConnell kitchenette
- ◆ Under-the-bed-boxes or plastic crates for packing and storage
- ◆ Study pillow/Backrest
- ◆ Dictionary and thesaurus
- ◆ Shower caddy or washing/shaving/make-up kit
- ◆ Bathrobe-For walking to/from group bathroom
- ◆ Small oscillating fan
- ◆ Bicycle with good locking device
- ◆ Personal computers-There is a computer lab in the hall for students to use.
- ◆ Vacuum cleaner *(These are available at the Front Desk for check out.)*

**Packing: Not recommended, but not prohibited:**

- ◆ Computer games-These distract from studies.
- ◆ Large or expensive stereo equipment – especially large speakers. Also, rooms are small and noise carries so the temptation to play the stereo loudly could result in a Quiet Hours violation.
- ◆ Televisions/DVDs. There is a TV lounge and TV in Smitty Study. DVD players are available for checkout at the Front Desk.

**Packing: Prohibited by Academy policies:**

- ◆ Hot plates or toasters
- ◆ Candles or incense
- ◆ Any Halogen lights
- ◆ Pets (other than fish)
- ◆ Weapons or firearms of any kind, including knives other than ordinary pocketknife
- ◆ Dangerous scientific equipment, such as lasers
- ◆ Cars (unless you are on third semester privileges)
- ◆ Laser pointers
- ◆ Holiday lights, Christmas lights, rope lights

**Lofts – currently all existing beds can be raised to loft height – so lofts are not allowed.**

### **Room Alterations**

- ◆ No corkboard, mirrors, or wallpaper may be affixed to any surface.
- ◆ Rooms cannot be painted.
- ◆ In all cases, you are responsible for returning your room to its original condition.
- ◆ Decorations are encouraged as long as they do not create a health or fire hazard or damage the room. Do not block the vents or peepholes.
- ◆ Traffic signs are not permitted in the residence halls because Texas law prohibits the removal of such signs from their designated places.
- ◆ Pictures and other material that may be considered objectionable are not to be displayed in areas that may be visible outside your room.
- ◆ Displays of any type of alcoholic beverage containers or posters featuring alcohol are not allowed.

### **Carpets**

- ◆ Any plans to bring carpeting should be discussed by roommates.
- ◆ Room flooring is tile; so many students choose to bring area rugs. The basic dimensions are 11'x15'
- ◆ Carpets and rugs cannot be taped down and should have non-skid backing.

### **Roommates and Room Assignments**

- ◆ If you and another TAMS student know you want to live together, you may request each other as roommates. We will only attempt to honor this request if BOTH PARTIES have requested the match on the TAMS Roommate Matching Questionnaire.
- ◆ Student not requesting a specific roommate will be matched with another student based on responses to the TAMS Roommate Questionnaire.
- ◆ **You will receive notification in early August informing you who your roommate is and what room you will be in.**
- ◆ We cannot honor requests for roommates or for room changes based on discrimination.
- ◆ Rooms are randomly assigned. We cannot honor requests for specific rooms, wings, floors, or Resident Assistants.
- ◆ If you are unhappy with your assigned room or your roommate match, you may request a room change. **However, change requests will only be accepted early in September. Do not call us this summer!**
- ◆ You will have to move into your assigned room and live with your assigned roommate until your request for a room change is processed. Changing rooms without written authorization from the Hall Director constitutes improper check-out and will subject you to disciplinary action as well as an improper check-out fee of \$75.
- ◆ No private rooms are available
- ◆ You are strongly encouraged to contact your roommate once you find out who he/she is so you can become acquainted. It is a good idea to discuss what items you are each bringing so that your room is not cluttered with duplicate items.

### **Telephone Service**

- ◆ With the ubiquitous nature of cell phones, the UNT Housing department decided to remove public phones and access from student rooms. It is strongly encouraged that students establish a communication repertoire with their families. If a student does have a cell phone TAMS will ask students to share the number with us for emergency contact purposes.
- ◆ Set up a planned calling time so that your family can stay in touch. Do not set 11 p.m. as your calling time because this will conflict with room checks and wing meetings.

### **Mail & Packages Delivery**

- ◆ No U.S. mail can be delivered to students at McConnell Hall or through the Academy address.
- ◆ United Parcel Service (UPS) and Federal Express (FedEx) packages are accepted at McConnell Hall.
- ◆ Make sure friends have your address. Ask them to write to you often!
- ◆ Subscribe to your favorite magazines or have your hometown newspaper or church bulletin delivered. An empty P.O. Box is no fun!

