



Residence
Life
Handbook
2021-2022

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Statement of Equal Opportunity and Nondiscrimination

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-901-6213, vpsa@allenc.edu.

Dear Allen Community College Housing Resident,

Welcome to Residence Life at Allen Community College! We wish that your time here at Allen will be a top quality living and learning experience.

The Residence Hall Handbook is meant to amplify and clarify portions of the housing contract and Allen's student housing regulations. Should you need clarification, please contact a member of the Residence Life Department.

Living on campus gives you the opportunity to create a rewarding experience. As a resident, you will have access to different extracurricular activities throughout the year. Not only will there be activities, but you will find making friends a lot easier when you are in one of Allen's Residential Halls.

The Residence Life Staff at Allen is committed to making your experience in housing a comfortable, meaningful, and educational one. Thank you for your help in making your community living experience both positive and rewarding. We wish you the best in your academic pursuits at Allen!

Sincerely, Residence Life Staff

Residence Life Staff

Director of Student Life

The Director of Student Life is a full-time professional who lives off campus and is responsible for managing the overall operation of the Residence Life Program, Student Activities, Student Government, and discipline. The Director of Student Life is available to assist you with any housing-related concerns.

Residence Hall Director

The Residence Hall Director (RHD) is a full-time professional who lives on campus and works closely with the Director of Student Life, and other Residence Hall Directors, to share the day-to-day operations of the Residence Life Program. The RHD supervises their residence hall and assists residents with their personal concerns.

Maintenance Staff

The Maintenance Staff is responsible for cleaning public areas in the residence halls (lobby, laundry room, and hallways). Residents are responsible for keeping their rooms and bathrooms clean. Students must bag trash from their room and place in the dumpsters located near the Residence Halls.

For Residence Hall related issues, please call the Hall Director on duty at: **620-228-8258**. **In the event of an emergency, dial 911.**

Getting Involved

Student Life Programming

Student Life provides activities for students living on and off campus throughout each semester. Activities provide residents with an opportunity to get to know more students from other programs, as well as something to do after studying. Some examples of programming activities include pool or ping pong tournaments, casino or game nights, outdoor games, ice cream socials, movie nights, etc. Residents are encouraged to let their RHDs know if there is an activity they would like to have.

Leadership Opportunities

Much of the learning that happens at college comes from informal and experiential means. Working with your peers, faculty, and staff to plan and present programs and activities can be both challenging and fun. Students are encouraged to participate through the sharing of ideas and assist with the planning, development, and execution of these activities

Student Employment

There are employment opportunities available to students on the Iola Campus. Students are hired to assist with facilities, cafeteria, and office administration. See the Financial Aid Office for available jobs.

Housing Contract

To make the most of a resident's on-campus housing experience, he/she will need to remember that cooperation with and consideration of others is essential. While it is important that one does not infringe upon another's rights (especially the right to study or sleep), it is equally important that one is assertive in protecting his/her own rights. The Residence Life Staff will enforce College and housing rules and policies, but in the area of interpersonal communication and conflict, their role is to help resolve conflicts, not to solve them.

Housing policy does not attempt to define every acceptable/unacceptable form of behavior. In situations not covered by specific policies, residents are expected to use common sense and conduct themselves in a mature and responsible manner at all times.

By signing the Student Housing Contract, the resident agrees to abide by all Allen Community College Housing and Campus policies, as well as local, state, and federal laws. Residents found to be in violation of any policy will be subject to Housing and/or College disciplinary action.

These policies have been established to protect a resident's rights as an individual and the rights of the student housing community as a whole.

Housing Contract “Terms of Contract”

1.) Parties: This contract is made by and between Allen Community College Residence Life and the student, referred to as Resident, signing the contract.

2.) Eligibility: Any person who is enrolled as a full-time student (minimum 12 credit hours), with at least nine of those credit hours being on the Iola campus, may enter into this contract. Students with less than full-time standing, or less than nine credit hours on the Iola Campus, will be considered on an individual basis. Allen does not currently provide housing for married couples or families on campus. Students on athletics or activity scholarships must apply for Residential Housing.

3.) Duration:

- a. This contract is binding from the initial term selected through the remainder of the academic year.
- b. Allen Community College may immediately terminate this contract, upon the Resident's failure to make payments as required under this contract or for any other violations of the terms of this contract or any violation of College or Residence Life rules and regulations.
- c. **Term Breaks:** Residents must get approval from the Director of Student Life to stay in housing over term breaks (approval requires exceptional circumstances based on work status, athletic requirements, and distance from campus).
- d. If the Resident is a continuing enrolled student, Residents may leave personal belongings in their assigned room during break periods. Allen Community College is not responsible for loss, theft, or damage. Exception – all items must be moved out at check-out of Spring Semester. No items may be left in the room over summer break.
- e. If the Resident is approved to remain in the residence halls during any of the break periods, all policies and regulations as outlined in the Residence Life contract and the Residence Life Handbook will apply, and Residents will be held responsible for adhering to all such policies and regulations.

4.) Contract Cancellation:

- a. Residents may cancel this contract prior to the beginning of the first term of occupancy.
 - i. Written notice of the cancellation must be provided to the Student Life Office
 - ii. All cancellations must be in writing to the Director of Student Life. Residents may e-mail housing@allenc.edu.
 - iii. Notice of cancellation to admissions, financial aid, business or registrar's office, or to other Allen offices does not constitute notice of cancellation of this contract.

5.) Contract Release:

- a. Residents can request, in writing, a release from the contract during any academic term. Such releases are subject to the approval of the Director of Student Life.
- b. Refunds for approved releases for housing charges are calculated on a prorated basis.
- c. After the Residence Hall Checkout form is complete, any refund for approved releases will be refunded by the Business Office.
- d. If a student is suspended/expelled from the residence hall due to disciplinary actions, there will be no refund.

6.) Contract Assignment:

- a. Roommate Assignments are made on a non-discriminatory basis without regard to race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law.
- b. The date that both the contract and the deposit are received determines eligibility for assignments on a first-come, first-served basis. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon on all roommate contract forms. If demand is sufficient, the Residence Life Office reserves the right to place additional students in a room.
- c. Residents cannot transfer this contract, nor sublet any part of the rental premises.

- d. Contracts are not transferable from one academic year to another.
- e. Residents are required to live in the room to which they have been assigned.
- f. Students who fail to appear for occupancy by the first three days of class will forfeit their deposit and have the space assigned to another student unless notification is provided of intended late arrival.

7.) Contract Payments: Room rates are established by the Allen Community College Board of Trustees and are available from the Residence Life Office. Rates do not include the Summer Break. Contract payments are due and payable in accordance with College policy before the beginning of the term. Failure to pay any incurred debts for contract changes, damages, fines, or any other assessed charges during the term of this contract will result in ineligibility of the student to process registration for subsequent terms and withholding of student records until all charges and fees are paid in full. Residents failing to pay costs within a reasonable time will have their accounts turned over to a collection agency.

8.) Contract Signature: By signing this contract, the Resident agrees to abide by all policies found in the contract and the Allen Community College Residence Life Handbook.

9.) Amendment: The Colleges reserves the right to amend this contract as needed. All amendments will be posted prior to enforcement and will have the prior approval of the Director of Student Life, Vice President for Student Affairs, and President.

Community Living

Housing Assignment & Policies

Housing assignments are made on a first-come, first-served basis at the discretion of the Director of Student Life (based on the date that both the housing contract and deposit are received). While every attempt is made to assign students to their preferred assignments, this is not always possible. Roommate assignments are made on a non-discriminatory basis. The date that the contract and the deposit are received determines eligibility for assignments. Specific requests cannot be guaranteed. Roommate preferences must be mutually agreed upon and indicated on all roommate contract forms. Housing priority is given to students attending classes on the Iola campus. If demand is sufficient, the Student Life Office reserves the right to fill rooms to capacity. The Student Life Office reserves the right to move a resident to another hall or to cancel a resident's contract if the resident does not adhere to Allen Housing policies.

Move-In

Move-in dates will be posted on the Allen website and will be shared with students when they receive their housing assignment. Residents can receive their student ID card and room key, when they move into housing, from Campus Services and their Residence Hall Director respectively.

Sharing an Apartment/Suite/Room

Sharing an apartment/room in a community can be a very positive and enjoyable experience. Such an arrangement can also create stress and difficulty if not approached with consideration, communication, and willingness to compromise. It is important for all roommates to discuss how to divide responsibilities and share a living space. The questions found in the community and personal property section and the housekeeping section can help examine the different ways roommates approach issues and give an opportunity to develop methods for resolving differences before conflicts arise. **In order to give roommates an opportunity to work out any conflict and grow as adults, the expectation is that there will be no roommate changes in the first two weeks of the semester without exceptional circumstances.**

Community & Personal Property

An Area of concern among many roommates is the issue of property, including community property (property that can be used by any roommate) and personal property (those "off limit" items). In a group discussion, each roommate should answer the following questions regarding personal property. Typical responses may be "yes", "no", "yes, but ask first", "yes as long as they replace it", or "yes as long as they take responsibility for it." Can my roommate(s) use my:

- Stereo?
- Television?
- Food?
- Clothing?
- Kitchen utensils?
- Personal computer?
- Streaming device/system?

- Video Game systems?
- Tools?

Housekeeping

Try to reach an understanding about the type of environment that each person would like at home. Each person may end up with differing ideas on this topic, and if so, it is time to give thought to a compromise. When sharing a living space with another person or persons, it is important to consider their needs as well as your own. Your actions may directly affect your roommate(s). Some areas to consider may include, but are not limited to, personal hygiene and general cleanliness. Residents should decide on a plan for maintaining the apartment/room such as a cleaning schedule. Discuss the following areas:

Kitchen/Kitchenette (if applicable):

- Dishes
- Stove/Oven
- Trash
- Microwave
- Sink/Counters
- Refrigerator

Living Room and Hallway (if applicable):

- Personal belongings
- Vacuuming/Sweeping
- Dusting
- Regular trash removal

Bedroom:

- Vacuuming/Sweeping
- Regular trash removal
- Personal belongings
- Dirty clothes

Bathroom:

- Vacuuming/Sweeping
- Cleaning the shower
- Cleaning the toilet
- Cleaning the sink(s)/mirror(s)
- Regular trash removal

Roommate Rights & Responsibilities

As a member of Allen Community College's Residence Life community, residents have the following rights and responsibilities. Conversely, each individual should work to be the type of roommate who helps ensure these rights:

- The right to read and study in one's room free from disturbances.
- The right to sleep without undue disturbances.
- The right to be treated with respect and civility at all times.