### **Spending Money**

- ◆ You will need money for certain personal expenses. Use this list to calculate how much spending money you think you will need:
- ◆ Sunday evening meals (not included in 7 day meal plan)
- ◆ Haircuts
- ◆ Entertainment
- ◆ School Supplies
- ◆ Transportation/Travel
- ◆ Toiletries
- ◆ Extracurricular activities
- ◆ Snacks
- ◆ Stuff sold by TAMS clubs

The amount of money students spend on these items varies. Discuss what you can afford with your parents. Talk with your parents about money management and how you will resolve problems that may arise as you are learning to budget for your expenses at TAMS. Sometimes students are afraid to ask their parents for money when they have perhaps made some unwise choices and are broke, but it is not a good idea to get into the habit of borrowing from other students or going without necessities.

### **Checking Accounts**

- ◆ Most students choose to set up a checking account with one of the Denton area banks. The statement can either be mailed to you or to your parents.

### **Credit Cards**

- ◆ Once school starts, credit card companies have booths on campus and often give away free T-shirts to students who fill out applications for credit cards. There are recent (2010) laws that have been passed for individuals attaining credit cards. Be sure to know the law prior to establishing credit with any company or entity.

### **Other Items of Interest**

- ◆ McConnell Hall has a "Student Activity Center" this is located off of Mac Café.
- ◆ McConnell Hall has a Kitchenette equipped with a stove and range, as well as a sink and refrigerator. The Kitchenette has some pot, pans, and utensils available. The Kitchenette key can be checked out at the McConnell Hall front desk.
- ◆ Trash bags are available at the front desk, free of charge. All bagged trash should be disposed of in the dumpsters behind McConnell Hall.
- ◆ McConnell Hall is equipped with vending machines (drinks and snacks).
- ◆ The charge for a lost room key is at least \$75. Lost keys should be reported to the front desk.
- ◆ The following items can be checked out from the McConnell Hall front desk with a UNT ID:
  - DVD players
  - Vacuum
  - Broom
  - Some board games
  - Some study manuals
  - Some office supplies (scissors, tape, etc.)
  - Keys to activity rooms

### **Public Areas**

The public areas in McConnell Hall include: Smitty, Mac Café, Bewley Parlor, kitchenette, TV room, boardroom, Music Practice room, Ham Radio room, Student Activities Center (SAC), and the TAMS Computer Lab. Any of these public areas may be temporarily closed at any time at the discretion of academy staff due to noise, vandalism, trash, or other factors.

### **Recycling**

The TAMS community is committed to helping the environment by engaging in responsible recycling. Recycling bins are located in various spots throughout the hall. Non-recyclable trash may not be placed in recycling bins. (See "Trash.") Students who are interested in recycling are encouraged to participate as part of community service. (See "Student Activities.")

### **End of Year Closedown**

All students are encouraged to bring belongings home at Spring Break and the last closed weekend and to begin cleaning their rooms early so that check-out during Finals Week will be less stressful. At the time of closedown, students will be expected to clean their room to the satisfaction of the McConnell Hall staff according to campus cleaning standards. Depending on how clean students have kept their room, the cleaning process could take hours. During Pre-Finals Week students need to make an appointment with their RA to officially check out of the hall. Failure to follow proper checkout procedures will result in a fine.

**Class 2019:** You are required to check out of your room and vacate McConnell Hall 24 hours after your last exam or by 4:00 p.m. Thursday, May 10, 201, at the latest. If you wish to stay in Denton to attend Graduation, you will need to find a place to stay on Thursday, May 10, 2018, since McConnell Hall will be closed that night.

**Class 2018:** You are encouraged to check out by 4:00 p.m. Thursday, May 10, 2018. Graduation is a time for families to gather; therefore, you should plan on spending Thursday night with your parents or guardians. McConnell Hall will be open after graduation only for students that register to spend the night in McConnell. An online form will be made available in April. If you are unable to check out by 4:00 p.m. on May 10 you will be able to check out between 8:00 a.m. and 2:00 p.m. – Friday, May 11.