- The right to expect a sense of privacy in one's own apartment/room.
- The right to a safe and secure home.
- The right to be free from fear of intimidations, physical harm and/or emotional distress.
- The right to have a clean room and the responsibility to share equally in the work to keep the room clean.
- The responsibility to respect their roommate's rights and personal belongings.
- The responsibility to host guests in a manner that does not interfere with the rights of one's roommates and other community members.
- The right and responsibility to speak out when one believes their rights have been violated.
- The right and responsibility to seek the assistance of others to resolve conflict when individual action has not been successful.

These rights and responsibilities apply not only to roommates but also to other residents living on the floor/wing and in the residence hall.

Resolutions of Differences

If conflicts arise, do not be afraid to deal with it right away. Generally, problems can be resolved quickly and easily if dealt with in a timely manner. Conflict signals a need for change. It forces participants to examine situations from others' viewpoints, acquire new information, and explore solutions. Learning how to resolve conflict helps roommates understand conflict and become better friends. There are many ways to resolve conflicts. It is important for each roommate to take responsibility for solving conflicts when they begin, instead of waiting until the situation becomes intolerable. Planning now will help the situation later. Remember, RHDs are there to assist and will be glad to meet with residents individually or collectively. If the problem persists the RHD will make a referral to the appropriate Residence Life staff member.

Cleaning Requirements

It is the collective responsibility of all roommates to keep the room/apartment clean at all times. Residents are expected to maintain their rooms/apartments in a clean and sanitary condition throughout the occupancy period. Appliances must be maintained in a clean and safe condition. Residence Life does provide cleaning supplies such as vacuums, mops, etc. for residents to utilize in the event the resident does not have their own cleaning supplies. Residents are expected to be respectful of Residence Life property and follow the proper protocol specified by Residence Life when borrowing cleaning supplies. Please do not use colored cleaning tablets in toilet tanks or bowls, as those can cause staining. Do not place any cleaners or objects in tanks. Sanitizers placed in the bowl must be dye-free.

Garbage

Room/apartment trash and garbage should be bagged and placed in the dumpsters located adjacent to the residence halls. At no time should trash or garbage be placed outside room/apartment doors, in walkways or on balconies. Room/apartment trash should not be placed in the hallway trash cans. No trash cans larger than kitchen-sized trash cans will be permitted.

Storing food properly, removing waste materials regularly, and maintaining reasonable sanitation and safety standards will help prevent the invasion of pests and rodents. A health code violation will be assessed to residents who leave their garbage in the common areas and hallways of the residence halls, who use too large of a trash can (allowing trash to accumulate), or who do not regularly take their garbage to the dumpsters. Littering of any kind is prohibited, and disciplinary action may be taken when littering is observed.

Health Code

If residents fail to maintain sanitary conditions a fine will be assessed for violation of the health code. Residents found in violation of health code will be given one warning and 24 hours to bring the room/apartments back to clean living standards (this could be less if it a serious concern – such as requiring trash to be taken out immediately). A health code inspection will be conducted 24 hours after the violation. If the room/apartment does not pass the inspection at this time, each of the residents will be assessed the health code violation fine and an additional fine each day until the room/apartment passes inspection. Residents may be evicted if the room/apartment has not passed inspection 14 days after the original warning.

Room/Apartment Changes

Changes from one room/apartment to another may be requested only after the first two weeks of each term and must be approved by the Director of Student Life. If a student wishes to transfer rooms, they must:

- Obtain approval from the Director of Student Life
- Schedule and complete an Allen Resident Housing Check-Out form
- Check out of the current room within the given timeline (an improper check-out will result in an improper check-out charge).
- Check into the new room and complete a new Allen Resident Housing Check-in form.
- The transfer must be completed within 48 hours of the approval time, otherwise the resident will be charged a delay fine.

Residents who attempt a room or roommate change without following any part of the above procedure, will be in violation of this policy, subject to a fine, and not be allowed to change rooms for the remainder of the term.

Maintenance Repairs

Every effort has been made to ensure that a resident's room is clean and well maintained when they check in. If there is a problem of a maintenance or custodial nature within the room/apartment, please notify your RHD as soon as possible and make a maintenance request online through the College's website. It is the goal of the Maintenance Department to respond to all maintenance requests in a thorough and timely manner. Maintenance staff will announce themselves upon entering the room/apartment. Some requests may take time to repair based on availability of parts/staffing. If a resident feels that a concern has not been appropriately responded to, they should contact their RHD or the Director of Student Life. Residents are not permitted to attempt to make any repairs to College property. Allen Community College accepts no liability for damage, injury or death that may occur if residents attempt to make repairs themselves.

Personal Property

The College, its officers, employees or agents assume no responsibility for the theft, damage, destruction, loss of money, valuables, or other personal property, regardless of the cause. This includes losses that occur in your room/apartment, storage closets, common areas, or on balconies/stairways. Residents should keep their room/apartment doors and windows locked at all times and report any losses to the Residence Life Staff and/or local authorities. Residents are encouraged to purchase personal property insurance (renter's insurance) or check with their homeowner's coverage to see what is covered (if anything). Allen's insurance will NOT cover resident's personal belongings in any circumstance, including damage to property (such as fire or flooding) or theft. Residents are required to take all of their personal belongings with them when they move out of housing. Please see "Check-out Procedures" for the property removal policy.

College Property

College property may not be removed from the residence halls, from the common areas nor moved from a room without the consent of the Director of Student Life. A charge will be assessed for returning furniture to its proper location. Residents found removing furniture will be referred to the Director of Student Life for theft of College property. Residents also will be billed for any damage caused while moving. In addition, the Office of Student Life reserves the right to search any College property.

Communication

Student Life staff may contact residents by cell phone, mail, e-mail or posted notices about a variety of issues such as maintenance requests, plans for holiday breaks, safety issues, reminders, activity information, etc. Student Life asks that residents respond in a timely manner. Residents are responsible for checking their Allen e-mail and mailboxes frequently and reading posted notices. Any notices to a resident shall be deemed received by residents on the date delivered to the residents' units or mailboxes or the date notices are posted in the residence halls.

Internet

Internet services are provided to residents by Allen Community College through local providers and is included in room costs. There is no option for adding or subtracting a particular service. Internet service is available to all rooms and apartments. Access at any given time is not guaranteed.

Winter Break/Check-Out Protocol

Each resident is required to check out and turn their keys in before they leave at the end of the contract. Each resident must have their room cleaned (swept, mopped, dusted, wiped down, and trash taken out) before the resident may checkout. Cleaning supplies can be borrowed from the resident's RHD. All rooms must be clean and ready for the RHD to check by the posted deadline.

All rooms with an open spot or that have been assigned a new roommate the following semester are expected to have the room prepared for the new roommate(s). Each new roommate will need a closet and bed. These must be empty and clean. All of the current roommate(s)' belongings must be confined to their own closet and bed. All belongings other than a refrigerator or furniture must be off the floor. These rooms will be assessed by the Director of Student Life and RHDs during the break. Any room found to be unsatisfactory for new occupants to move in will be cleaned by Allen Maintenance and Custodial Staff. Each resident of the room will be assessed an overall bedroom cleaning fine.

Winter Break Check-Out Procedure for residents returning for the Spring Semester:

- Close windows and shades/blinds
- Unplug and thaw out miniature refrigerator
- Take out the trash
- Take all perishable food home
- Turn down the thermostat
- Turn off the lights in the room – this includes unplugging any decorative lights
- Turn off/unplug any alarm clocks
- Check your mail
- Clean the room (you may be getting a new roommate)
- Lock the door

Check-Out Procedure for residents graduating, moving off campus, and for all students at the end of the Spring Semester:

- Remove all personal belongings from the room
- Clean the room and take out all trash
- Check your mail
- Turn the thermostat to 72 degrees, do not turn it off
- Close the windows and shades/blinds
- Turn off the lights in the room
- Lock the door
- Accompany RHD to the room/apartment to document the condition of the room/apartment on the Allen Resident Housing Check-Out form. The Allen Resident Housing Check-Out form must be signed by both the resident and a Student Life staff member and turned into the Director of Student Life.

Residents failing to meet with a Student Life staff member at the scheduled time and/or failing to follow the proper check out procedures will be subject to an improper check-out charge, in addition to any damage and cleaning fines.

At the end of each contract period or upon vacating the room/apartment, each resident is required to complete the check-out process outlined below:

- Make arrangements with all roommates for cleaning the room/apartment prior to your check-out.
- Schedule a check-out appointment with an RHD by an appointed date and time.
- Upon completion of your check-out, sign the check-out form and turn it in to the Student Life Office.
- Return the mail key to Campus Services.
- Return the room/apartment key to the RHD.

Personal Property Removal Policy

Possessions remaining in the rooms/apartments after the end of the contract period will be removed by staff, held and stored for a maximum of 14 days. A Property Removal Fine will be charged, and a certified letter will be sent to all occupants of the room/apartment. Belongings must be picked up by the student. If not claimed after the 14 days from the date that the letter was mailed, Allen reserves the right to sell or dispose of the property. A disposal fee will be assessed should the property be disposed of. **No belongings will be mailed.**

Residence Hall Information Technology Policy

Allen Community College provides resident housing students with wireless connections within each room to the campus data network providing Internet access. The Internet access is a privilege that can be revoked if the terms of this policy are violated. Student's acknowledgement of reading the Residence Life Handbook via the online Residence Life Handbook Agreement form along with their use of the Allen-provided network access indicates their acceptance of the policies outlined in the College catalog and this handbook, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. Allen Student Life and Information Technology Department reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

NOTICE: All computer usage expectations apply to student computers on any Allen network.

Acceptable Use of Information Technology

The full Internet Usage Policy can be found in the Allen Community College Course Catalog. Residents are required to adhere to all of the Allen Internet Usage policy. Some excerpts are included below:

Privacy

Allen Community College supports a climate of trust and respect and does not customarily read, monitor, or screen electronic information resources. However, complete confidentiality or privacy of data, email, or other information transmitted or stored cannot be guaranteed due to the nature of the medium, the need for authorized staff to maintain the systems, and the College's accountability as a publicly funded institution. When appropriate and needed, the College President may authorize access in various circumstances including, but not limited to:

- Situations involving the health or safety of people or property;
- Possible violations of the Internet Usage policy or other College regulations or policies;
- Possible violations of state or federal laws;
- Other legal responsibilities or obligations of the College;
- When there is suspected activity that may be harmful to another user, to the campus systems and/or network, or,
- The need to locate, review, or secure information related to College business.

Students need to be aware that certain aspects of their privacy relating to academic records are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

User Responsibility and Account Ownership:

- Users shall not allow other individuals to access/share/use their Allen assigned network, e-mail, or other College-based account information. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for all activity associated with the account.
- Users are responsible for safeguarding their assigned accounts and are expected to take proper steps to ensure the integrity of their accounts. This includes, but is not limited to, setting up strong passwords, ensuring credentials are not saved or posted in a place accessible to others, making sure computers are properly locked or logged off when not in use, and by immediately reporting any notice of unauthorized access to the Director of Information Technology.
- Users are expected to support an educational environment free from harassment and discrimination as described in the Student Code of Conduct.
- Users are expected to access information that is needed in the context of the performance of their normal duties and to exercise good judgment in the use of such information: particularly, in confidential or demographic data, which pertains to students, employees, and/or College operations.
- Users are expected to be knowledgeable of and to perform their duties in compliance with federal, state, and local laws and College policies, included the provisions of the Family Educational Rights and Privacy Act (FERPA) designed to protect the confidentiality of data and the privacy of individuals.
- Employees who supervise students, control electronic equipment, or otherwise have occasion to observe student use of Information Technology equipment shall make reasonable efforts to monitor the use of this equipment to ensure that it conforms to the mission and goals of Allen Community College.

Use of College Resources

Allen's Information Technology resources, including the network, are intended for the audience noted above and are to be used in the course of official work, study, and/or research. From time to time, Allen will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Acceptable and unacceptable uses of Allen's Information Technology resources include, but are not limited to, the items outlined below:

Acceptable Use:

- Use of the Internet should be in support of educational and operational objectives consistent with the mission and objectives of Allen Community College.
- Users should follow proper codes of conduct in electronic communication, including exhibiting exemplary behavior on the network as a representative of our institution.
- Individual credentials are to be used only by the user they are assigned to for authorized purposes and shall not be shared with others.
- Allen's Information Technology resources are intended to be used for College-related business. Occasional and prudent personal use is permitted so long as it does not compromise the functioning of College network and computing resources, interfere with College operations, conflict or interfere with an employee's performance, interfere with the rights or reasonable expectations of another person, involve additional cost or expense to the College, or violate any other College policy.

Unacceptable Use:

- Allen's network and resources shall not be used to threaten, harass, intimidate, or degrade others. This includes, but is not limited to, electronically transmitting or reproducing materials that are slanderous, defamatory or discriminatory in nature or that otherwise violate existing laws or Allen Community College Policies and mission.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, neither should they share with nor allow other individuals to use their Allen-assigned network, e-mail or other College-based account information.
- Allen's network may not be used for commercial/for-profit purposes, product advertisement or political lobbying.
- Users shall not knowingly or carelessly perform an act that could interfere with the normal operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, downloading excessive amounts, transferring excessive amounts across the network, propagating viruses or worms, using the campus network to gain unauthorized access to any computer system or attempting to circumvent data protection schemes or uncover security loopholes.
- Users shall not install any software, including shareware and freeware, for use on Allen's computers without prior approval from appropriate IT staff.
- Allen's network and resources may not be used for downloading entertainment software or other files not related to the mission and objectives of Allen for transfer to a user's home computer, personal computer or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, exchanging digital copies of music files and all other forms of software and files not directly related to the instructional and administrative purposes of Allen.
- Allen's network and resources may not be used for downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
- Use of Allen's network for any unlawful purpose is prohibited including, but not limited to, gambling, pornography, sharing explicit sexual content, cyberbullying, fraud, images and/or instructions of a criminal nature.

Abuse/Misuse of Resources

Students violating the Allen Community College Internet Policy and associated procedures may be subject to disciplinary action including, but not limited to, suspension or expulsion from the College.

Computer Labs and Access

Computers are available for student use throughout campus. Computers are located in the computer labs, classrooms, and Library. Allen provides licensed software on its computers for students use and training and asks students not to use software other than what is already installed on the Allen machines. Students are not to modify the computers' directory structure in any way. Students who do not abide by the Allen Acceptable Use of Information Technology Policy will be subject to penalties as outlined.

Classroom use of cell phones and personal electronic hand-held devices that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this policy may lead to a Student Code of Conduct review.

Legal Download Options for Residence Hall Students

Allen does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the Allen Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, f.y.e., Spotify, Pandora, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the Allen Housing Data Network. Allen does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

Responsibilities

To safeguard against incursions by viruses and related problems on the residence hall Internet network, resident hall student's computers must have updated antivirus software. Users are responsible for all traffic originating from their computer, including user activity, regardless of whether they generated it, know what they are doing, or realize that they have violated the Acceptable Use Policies.

Warranties & Liabilities

The College makes no warranties of any kind, whether expressed or implied, arising out of a student's use of Internet access. The College bears no responsibility for the accuracy or quality of information or services. The college will not be responsible for any damages suffered from the use of the network, including loss of data, delays, service interruptions, misdeliveries, or failed deliveries. Use of College's Internet access is at the users' own risk, including the liability or security of information obtained, transmitted, received, or stored.

Indemnity

All students using the Student Housing Data Network shall agree, as a condition of using the Network, to indemnify the College for any losses, costs, or damages, including reasonable attorney's fees, incurred by the College relating to or arising out of any violation of this Policy or conditions of use and any unauthorized charge or fines incurred by the College because of such use.

Safety & Security Procedures

Missing Student Policy and Procedure

Allen Community College is committed to maintaining a positive and safe learning and working environment. The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartment units owned or leased by the College for student residents.

For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student's welfare.

Any individual on campus who has information that a residential student may be a missing person must notify the Vice President for Student Affairs and/or the Director of Student Life as soon as possible.

- Vice President for Student Affairs: (620) 901-6213
- Director of Student Life: (620) 901-6271

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Vice President for Student Affairs and/or the Director of Student Life will assist external authorities with these investigations as requested.

- The Vice President for Student Affairs and/or the Director of Student Life will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- If the Vice President for Student Affairs and/or the Director of Student Life are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Vice President for Student Affairs and/or the Director of Student Life will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation.

Emergency Contact Notification

No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and/or Director of Student Life will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Communications

In cases involving missing persons, law enforcement personnel are best suited to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Administration. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Vice President for Student Affairs and/or the Director of Student Life, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Allen community with any information about a missing student, the Vice President for Student Affairs and/or the Director of Student Life shall consult with the local law enforcement authorities to ensure that communications do not hinder the investigation.

Fire Procedures

Minor fire: Able to put out with a fire extinguisher

- Call 911 and remain calm.
- As much as it is safe to do so, use a fire extinguisher to put out the flame. Fire extinguishers are located in each building hallway.
- Call a Residence Life Staff member immediately.

Major Fire: Fire department needs to put out fire

- Pull the nearest fire alarm and remain calm.
- Exit building through the fire exit or safest route, close room/apartment doors but do not lock them.
- When safely outside, call 911 and report the fire immediately.
- Each resident must proceed to their building/floor's designated evacuation areas.
 - Horton, Masterson, and Winter Halls: Parking lot between Masterson and the Student Center
 - Herynk Hall, Parkford Apartments, and Red Devil Duplexes: All residents report to the cemetery north of the Red Devil Duplexes.
- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

Fire Alarms

When a fire alarm sounds or a staff member informs you to evacuate the building:

- Remain calm.
- Notify (wake up) any roommates and alert them of the situation.
- Close Windows and turn off lights as you are able and close room/apartment doors (DO NOT lock doors) and exit the building.
- Each resident must proceed to their building/floor's designated evacuation areas.
 - Horton, Masterson, and Winter Halls: Parking lot between Masterson and Student Center
 - Herynk Hall, Parkford Apartments, and Red Devil Duplexes: All residents report to the cemetery north of the Red Devil Duplexes.

- Do not re-enter the building until Residence Life Staff says it is safe to go back inside (as cleared by fire department personnel).

Fire Drills, Education, and Evacuation Procedure

Allen Student Life Staff will conduct semester fire drills in each residence hall. The Director of Student Life will keep documentation of each drill completed. Residence Hall Directors will orient their residents to the fire evacuation procedures and designated evacuation area(s). Signs in each building will indicate the evacuation area(s). RHDs will knock on doors reminding residents to evacuate as they are exiting the building, but they are not expected to search rooms upon exiting. RHDS in conjunction with the Director of Student Life will account for each resident to ensure everyone on site made it safely out of the building. If anyone is unaccounted for, the Fire Department will be notified of room numbers upon arrival.

NOTE: Failure to evacuate during an alarm will result in a fine and disciplinary action.

Scheduled, Unscheduled & Emergency Room Entry Conditions

Allen reserves the right to enter rooms in appropriate situations. These entries are conducted for the purposes of student welfare and will be warranted for the following reasons:

Room/Apartment Checks

In an effort to ensure adequate upkeep of the rooms/apartments, the Student Life Staff will conduct a walk-through inspection of each room/apartment on a regular basis. The walk-through allows staff the opportunity to provide roommates with feedback as to the condition of the room/apartment, and respond to cleaning, maintenance or safety concerns. Residents will be notified of cleaning and damage concerns or violations of housing regulations and the steps necessary for correcting any discrepancies. Any rooms that do not pass initial inspection will either be given a chance to correct the discrepancies within 24 hours, or will receive a Failed Room Check violation, or both depending on the prior failed room checks and/or severity of the discrepancies. There may be situations where the student will be asked to correct a discrepancy immediately due to life safety or health/wellness circumstances. If the room/apartment is not clean or residents have not prepared for the room check, a health code violation fine will be assessed to the offending residents.

Checks/searches may include a search of luggage, backpacks, clothing cubicles/drawers or any other container or location within the room, hall, or unit.

Dangerous Situations

If a situation threatens the health or safety of a resident and access is needed to ensure student welfare or building integrity, Student Life Staff, Campus Administration, and/or Maintenance Staff may enter a room. Staff will announce themselves upon entry.

Disruptive Situations

If there is a situation which is causing disruption to the community, a member of the Student Life Staff, Campus Administration, and/or Maintenance Staff may enter the room. An example of this would include an alarm clock which is going off in a room with no residents present. Staff will announce themselves upon entry.

Reasonable Suspicion of Policy Violations

If there is reasonable suspicion of a Residence Life or College policy violation, including but not limited to the use of illegal substances and/or alcohol, then the Student Life Staff and/or Campus Administration will conduct a search of a room and/or a resident's vehicle if it is parked on campus.

- If any policy violations are discovered by Allen staff in the course of a room entry for the above stated reasons, appropriate action including disciplinary action and sanctions will be taken by the Student Life staff, Campus Administration, and/or Law Enforcement.
- Before an entry and/or search of a room is made by Allen staff, the College staff will knock on the door and announce that they are entering. In an emergency situation, this may not be possible, but efforts will be made to make the students aware of the situation.

Maintenance Assessments

These assessments will be conducted by College personnel and will be done in an effort to gain knowledge of the overall physical conditions of the room at various times throughout the school year. Maintenance assessments are done throughout the semester and will be announced at least 24 hours in advance.

Maintenance Requests

If a maintenance request is made by either the residents of a room or a Student Life Staff member, the maintenance staff will enter the room in order to make the necessary repairs. In this situation, maintenance staff will respond as quickly as possible and 24-hour notice will not be required.