## **APPENDIX**

Maps of Off-Limits Areas

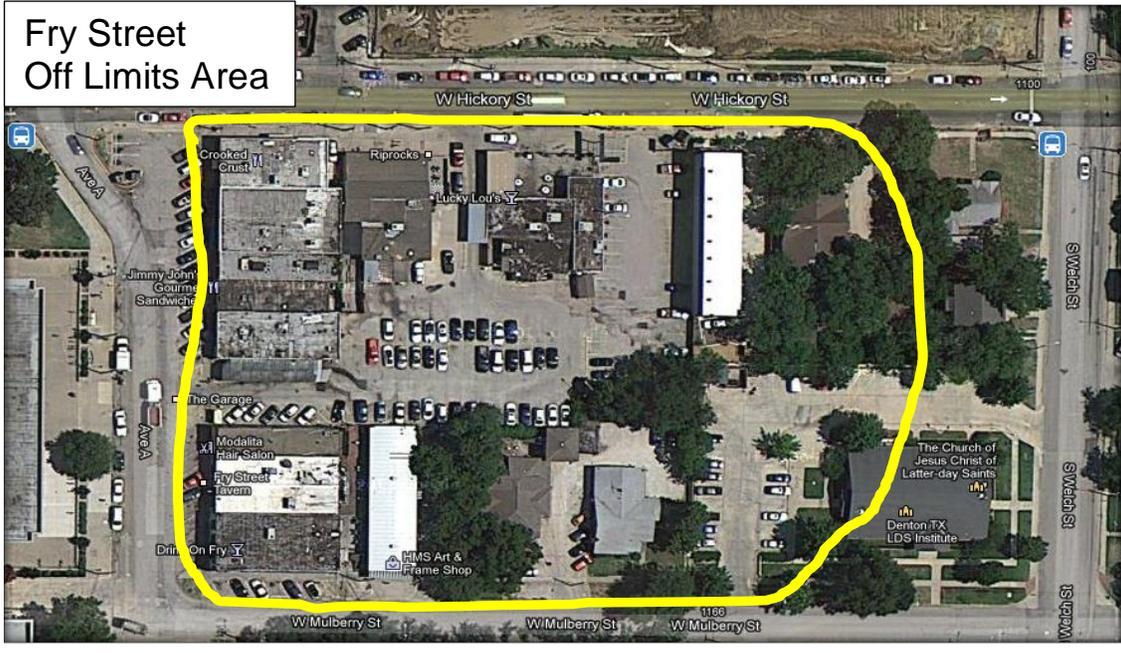
Overnight Guest Request

Withdrawal Checklist

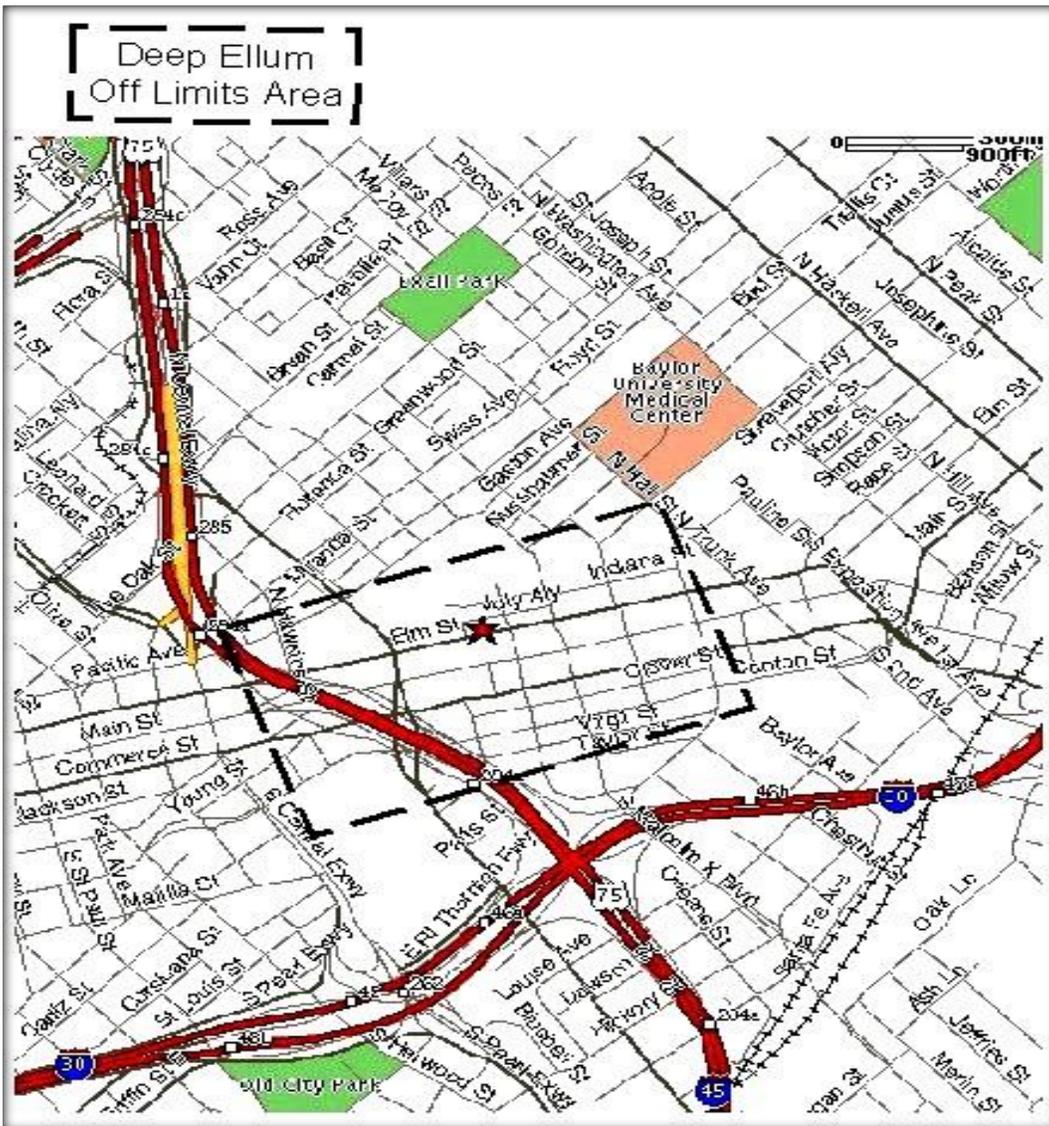
Topic Index

Calendar

# Fry Street Off Limits Area



# Deep Ellum Off Limits Area



STAFF USE ONLY

- Overnight guest request approved by \_\_\_\_\_
- Overnight guest request denied by \_\_\_\_\_

# OVERNIGHT GUEST REQUEST

Texas Academy of Mathematics and Science ♦ University of North Texas

This form must be turned in to the Front Desk no later than curfew (11:00 pm) on the Wednesday before you would like the guest to stay. *Late forms will not be accepted.* Please review the *TAMS Student Handbook* for details on the policy for overnight guests.

Today's Date: Tuesday, May 16, 2017

Student's Name: \_\_\_\_\_

Room # \_\_\_\_\_ Phone # \_\_\_\_\_ Class of \_\_\_\_\_ RA \_\_\_\_\_

Guest's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**Date of Guest's Proposed Stay:**

Arriving: Date: \_\_\_\_\_ Time \_\_\_\_\_  
(ie: Saturday, September 18, 2010)

Leaving: Date: \_\_\_\_\_ Time \_\_\_\_\_  
(ie: Sunday, September 19, 2010)

\*Roommate's signature: \_\_\_\_\_ [Signifies approval of guest's visit]

\*RA signature: \_\_\_\_\_ [Signifies approval of guest's visit]

By signing below, I am stating that I FULLY understand and agree to abide by the rules for overnight guests, and that I have read and understand the instructions for the overnight guest request form.

- Only one guest per room.
- Guests must be escorted at all times by the resident.
- Guest must sign in at the Front Desk upon arrival, like all visitors.
- TAMS student is responsible for the guest's whereabouts and behavior at all times for the duration of the guest's stay.
- Any disruption caused by guest will result in your guest being asked to leave McConnell Hall immediately.
- Confirm that your request has been approved prior to your guest's arrival.
- Guest and resident are expected to follow all rules as outlined in the *TAMS Student Handbook* (Privilege system level of resident applies to guest), the *Housing Handbook and Policies*, the *Code of Student Conduct*, & all local, state & Federal laws.