Pre-arranged Tours

Some of the rooms are used for tours for prospective students. Any resident may be asked to show their room for campus recruitment events or New Student Orientation. Rooms will be required to be clean, presentable, adhering to all rules and free of any offensive decorations.

Building Safety & Security

Residence Hall Lockdown: The residence halls will only be unlocked Monday through Friday from 8 am to 5 pm, when the College is open.

- Residents must carry their room key with them at all times. Residents need the key to gain access to their residence hall entrance doors and room doors when the doors are locked.
- DO NOT force the doors open by pulling on the doors. This damages the locking mechanism and is costly to repair. Anyone caught forcing a door open will be fined and also charged the cost of repair.
- DO NOT prop a door open for any reason. This will result in a fine and the resident will be charged the cost of any damages.
- Those caught interfering with building doors may be sanctioned, up to and/or including eviction from housing.

If your key does not work, please let your Residence Hall Director know.

Each resident's help and cooperation is necessary in creating a secure environment for all who reside in Allen Community College student housing. Never leave doors unlocked or propped open, even when residents are in their apartment/room, and remember to close and lock all windows when residents are asleep or leave their apartment. This includes patio doors for units which have patios. In addition, it is a policy violation to allow another individual to use a resident's assigned keys. Allen keys may never be duplicated.

For safety and security reasons, the outside doors to the residence halls are locked when the college is closed. Only residents for that specific resident hall will have access via key.

Any individual not currently enrolled at Allen Community College who illegally enters the residence halls will be referred to the local police department for appropriate charges, including trespassing. Be alert for the presence of strangers in the non-public areas of the residential halls. Report these persons to your Residence Hall Director.

Those caught interfering with building doors may be sanctioned and/or evicted from housing.

Lost keys pose a security risk. If a room/apartment key is lost, the resident will need to notify their Residence Hall Director and pay for a new key. If a resident loses a mail key or their student ID card, they need to contact Campus Services to replace the lost item for a fee.

Renter's Insurance

Allen Community College insures the buildings on campus, but not the personal possessions of students residing on campus. Each resident is encouraged to contact their personal insurance company to check whether their family's current homeowner's insurance policy will cover their possessions in a college dormitory. If not, residents are encouraged to purchase renter's insurance to cover their personal possessions in the event of fire, flood, theft, etc. Allen is not responsible for loss/damages to a resident's personal property on campus.

Severe Weather Procedures

Tornado Watch

A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. During a tornado watch, be alert for approaching storms. In the event of a tornado watch, the Director of Student Life (or designee) will contact and make sure all RHDs are on alert and in their respective work areas. Residents will be encouraged to monitor the weather on campus.

Tornado Warning

A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. Residents are alerted of a tornado warning via broadcast media and emergency tone, followed by specific weather information and civil defense sirens. During a tornado warning, seek shelter immediately.

In the event of a weather emergency, please follow these directions:

- You will be notified of a tornado warning issued via the Allen Alert Emergency Communication System
- Move to the pre-determined shelter location marked with a Tornado Shelter sign

- If unable to get to a known shelter location, attempt to get to the lowest level possible and as interior as possible (away from windows and exterior doors)
- If possible, get under something sturdy and cover your head
- Share notification with others and assist anyone with disabilities, if possible
- If in a vehicle or outside, seek shelter in a sturdy building. If a building is not available, lying flat in a depression, such as a ditch, offers some protection. Be aware of potential flooding if this is the case
- Be aware of flying debris
- Do not call 911 unless you require immediate emergency assistance

Shelters on campus

- **Main Academic Building:** Students and personnel should take shelter in the Barclay Lecture Hall (A-27), or the restrooms in the B and C part of building
- **Activities Building:** Students and personnel should immediately go to the main building.
- **Theatre Building:** Students and personnel should immediately go the main building.
- **Student Center:** Students and personnel should immediately go to the main building or the lower level of Horton Hall.
- **Ballard House:** Students and personnel should immediately go to Lincoln Elementary School, 700 N. Jefferson Ave. Enter in the south door on the west side of the building.
- **Herynk Hall:** Students and personnel should immediately go to the main building and take shelter in the Barclay Lecture Hall (A-27).
- **Horton and Winter Residence Halls:** Students in both halls should immediately go to the ground floor hallway of Horton Hall.
- **Masterson Hall:** Students should immediately go to the main building and take shelter in the Barclay Lecture Hall (A-27) or the bathrooms in part B and C.
- **Parkford Apartments:** Lincoln Elementary School, 700 N Jefferson Ave. Enter in the south door on the west side. Or, in the Barclay Lecture Hall (A-27) or the restrooms in the B and C part of the building
- **Red Devil Duplexes:** Students should immediately go to the main building and shelter in the Barclay Lecture Hall (A-27) or the bathrooms in part B and C.

NOTE: Failure to evacuate during a tornado drill or warning can result in a fine and disciplinary action.

Allen Policy Guidelines

Americans with Disabilities Act Reasonable Accommodations

If you have a disabling condition that may substantially limit your ability to reside in campus housing, it is your responsibility to contact the Director of Student Life and/or Vice President for Student Affairs for any necessary accommodations. For additional information and assistance contact:

Josiah D’Albini Director of Student Life 620-901-6271

Cynthia Jacobson Vice President for Student Affairs 620-901-6213

Unacceptable Behavior

Civil behavior enhances the residence life setting and is expected at all times. While this list is non-exhaustive, the following abusive behaviors will not be tolerated at Allen:

- Any behavior or action, physical or verbal, that is meant to devalue, demean, or incite an individual or group, directly or implied;
- Verbal abuse, including offensive language and derogatory group identity slurs;
- Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, sexual orientation, or gender identity;
- Threatening behavior, whether written, verbal, or physical to others or self;
- Any form of sexual misconduct, including but not limited to:
 - Sexual harassment;
 - Coercion;
 - Sexual assault;
 - Stalking;
 - Sexual exploitation;
 - Domestic abuse or violence; or
 - Dating violence.
- Any use of force or physical violence;
- Trespassing, entering or remaining in any room or location without the resident's or staff's permission;
- Lewd, obscene, or offensive behavior, including posted materials;
- Trespassing in residence hall rooms or opposite sex bathrooms;
- Possession of stolen property;
- Throwing or dropping objects out of windows;
- Possession of firearms, weapons, or explosives (including fireworks);
 - Students above the age of 21 are allowed to conceal carry but must meet the requirements for conceal carry
- Arson or tampering with fire equipment.

Such behaviors may result in immediate removal from campus housing and/or disciplinary action being taken by college authorities. Students involved in the assault of another person within the residence halls may be removed from the halls and law enforcement officials may be contacted.

Any attempt by a student or guest to physically or verbally harass a college employee in the performance of their duties may lead to a strict disciplinary sanction.

Aggressive and/or Disruptive Behavior

Aggressive and disruptive behavior will not be tolerated within the residence halls. Verbal abuse of staff in conflict and/or disciplinary situations will not be tolerated. Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning environment. In addition, violence has no place in a learning environment. Fighting, hazing, harassment or intimidation, whether verbal, physical, or sexual in nature of another individual will not be tolerated. Residents participating in aggressive and/or disruptive behavior, including bullying, physical, verbal, or sexual harassment, are in violation of Housing and College policies and could face possible termination of contract.

Harmful Behavior

Residents are expected to desist from any behavior that directly or indirectly endangers the safety of any person in housing. Examples of violations that can lead to contract revocation include, but are not limited to, bomb threats, the activation of false fire alarms, tampering with emergency equipment, or infliction/threat of bodily harm.

Harassment/Discrimination

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” –Title IX of the Education Amendments of 1972

Allen Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual’s race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors is prohibited by law. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment. Inquiries regarding non-discrimination policies and practices may be directed to:

Cynthia Jacobson

Vice President for Student Affairs

Allen Community College

1801 N. Cottonwood St.

Iola, KS 66749

Office: 620-901-6213

Fax: 620-365-7406

E-mail: jacobson@allenc.edu

Sexual Misconduct Reporting

If you believe that you or another person has been the subject of sexual misconduct or sex-based discrimination at or on Allen’s property or during College-sponsored activities or events, you may report the misconduct to the Vice President for Student Affairs, Cynthia Jacobson, at jacobson@allenc.edu, or by calling 620-901-6213. If there is an immediate threat, contact 911.

Title IX

Title IX is the federal law prohibiting discrimination on the basis of sex in educational institutions receiving federal funds. Title IX forbids sex discrimination in all College student services and academic programs, including but limited to admissions, financial aid, academic advising, housing, athletics, recreational services, college residential life programs, health services, counseling and psychological services, classroom assignments, grading, and discipline.

Questions about Title IX can be directed to the Vice President for Student Affairs or the Office of Civil Rights (OCR) (<http://www2.ed.gov/about/offices/list/ocr/index.html>) of the US Department of Education. The Vice

President for Student Affairs is available to meet with students, faculty and staff who believe sexual harassment or sexual misconduct has occurred.

Contact:

Cynthia Jacobson
Vice President for Student Affairs
Allen Community College
1801 N. Cottonwood St.
Iola, KS 66749
Office: 620-901-6213
Fax: 620-365-7406
E-mail: jacobson@allenc.edu

This policy applies to sexual misconduct that occurs both on and off campus when it involves an Allen Community College student, and when the conduct negatively affects the victim's school experience or overall school environment.

Victim of Bullying or Harassment?

Any student who believes they have been the subject of bullying or harassment of any form are encouraged to:

1. Inform the offender that their behavior is inappropriate and must stop.
2. Keep a detailed, written record of dates, times, places, witnesses, and the incident itself.
3. Report the incident to the Director of Student Life, Vice President for Student Affairs, or any designated campus representatives.

If You See Something, Say Something

If you observe/witness or are the victim of any of the above or any other unacceptable behaviors, you are asked to report it immediately to the Director of Student Life or Vice President for Student Affairs. Submissions are kept as private as possible, but confidentiality cannot be guaranteed. **REMEMBER:** this is not an emergency reporting system. If this is an urgent matter, please immediately dial 911.

Social Media

Allen Community College recognizes the value of social media as a means of communicating, teaching and learning in today's technology-driven world. Allen encourages the use of social media to promote the college and its programs and activities and to communicate useful information to and among employees, students, alumni and the public. Allen also recognizes the challenges and potential harm that social media may cause individuals and the institution and, therefore, has provided the following guidelines in order to assist those representing the College through such media.

For the purpose of these guidelines, social media is defined as any online interactive tool which encourages participation, interaction and exchanges. New forms of social media appear on a fairly regular basis, as well as blogs, discussion forums, instant messaging and any website which allows public commenting or posting.

Student Social Media Policy

As a student you should be aware of your association with and responsibilities to the College and ensure that your profiles and related content are consistent with Allen's policies, including but not limited to, data protection, dignity, and electronic mail usage and information security.

You should also be aware that any digital material that you post online could reach a wider audience than you would have expected or intended. Once digital content has been created and shared, you will have limited control over its permanence and audience.

Students are personally responsible for what they communicate on or through social media and they should adhere to the standards of behavior set out in these standards and any related policies. Use of social media should not infringe on the rights, or privacy of other students, or staff and students should not make ill-considered comments or judgments about other students, staff or third parties. Students should take particular care when communications through social media can identify them as a student of Allen Community College to members of staff, other students, or other individuals.

The following non-exhaustive list may, according to the circumstances, be considered to be of an unacceptable nature and should never be posted:

- material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity
- altering images
- any other posting that constitutes a criminal offense
- confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information)
- details of complaints and/or legal proceedings/potential legal proceedings involving the College.
- personal information about another individual, including contact information, without their express permission;
- comments posted using fake accounts or using another person's name without their consent
- anything which may bring the College into disrepute or compromise the safety or reputation of others, students, faculty, staff and those connected with the College.

All students are responsible for:

- ensuring that any use of social media is carried out in line with this and other relevant policies
- informing the relevant staff member(s) when an institutional account is to be used
- seeking relevant authorization for official posts prior to publication
- regularly monitoring, updating and managing content he/she has posted
- adding an appropriate disclaimer to personal accounts when the institution is named

Disciplinary Action

Upon receipt of the appeal by the student, the Vice President for Student Affairs shall confer with the student, the college official, and others who may act as witnesses or provide pertinent information regarding the incident. The Vice President for Student Affairs shall assess the violation and make a decision regarding disciplinary action, if any.

Alcohol

The possession, use, distribution, transportation, or consumption of any alcoholic beverage on college property is not permitted by any student or non-student, regardless of age. Possession, use, distribution, transportation, or consumption of alcohol on the college property, as well as at all college sponsored student functions on and off campus, is prohibited.

Persons, regardless of age, are not permitted to be intoxicated in or around the residence hall areas or on college property. This includes, but is not limited to, the residence hall entrances, the public areas surrounding the residence hall, parking lots, and recreation areas. **Display of any alcoholic beverage containers (empty or full), which includes beer bottles, cans, and hard liquor bottles anywhere in residence hall rooms is prohibited.**

If a student is found in violation of the Campus Alcohol Policy, the Student Life Staff is required to confiscate the contraband. Violation of the Campus Alcohol Policy will result in disciplinary action explained further in the Handbook.

Student Life Staff reserve the right to increase consequences based on the severity of the infraction.

Note: It is the responsibility of all students to make a reasonable effort to discourage actions that violate college policy or procedures and remove themselves immediately from those situations (see complicity policy). If students are found to be in the presence of alcohol while in the Residence Halls (whether they are consuming it or not), those students will be in violation of the Campus Alcohol Policy, and will be subject to the aforementioned consequences.

Aquariums/Pets

Pets are prohibited in the residence halls. The term “pets” includes, but is not limited to, reptiles, fish, dogs, cats, etc. The only exception is for a student who may need a guide dog, has met with the Academic Advisor for Accommodations, and has permission from the Director of Student Life.

Babysitting

Babysitting of children or pets is not allowed under any circumstances in the residence halls.

Ball Playing

Due to the possibility of damage or injury, individuals are prohibited from playing with any type of ball in the parking areas or residence hall.

Beds

Bunk beds may be stacked or unstacked. Roommates need to reach a mutual agreement about the arrangements for their room. If residents are wanting their beds bunked prior to moving in, they must notify the Director of Student Life no less than two weeks before they move into their room. Allen does not allow for the lofting of beds. If residents are wanting changes to their beds, after they have moved in, they must put in a maintenance request. **Students are not allowed to change the height of their beds on their own. If the bed or legs are damaged, the student will be responsible for the damages.**

Bicycles, Motorcycles, Scooters, Skateboards, and Hover Boards

Motorcycles, motor-driven vehicles, hover boards, bicycles, and electrical scooters are not allowed in apartments/rooms or storage rooms, on patios, balconies or walkways. The College allows the use of bicycles, and non-motorized skateboards and scooters in a safe and courteous manner as a method of transportation on campus. Performing acrobatic maneuvers on bicycles, skateboards, rollerblades, or other like equipment is prohibited. The use of personal transportation devices is not allowed inside any College building or residence halls. For safety and security reasons, bicycles cannot be stored in rooms or apartments. Bicycles must be stored outside in the bicycle racks. Contact a Residence Life Staff member for more details. Students found violating this rule or causing property damage will be subject to fines and replacement or repair costs and may find the device confiscated.

Bomb Threat

In the event of a bomb threat in the residence hall, residents will be required to evacuate the building immediately. Making a bomb threat is considered a federal offense, and law enforcement officials will be notified.

Breaking and Entering

Forced opening of locked facilities or unauthorized entry into the college or individually owned property is prohibited and will be referred to the Director of Student Life for disciplinary action. Disciplinary sanctions may include cancellation of the resident's housing contract and/or separation or suspension from the college. Local law enforcement may also be contacted.

Bulletin Boards

Bulletin boards are used to communicate college information to students. Residents are advised to check the bulletin boards daily. Information posted on these boards must have prior approval of the Director of Student Life.

Complicity

Failure to make reasonable effort to discourage actions that violate College policy or procedures shall imply association with and/or participation in the violation. Those being complicit will be subject to similar disciplinary action as the violators of the original infraction.

Concealment of Violations

Everyone living in the community has the responsibility to make some positive measures if a violation of any rule comes to their attention. Concealment of violations negatively affects the entire community, and is itself a violation of Allen Community College Housing Rules.

Contracts

All students living in the residence halls must have a signed residence hall contract on file in the administration office. Please refer to page 2

Controlled Substances/Drugs

It is the intent of the Board of Trustees and Allen Community College that all students at the college are in a drug free environment; (i.e.: classes, all campus facilities, residence halls, and all college sponsored functions, both on and off campus). The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited. Engaging in the illegal activity violates the policy of the Board and specific sections of the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226, CFR Part 86 subparts A and B.

Students are warned that the illicit use of drugs:

- May do severe and irreparable harm to their health;
- Violates college, local, state, and federal policies;
- Will cause the college to respond to the incident by:
 - Counseling, treatment, or rehabilitation program referral, or
 - Suspension, expulsion, and/or dismissal, or
 - Referral to appropriate authorities for prosecution, or
 - Any combination of the above.

Minimum penalties will include \$200 fine, alcohol and drug assessment and residence hall probation with the counseling department, and parent notification. Students may complete 20 hours community service in lieu of the \$200 fine, with permission from the Director of Student Life. Additional consequences may include loss of activity or athletic scholarship, removal from the residence halls or dismissal from the institution. Local law enforcement agency may also be contacted

Damage to College Property

Damage to or theft of College property in a commons area is the joint responsibility of the occupants sharing the facility. The Student Life Staff will conduct an investigation to determine responsible party. If a responsible party is not determined, all occupants will be billed for the damage or theft.

Electrical Appliances

Safe operation of electrical appliances is the responsibility of the resident. The following are approved appliances and specifications:

Cooking Appliances

Horton and Winter Halls: Cooking may only be done by microwaves.

Masterson Hall, Red Devil Duplexes, Herynk Hall, Parkford Apartments, and Ballard House: Residents may cook in microwaves or appliances provided by the College.

Other Electrical Devices

Radios, stereos, TVs, computers, printers, hair dryers, and razors are permitted providing such devices are used within the room and do not exceed the amperage limits of the circuits in the room. Irons, hair straighteners and curling irons are permitted.

Unauthorized Appliances: (Including, but not limited to, these items)

- Electric blankets
- Kerosene/electric heaters
- Electric potpourri pots
- Toaster ovens
- Deep fryers
- Sun heating lamps
- Electric skillets/grills

All electrical appliances must be kept in good working order and are subject to inspection by college employees.

Students residing in Masterson Hall, Red Devil Duplexes, Herynk Hall, Parkford Apartments, or Ballard House may request permission from their RHD to use certain items not listed above. Please contact the appropriate RHD for a list of items that are exempt.

Electrical Cords

No extension cords will be allowed in the residence halls. All electrical cords used must be power strips with an on/off switch, per fire code.

Failure to Comply

Refusal to cooperate with College officials acting in the performance of their duties or refusal to respond to a formal request, regardless of whether it is written or verbal, constitutes failure to comply and will result in disciplinary action or additional fines/sanctions.

Fire Procedures

In the event of a fire, residents may attempt to extinguish the fire only if there is no risk involved. The fire alarm should be pulled even if an attempt is made to extinguish the fire. Pull the nearest fire alarm, evacuate the building using the nearest exit and meet at the Student Center. Report all fires to the Residence Hall Directors or Director of Student Life.

In the event of a fire or upon hearing the alarm, the following procedures should be followed:

- Close window(s)
- Put on or pick up a pair of hard-soled shoes
- Grab a towel
- Close doors and proceed to the nearest exit
- Evacuate building as rapidly and safely as possible
- Move away from the building until told "All Clear" by a College official

Fire Drills

Kansas state law requires a fire drill be conducted once a month to ensure that the fire alarm system is working properly. Failure to evacuate the building during a drill or actual fire will result in disciplinary action. Do not return to the building until told to do so by a college official.

Fire Safety

The college insists upon total compliance with posted or normally accepted rules of safety in regard to fire. In order to assure the safety of all residents, absolute adherence to fire regulations is expected. Tampering with fire extinguishers, the sprinkler system, safety doors, or fire alarms is illegal; it also jeopardizes the safety of everyone. Fire is a serious threat to life, health, and property. Failure to adhere will result in the fines/sanctions.

Footwear in Public Areas

For health and safety reasons, footwear should be worn in all lobbies, lounges, and public areas.

Furnishings

Ballard House:

All Ballard House bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two wardrobes. The kitchen is equipped with a refrigerator, microwave, stove, and garbage disposal. The house is furnished with a dining room table, dining chairs, one couch, one love seat, and pre-paid washers and dryers. Windows are equipped with blinds and screens.

Herynk Hall:

Herynk Hall bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. Apartments are furnished with a couch, love seat, dining table, and four dining chairs. The kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with blinds and screens.

Horton and Winter Halls:

All Horton and Winter Hall bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. The windows are equipped with blinds and screens.

Masterson Hall:

Masterson Hall bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. Apartments are furnished with a couch, love seat, dining table, and four dining chairs. The kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with blinds and screens.

Parkford Apartments:

Parkford Apartment bedrooms are furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. Apartments are furnished with a couch, love seat, dining table, and four dining chairs. The kitchen is equipped with a refrigerator, stove, dish washer, and garbage disposal. All windows are equipped with blinds and screens. Residents must furnish their own washer and dryer.