- Violations of any of the rules by me or my guest may result in any or all of the following sanctions to me: loss of various privileges, documentation including up to 100 points (on the discipline system as outlined in the TAMS Student Handbook) as appropriate, any other sanctions or discipline as dictated by Hall Directors, Judicial Board, or the Office of Student Life.

\*Student's signature: \_\_\_\_\_

## **WITHDRAWAL CHECKLIST**

### **Required:**

- Meet with Academy psychologist to discuss ways to ensure a positive transition as you leave the academy for another educational setting.
- Meet with Associate Dean of Academics to discuss future academic plans.
- Complete “TAMS Withdrawal Form” and turn it into the Academic Office
- Return your textbooks to the Academic Office. Failure to return books in good condition will result in charges being assessed.
- Go to the McConnell Hall Front Desk and schedule a check-out time with your RA or a Hall Director.
- Clean your room to the standard set by Housing. Failure to follow proper check-out or cleaning procedures could result in charges being assessed.
- Turn in your room key and your student ID card to the Front Desk or to the staff member who does your check-out.
- Meet with Rose Preston in the TAMS Dean’s Office (Sage 202) if you are receiving Financial Aid, or to see if you owe any money.

### **Recommended:**

- Go to the Housing Assignment Office in Crumley Hall and fill out the paperwork to request a refund of your \$\$\$ damage deposit, which may then be mailed to you in 6-8 weeks.
- Talk with your roommate and close friends about your plans to leave so there are no surprises or hurt feelings.
- Meet with the Dean, the Assistant Dean for Recruitment and Admissions, or the Assistant Dean for Student Life to offer feedback about your TAMS experience, which may help us better understand students’ expectations and needs.

### **If you are withdrawing due to a behavioral dismissal:**

- Vacate your room by the date and time indicated by the Assistant Dean for Student Life, Assistant Director of Student Life, or one of the Hall Directors.
- Be sure you understand the terms of the trespass. Meet with the Assistant Dean for Student Life if you need clarification.

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