Red Devil Duplexes:

3-bedroom Duplexes – Two bedrooms are furnished with one twin extra-long bed (TwinXL), one desk, one desk chair, and one dresser. One bedroom is furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. The kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with blinds and screens. Duplex residents must furnish their own washer and dryer.

4-bedroom Duplexes – Three bedrooms are furnished with one twin extra-long bed (TwinXL), one desk, one desk chair, and one dresser. One bedroom is furnished with two twin extra-long beds (TwinXL), one desk, one desk chair, and two dressers. The kitchen is equipped with a refrigerator, stove, and garbage disposal. All windows are equipped with blinds and screens. Duplex residents must furnish their own washer and dryer.

Furniture

Furniture in the lounges and other public areas of the residence hall is for use by all residents and their guests. Removal of furniture from public areas is prohibited. Students who move furniture from any area of the building will be subject to fines/sanctions.

Personal furniture in residence hall rooms must be considered by Student Life Staff to be reasonable size. For further clarification or prior approval to bring lounge furniture, contact the Director of Student Life. No personal mattresses or water beds may be brought on campus. Beds and mattresses are provided by the college.

Harassment/Intimidation

Badgering another person by physical, verbal, mental, social, and/or sexual means constitutes harassment and will be referred to the Director of Student Life. Disciplinary sanctions may include cancellation of the resident's contract and/or separation or suspension from the college. Law enforcement officials may be notified.

Hazing

The College prohibits any acts of hazing. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization or athletic team operating in the name of the College. Hazing incidents will be referred to the Director of Student Life and Vice President for Student Affairs. Disciplinary sanctions may include cancellation of the resident's contract and/or separation or suspension from the college.

Housing Deposit

\$100.00 is required to secure a room and will be used to pay for damage done to a resident's room or damage in common areas. A \$50 fine will be assessed if the room is not cleaned prior to checkout.

Housing Meetings

In order to inform residents of important news, RHDs will hold floor meetings once a month for their residents. Floor meetings are mandatory for all residents, and each resident is required to inform their RHD prior to the floor meeting if they will not be able to attend. It is then the resident's responsibility to attain any information the resident missed during the floor meeting, so the resident does not miss any important news, deadlines, etc. Failure to attend mandatory meetings or meet with their RHD as required will result in a fine. This fine can be assessed daily until the requirements are met.

Injuries on College Property or While Involved in a College Related Activity

If a student or guest should be injured on College property or while involved in a College related activity, the following procedures are proper:

1. The welfare of the injured person should be the first priority.
2. Common sense should be the guide in dealing with the injury and/or injured person.
3. Proper medical attention should be obtained at the earliest possible time.
4. The Administration should be notified as soon as proper medical attention has been given.
5. A written report describing the incident should be filed with the Administration.

Note: A student or guest injured on College property or while involved in a College related activity shall be responsible for their own medical expenses. No member of the College faculty or staff is authorized to assume liability for such expenses on the part of the College.

Insurance

The College does not assume responsibility for loss or damage to personal property belonging to students, nor does the College carry insurance to cover the loss or damage to students' belongings. Further, the college does not maintain insurance to cover personal injury to students other than students involved in an official college sport or activity while involved in that sport or activity. Students are highly encouraged to maintain insurance to cover injury, illness, prescriptions, personal injury, and property loss and/or damage.

Keys

Residents must pay a \$35 replacement fee for lost room keys, or keys not returned at the time of the checkout. Residents should not share or give their keys to other students or non-students, this is a security risk and residents will face disciplinary actions.

Law Violations

Violations of local, state, or federal laws on College property or off campus where such violations of the law adversely affect the mission of the College or the health, safety, or welfare of the individual members of the College community will not be tolerated and will result in disciplinary action.

Laundry

Washing machines and dryers are located in several residence halls for residents' use only. The laundry area should be kept clean. Clothes left in the laundry room for more than 24 hours will be removed.

Mail Service

All residents will be assigned a mailbox in conjunction with room assignments. Mail is distributed to mailboxes located in the Student Center Monday – Friday. Outgoing mail can be given to Campus Services. Residents will be assessed a \$25 charge for replacement mailbox keys or keys not returned.

Resident mailing address:

Resident's Name
Allen Community College
1801 N Cottonwood St # (Mailbox Number)
Iola, KS 66749

Maintenance Repairs

Repairs will be requested electronically by reporting the malfunction or damage via the student portal or College website (<https://www.allencc.edu/student-life/living-on-campus/maintenance-request-for-residence-hall>). Please notify the hall director of requests. It is the student's responsibility to notify the hall director upon completion. Maintenance personnel may be in the living areas between 8:00am and 4:00 pm or at other times in the event of an emergency.

Meningitis

To reduce the potential spread of bacterial meningitis among the residential hall population, the Kansas Board of Regents requires all students living in college operated housing to receive the meningitis vaccination. All students living in College operated housing must either provide written documentation of immunization, or sign a waiver to indicate they have been informed about the disease and vaccine and have chosen to not be immunized. Non-compliant students will be placed on administrative hold following the first week of classes and remain on administrative hold until the compliance is documented. The College encourages all other students to consider vaccinations as well as to become knowledgeable about meningitis and its symptoms in order to reduce personal risk. Please feel free to contact the health department and/or consult a physician. Information about the disease can also be found on the websites of the Centers for Disease Control and Prevention (CDC), www.cdc.gov/ncidod/dbmd/diseaseinfo, and American College Health Association's website, www.acha.org.

Parking

There shall be no reserved parking areas on the campus except for clearly marked slots for the handicapped, and parking at the rear of the "C" complex which is reserved for employees, college-owned vehicles, and those using the college-owned vehicles for college business. There shall be no parking on grass or in the College driveway. Residents shall park in designated residence hall parking areas.

Violations may result in a warning or vehicle being towed at owner's expense. Vehicles abandoned on College property for a period of 10 class days or more may be subject to being towed at owner's expense.

Personal Property Liability

The College assumes no legal responsibility for the loss or damage to personal property due to insufficient or excessive heat, fire, smoke, water, the elements, or action of a third party. Residents are advised to carry insurance protection for their personal belongings.

Pornographic Materials

The College neither condones nor encourages the display of pornographic materials. Pornographic materials include, but are not limited to pictures, symbols, drawings, and other items deemed inappropriate. Residents may be asked to remove the offensive items, or members of the Student Life Staff may confiscate the offensive items.

Public Areas

The residence hall is provided with a certain amount of space for public use, such as lounges, TV room, and study area. These facilities are for use by all the residents of the hall.

The responsibility for the condition of these areas rests with the students and staff. Eating and drinking will be restricted in certain areas. No overnight sleeping will be permitted in common areas. Theft or damage to any equipment or furnishings should be reported immediately to a member of the Residence Hall Directors. Any damage in these areas, which cannot be assessed to specific individuals, will be considered common area damage and prorated to each individual in the building.

Quiet Study Hours/24-hour Quiet Hours/Noise Policy

Quiet study hours will be in effect from 10:00 pm to 8:00 am Sunday through Thursday and 12:00 am to 8:00 am Friday and Saturday. A 24-hour quiet policy is in effect during Finals Week each semester. These hours supersede the regular quiet hours. Residents should use common sense, showing respect for other residents in the group living environment.

The noise policy will be in effect 24-hours a day, seven days a week. During that time there should be no:

- Excessive or unnecessary noise in rooms or common areas
- Slamming of doors
- Running or shouting in halls
- Excessive loudness of stereos, radios, or TVs
- Speakers in student windows
- Calling out from the windows or carrying on conversations from the windows

Room Changes

All requests for room changes must go through the Director of Student Life. Written approval must be obtained prior to any move. It is vitally important for the safety and well-being of all students that college records reflect where each person resides on campus. Students who change rooms without prior approval of the Director of Student Life will be assessed a \$50.00 administrative fee and/or made to move back to their original room. The College does not allow any room changes to occur during the first two weeks of school. Residents are encouraged to be understanding and respectful of their assigned roommate.

Room Damage/Room Inspection

Students are responsible for any damage that may occur in their room, and will be billed accordingly. Damage to the room should be reported immediately to a member of the Student Life Staff. Any damage in the room, which cannot be assessed to a specific individual, will be prorated to each individual in the room.

For room inspections, please refer to Scheduled, Unscheduled and Emergency Room Entry Conditions under Safety & Security Procedures.

Security in the Residence Halls

It is the responsibility of residents to help ensure that adequate security is maintained in the residence halls. Residents must refrain from behaviors that compromise building and room security, such as leaving room doors unlocked or propping open building doors. Residents also have an obligation to abide by the visitation regulations of the college, including properly escorting guests to and from the building entrances and exits. Students should report unauthorized persons to proper authorities and be constantly aware of the importance of maintaining security in the halls. Residential guests must be escorted at all times.

For the security of your belongings, it is advised to lock your doors when leaving a residence hall room. It is strongly recommended that students purchase insurance to cover personal items in their residence hall rooms. Students should check to see if they are covered under their parents' policy. If a room key is lost, there will be a \$35.00 charge for the replacement of the key and the core. In the case of lost keys, contact the Director of Student Life, Hall Director, Assistant Hall Director, or the Vice President for Student Affairs within 24 hours.

The regulations mentioned in this section are designed for student safety and protection. Despite the College's efforts to ensure safety, the primary responsibility belongs to the resident. The best protection is to use reason, caution, and to observe the following:

- Lock your room door at all times and carry your keys with you.
- Do not loan your keys to anyone.
- Never leave valuables unprotected and/or out in the open.
- Report loss of personal items to a member of the Hall Staff immediately.
- Never let a stranger enter the hall.
- Never open the door for someone you do not know.
- Do not prop open doors! If you see a door propped open, please remove the prop!

Hall Security violations will result in a fine/sanction.

Smoking/Tobacco Use

Tobacco use of any type, including vaping and smokeless tobacco, is prohibited in all college buildings, student housing, and college vehicles.

Tobacco may be used by persons of legal age outside college buildings. No smoking is allowed outside college-owned buildings within a minimum of a ten-foot radius of any doorway, open window, or intake leading into such buildings. The possession of tobacco or tobacco products by a person of legal age is not a violation of this policy, only the use of tobacco inside college buildings, student housing, or college vehicles.

Storage

No storage is provided on campus for resident possessions or for college furniture from individual rooms.

Theft/Stolen Property

Theft of, attempted theft of, or possession of stolen college or individually owned/rented property is unlawful. Persons in possession of stolen property will be presumed to have committed the theft and will be referred to the Director of Student Life. Disciplinary sanctions may include cancellation of the student's residence hall

contract and/or separation or suspension from the college. Local law enforcement may be notified. The College will not reimburse students for any stolen property.

Trash

Each resident is responsible for bagging and emptying their trash into the dumpsters near the residence halls. Food should not be disposed of in the sink or toilet as it may cause plumbing problems. Put food waste into an appropriate trash receptacle. At no time should students place trash in the hallway. Disciplinary actions may follow for those who are responsible for trash in the hallways.

Vandalism

The abuse or destruction of College or individually owned/rented property constitutes vandalism and cases of vandalism will be referred to the Director of Student Life. Disciplinary sanctions may include cancellation of the student's residence hall contract and/or separation or suspension from the college. Local law enforcement may be notified.

Visitation/Escort Policy

The following policies and regulations governing non-resident visitation and guest escorts have been established for the safety, security, and privacy of the residents of the building:

- Non-residents are permitted in the building only during the established visitation hours.
- Non-residents must be escorted at all times by their host while in the building.
- At the end of visitation hours each evening, all visitors must be out of the hall. Non-residents must be escorted out of the building.
- On-campus residents may visit each other's rooms but no students other than the students assigned to each room will be permitted to live in the room.
- All overnight guests of campus housing residents must receive permission from the Residence Hall Director AND roommate, and may stay no longer than three (3) consecutive nights. Generally, only immediate family members are permitted to stay overnight. It is the host's responsibility to make sure that the overnight guest abides by the rules and policies of the College.
- Repeat offenders will lose privileges.
- The College reserves the right to suspend the Visitation/Escort Policy, and not allow visitors in the residence halls, at any time.

Failure to abide by the visitation policy will result in a fine/sanction

Visitation Hours are:

Sunday through Saturday

10:00 am until 12:00 am

Water/Snow Battles

Any type of water battle, including throwing snowballs, on school property is prohibited as it presents a safety hazard and can be damaging to buildings.

Weapons in the Residence Halls

Individuals residing in residence housing at Allen Community College are specifically reminded:

1. That an individual in possession of a concealed handgun must be at least 21 years of age,
2. That the open carry of firearms and the possession of weapons other than the lawful carry of concealed handguns is prohibited,

3. That an individual in possession of a concealed handgun may store the handgun in a locked storage container that cannot be accessed or viewed by others in the individual's assigned residence when the concealed handgun is not being carried on or about their person,
4. That during any time that the concealed handgun is transitioned from one secured situation to another, such as to and from the individual's personal vehicle to being carried on or about their person, or to and from a locked storage container in the individual's residence to being carried on or about their person, the concealed handgun must be kept out of public view.

Enforcement

Any person violating this policy will be subject to appropriate disciplinary action including, but not limited to, suspension/expulsion, termination of employment, removal from premises and/or arrest.

Reporting

Emergency reports concerning threats or violence

1. Contact the Director of Student Life 620-901-6271
2. Call 911

Windows/Screens

Residents are not permitted to remove screens from windows or enter/ exit the building through the windows.

Housing Code of Conduct

Students are encouraged through free inquiry and free expression to develop their capacity for critical judgment and to engage in sustained and independent search for knowledge. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the local community. Students should exercise their freedom with responsibility.

As a student you are in a unique position of being a member of the community at large, having the rights and responsibilities of any citizen, and of being a member of the Allen County Community College family. Being involved in athletics or activities carries a presumption that students will conduct themselves as responsible members of the college and local community. This includes an expectation that students will:

- a. Obey the law;
- b. Comply with rules and regulation of the college;
- c. Maintain a high standard of integrity and honesty;
- d. Respect the rights, privileges and property of other members of the college and local community; and
- e. Not interfere with legitimate College affairs.

If an activity or sports team participant engages in behavior considered inappropriate or otherwise unbecoming, Allen County Community College may pursue disciplinary action following the procedures outlined in the Activity Handbook and other college publications. Conduct may lead to official sanction which would include, but is not limited to:

- a. Behavior that unreasonably interferes with the College's educational responsibilities or subsidiary responsibilities;
- b. Threatens the health or safety of persons on or in College property or facilities;
- c. Threatens or interferes with the maintenance of College property or private property on or off campus;
- d. Compromises the security or integrity of college records; or

- e. Interferes with the college's ability to provide services or sponsor non-classroom activities such as lectures, concerts, plays, athletic events, and social functions.

Discipline

The Residence Hall Director, Director of Student Life, or Vice President for Student Affairs may discipline any student who is guilty of breaking the rules of the College in accordance with the severity of the infraction as written in this handbook. Disciplinary action may include assessment of monetary fines, community service, suspension of privileges, and/or dismissal from the residence hall. Disciplinary dismissal from the residence hall does not release the student from the financial liability or obligation under the residence hall contract. The student has the right to appeal any disciplinary action imposed in accordance with the appellant procedures outlined below. Community service must be completed with the designated supervisor and within the time frame allotted. Monetary fines must be paid within 10 business days of violation notice. If the fine is not paid within 10 business days or the community service is not completed within the stated time frame, the violator will be notified of failure to complete the obligation, and the violation will progress to the next level of consequence associated with that policy violation.

Process

1. A violation of the resident responsibilities, policy, or law occurs and is brought to the attention of a Student Life Staff member, a community member, Allen Community College administration, or local law enforcement.
2. A Student Life Staff member contacts the individuals involved in the incident, documents the circumstances, and submits the documentation to the Director of Student Life.
3. The Director of Student Life will read the documentation and determine if the incident warrants a discussion with the individual(s) involved, the result of which may be a determination that a violation occurred and a housing fine/sanction is warranted. Sanctions for lesser violations may be delivered by any Student Life Staff. More severe sanctions might involve the Vice President for Student Affairs. Sanctions are used as a means of holding students accountable for their behavior. These sanctions include, but are not limited to:
 - a. Inactive Sanctions
 - i. Warning: A verbal and/or written warning given to the resident indicating that their behavior is not acceptable and that subsequent infractions may result in further disciplinary action. A warning usually includes active sanctions which are determined by the Student Life Staff. If the resident chooses not to complete the active sanctions by the deadline, the resident is then fined and placed on probation.
 - ii. Probation: A documented statement placed in the student's housing file indicating that the resident's behavior is serious enough to consider the status of the resident within the housing community. Further violations or behavioral problems could result in termination of contract/eviction. Probation can include educational active sanctions. This sanction will involve the Vice President for Student Affairs.
 - iii. Fines
 - iv. Termination of Contract/Eviction: Administrative action taken to remove a resident from housing. The resident is no longer permitted to reside in any apartment/room. The resident also is banned from being in or around the apartments/rooms during the eviction. Evicted students will have 72 hours to vacate their apartment/room. Any violations of the Residence Life Handbook or any other law during this period may result in further disciplinary action or criminal prosecution.

- b. Active Sanctions: These are educational sanctions. They require the student to accomplish a task, thus trying to create the opportunity to change their behavior, restore justice, and prevent a repeat violation.
 - i. Counseling
 - ii. Reflection Paper
 - iii. Program Attendance/Presenter
 - iv. Restitution
 - v. Open Letter to the Community
 - vi. College Service or Behavioral Requirements
 - vii. Loss of Privileges
 - viii. Confiscation of Prohibited Property
 - ix. Educational Program
 - x. Housing Probation
 - xi. College Housing Reassignment
 - xii. College Housing Suspension
 - xiii. College Housing Expulsion

Appeal Process

1. Due Process

- a. The Student Handbook is provided on the college website. Residents are also provided a Residence Hall Handbook. These handbooks set forth the guidelines, rules, and regulations of the College. If a violation of these rules and regulations occurs that results in disciplinary action by a college official, the student may appeal the College official's decision regarding the punishment to the Vice President for Student Affairs.
 - i. Upon receipt of the statement of disciplinary action from a college official, if the student does not concur he/she shall appeal in writing to the Vice President for Student Affairs within 24 hours.
 - ii. This appeal shall set forth the alleged violation and the student's account of it.
 - 1. The appeal shall include the student's interpretation of the college official's decision,
 - 2. And specifically state why the student feels the action taken by the college official was incorrect or inappropriate.
 - iii. This appeal shall be delivered to the Vice President for Student Affairs.

2. The Vice President for Student Affairs

- a. Upon receipt of the appeal by the student, the Vice President for Student Affairs shall confer with the student, the college official, and others who may act as witnesses or provide pertinent information regarding the incident.
 - i. The Vice President for Student Affairs shall assess the violation and make a decision regarding disciplinary action, if any.
 - 1. Since it is impossible to develop guidelines to fit all conceivable situations, the Vice President for Student Affairs is given broad authority to use subjective evaluation of disciplinary action necessary when no clearly defined guidelines are available or if the Vice President for Student Affairs feels minor deviations from written guidelines are in the best interest of the student, the college, and others who may be concerned.
 - 2. The Vice President for Student Affairs shall advise the student in writing of the student's appellant rights and procedures.
- b. If the student feels that he/she has been treated unfairly by the Vice President for Student Affairs, the student may appeal to the Student Appeals Committee.

- i. Upon receipt of the statement of disciplinary action from the Vice President for Student Affairs, the student shall appeal in writing to the Student Appeals Committee within 24 hours.
 - 1. This appeal shall set forth the alleged violation and the student's account of it.
 - a. It shall include the student's interpretation of the college official's decision, and specifically state why the student feels the action taken by the college official was incorrect or too harsh.
 - 2. This appeal shall be delivered to the Vice President for Student Affairs.
 - a. Upon receipt of written appeal, the Vice President for Student Affairs shall immediately notify the Student Appeals Committee and the President of the College.
 - i. The Vice President for Student Affairs shall provide sufficient copies of all statements, letters, and the appeal of the student to all members of the Student Appeals Committee.
3. The Student Appeals Committee
- a. The committee is a standing committee and consists of three members of the faculty and the President of the Student Senate.
 - i. This committee shall be appointed annually by the President of the College and sit for hearings for the academic year.
 - b. When the written appeal and accompanying papers are received from the Vice President for Student Affairs, the student shall be notified within 24 hours as to the time and place of the hearing.
 - c. The committee shall ask the Vice President for Student Affairs for a written account of the alleged offense and the action taken.
 - d. The committee may call upon the student, the Vice President for Student Affairs, and others for information to assist the committee in its deliberations.
 - i. The student shall be able to be present throughout the hearing and question any and all witnesses brought before the committee.
 - 1. The student shall not be present after the committee begins executive session to consider the evidence.
 - ii. The student may bring counsel or any advisor he/she wishes to the hearing, but at the student's expense. Student's counsel/advisor may only confer with the student and may not question the witness or the committee.
 - e. The committee's function is to determine if:
 - i. The allegation is correct.
 - ii. The student is guilty.
 - iii. The student had an adequate opportunity to present their position to the Vice President for Student Affairs.
 - iv. The Vice President for Student Affairs was fair, equitable, and just in their decision.
 - v. The student's rights were protected.
 - f. If the committee discovers new information during the course of the hearing that was not available to the Vice President for Student Affairs, the information shall be made available to the Vice President for Student Affairs to give the Vice President an opportunity to re-evaluate their position.
 - g. If the committee does not agree with the Vice President's findings or disciplinary action and the Vice President and the committee cannot mutually agree upon the action to be taken, then the matter shall be referred to the President of the College for review and assistance in a resolution.
 - h. A written response of the findings shall be delivered to the student from the chairperson of the committee within 24 hours after the deliberations have been completed by the committee.
 - i. If the student genuinely feels that he/she has been unfairly treated by the committee, then the student may appeal in writing directly to the President within 24 hours upon receipt of the committee's ruling.

4. The President
 - a. The President shall review all unresolved issues between the committee and the Vice President for Student Affairs and render a decision. The President shall also receive any written appeal by a student in response to committee action. Within a reasonable period of time, not greater than 72 hours, the President shall:
 - i. Review all information relevant to the appeal;
 - ii. Interview any individuals necessary to assist in resolving the appeal; and
 - iii. Issues a written decision to the student, the committee chairperson and the Vice President for Student Affairs
 - b. The student shall be advised that they may also appeal to the Board of Trustees.
5. The Board of Trustees
 - a. A student who genuinely feels he/she has received unfair treatment may appeal in writing to the Board of Trustees in the same manner as to the Student Appeals Committee. The Board shall respond within 72 hours if at all possible.
 - i. The Vice President for Student Affairs and Committee shall make their findings and decisions available to the Board in writing upon the Board's request.
 - ii. The Board may call upon the student, Vice President for Student Affairs, Committee Chairperson, or others when the Board feels they may provide insight to the matter.
 - b. The function of the Board in this capacity shall be to determine whether or not the Committee's decision and action was fair and just. The Board shall advise the student and their parent(s) or guardian(s) of its decision in writing within 24 hours, if possible.
 - i. A copy shall be sent to the Vice President for Student Affairs and Committee.
 - ii. If a decision cannot be made within 24 hours the Board shall advise the student of a time when a decision will be given.
 - c. In all cases it shall act as quickly as is administratively efficient and effective.

Dining Services

A dining plan is automatically included in the housing cost for all residents. Residents will present their student ID card at the Cafeteria to use the meals on their account. The meal plan for residents in Horton Hall, Winter Hall, and Ballard House is an 18-meal per week plan. The meal plan for residents in Masterson Hall, Herynk Hall, Red Devil Duplexes, and Parkford Apartments is a 10-meal per week plan. Meal plans reset every Thursday. Residents may not share their meals with others.

If you are wanting to increase your 10-meal plan to an 18-meal plan, there is an additional cost of \$200 per semester. Residents must meet with the Business Office and fill out appropriate paperwork for the change.

Listed below are the Food Service hours of operation. These hours are strictly enforced. Food Service will close the serving line promptly at the closing time. If a class schedule prohibits eating at the prescribed serving times, contact the Food Service Director in the Student Center and arrangements will be made to accommodate the student's schedule. Further, if a student has special dietary needs for health, weight-loss, religion, etc., contact the Food Service Director and accommodations will be made.

Meal Times

Monday – Friday:

Breakfast	7:15 am to 8:30 am
Continental Breakfast	8:30 am to 9:00 am
Lunch	11:00 am to 1:00 pm
Dinner	5:00 pm to 6:00 pm

Saturday:

Brunch	12:00 pm to 1:00 pm
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Sunday:

Brunch	12:00 pm to 1:00 pm
Dinner	5:00 pm to 6:00 pm

Dining service is not provided during Fall Break, Winter Break, or Spring Break. During some holidays, dining service will only serve a brunch. The dates are published in the Academic Calendar.

Dining Hall Rules

- Students will be allowed to enter the food service area only one time per meal.
- Shirts, pants or shorts, and shoes must be worn at all times.
- Students living in the halls will be given a nontransferable current ID card that must be presented at every meal. If the ID is not presented to food service personnel, the student will not be permitted to eat.
- Food and drinks must be consumed in the dining area. Students may go back for extra helpings and extra drinks, but neither food nor drinks may be carried from the dining area.
- No outside food or drink is allowed in the dining area.
- No fighting, horseplay, or throwing food is allowed.
- Leave the table clean. Dispose of food waste, paper products, and dishware in the appropriate ways.
- Treat the food service with dignity and respect.

Violation of any of the Dining Hall rules will be subject to campus/community service and/or loss of food services, as deemed appropriate by the Food Service Director and Director of Student Life.

Local Resources

Mental Health

Southeast Kansas Mental Health Center
Phone: 620-365-5717
Address: 304 N. Jefferson

CHC/SEK
Phone: 620-380-6600
Address: 2051 N. State

Physical Health

Allen Co. Regional Hospital
Phone: 620-365-6933
Address: 401 S. Washington

CHC/SEK
Phone: 620-380-6600
Address: 2051 N. State

The Family Physicians
Phone: 620-365-3115
Address: 1408 East St. Suite A

Domestic Violence

Hope Unlimited
Phone: 620-365-7566
Address: 406 N. Buckeye

Statewide Emergency Hotline
Phone: 1-888-END-ABUSE

Dental Care

CHC/SEK
Phone: 620-380-6600
Address: 2051 N. State

Dr. Ryan Coffield DDS
Phone: 620-365-6262
Address: 415 N. Washington

Vision Care

Vision Source
Phone: 620-365-2108
Address: 216 N. Jefferson

Chiropractic Care

Allen County Chiropractic
Phone: 620-365-3000
Address: 219 W. Garfield Iola, KS 66749

Minor Chiropractic
Phone: 620-365-2524
Address: 221 S. Washington Iola, KS 66749

Financial Assistance

Humanity House
Phone: 620-380-6664
Address: 110 East St. Iola, KS 66749

Food Assistance

Allen Community College Library – Student Food Pantry
Phone: 620-901-6235
Address: Allen Library 1801 N. Cottonwood Iola, KS 66749
Website: <https://allenc.libguides.com/reddevilpantry>

Alcohol and Drug Addiction

SAMHSA Hotline
Phone: 1-800-622-HELP

Appendix

Contract Agreement

This contract and any references contained herein shall constitute the entire contract between the student and the College. Any other oral or collateral agreements not contained herein shall not have any force and effect unless signified in writing by the Director of Student Life

Amendments

The Office of Student Life reserves the right to make changes and/or additions to policies as needed. When an amendment is made, the new policy will be posted to inform students of the change.

Governing Law

This contract shall be interpreted in accordance with the laws of the State of Kansas. Any student utilizing this agreement consents to the jurisdiction of the Kansas court to enforce any contract dispute.

Occupancy & Assignment

This contract is for space in the residence halls of Allen Community College. It is not for a particular room assignment or number of residents per room. Allen Community College Student Life Staff will attempt to honor all requests for particular rooms, living preferences, roommate assignments, and number of residents per room, but such requests are not guaranteed. Residents will be charged the rate of occupancy. Should the requested room fail to be filled to capacity the student will not be charged a higher rate if there are fewer students in the room than contracted for or if the College elects to put fewer students in the room. In the case of vacancy in a room, the Director of Student Life may reassign the resident or other residents to another room assignment or may assign a new roommate or other roommates to the remaining resident(s). The decision for room assignments is made by the Director of Student Life and is final. When assignments are finalized, the students will be notified of the assignments and the date when occupancy begins.

Waiver

Failure of the College to insist upon strict compliance by the residents with any of the terms, covenants, or conditions of this contract shall not be deemed to be a waiver or relinquishment of any right or power under the contract at any one or more times be deemed to be a waiver or relinquishment of such right or power at any other time(s).

Schedule of Disciplinary Action, Fees, & Fines

DISCLAIMER: This schedule is a suggestion of disciplinary action, fees, and fines. All disciplinary sanctions, fees, and fines are assessed or administered at, or are otherwise subject to, the discretion of the Director of Student Life and/or Vice President for Student Affairs. Disciplinary sanctions, fees, or fines assessed, may vary from this schedule. This schedule is not all-encompassing of all sanctions, fees, and fines that may be assessed.

Violation	Description/Definition of Violation	Disciplinary Action, Fees, and/or Fines
Alcohol	Resident is subject to disciplinary action for violation of this policy if the resident is found doing any one of the following: <ul style="list-style-type: none"> - Consuming alcohol - Alcohol or alcoholic beverage containers in room - Possession of alcohol - In the same room as alcohol regardless of consumption 	1 st violation - \$100 fine or 10 hours of community service, and parent notification 2 nd violation - \$150 fine or 20 hours of Community service. Alcohol and drug counseling, residence hall probation, and parent notification. 3 rd violation – Disciplinary action
Aquarium/Pet	Having any pet or animal in one's room other than what is approved by the Director of Student Life and Academic Advisor for Accommodations	\$25 fine or 5 hours of community service. Removal of animal from premises. Cost of cleaning, repair, or replacement (if applicable).
Babysitting	Babysitting of children or pets	\$25 fine or 5 hours of community service
Bicycles	Possessing a bicycle inside the Residence Halls (including rooms/apartments, hallways, stairwells, common areas, and bathrooms)	\$25 fine or 5 hours of community service. Cost of cleaning, repair, or replacement (if applicable).
Breaking and Entering	Making a bomb threat is considered a federal offense.	Law enforcement will be notified. Additional consequences may include removal from the residence halls or dismissal from the institution.
Candles, Incense, Wax Warmers, Air Fresheners	Possessing candles, candle warmers, hot plates, light-bulb wax warmers, plug-in type air fresheners, and/or incense	\$25 or 5 hours of community service. Cost of cleaning, repair or replacement (If applicable)
Complicity	Failure to make reasonable effort to discourage actions that violate College policy or procedures shall imply association with and/or participation in the violation.	Those being complicit will be subject to similar disciplinary action as the violators of the original infraction.
Concealment of Violations	Hiding a violation or evidence of a violation	\$25 fine or 5 hours of community service
Dartboard	Possession or use of a dartboard	\$25 or 5 hours of community service. Cost of cleaning, repair or replacement (If applicable)

Drugs & Controlled Substances	<p>A controlled substance is defined as prescription medication that is not prescribed to the person in possession, illegal drugs, or any other type of material, compound, or substance that is considered to be restricted or controlled by local, state, and federal laws and statutes. This includes paraphernalia.</p> <p>A resident is subject to disciplinary action for violation of this policy if a resident is found doing any one of the following:</p> <ul style="list-style-type: none"> • Consuming/using/injecting a controlled substance. • Possession of a controlled substance in the room. • Possession of a controlled substance. • In the same room as a controlled substance regardless of usage. 	<p>Minimum \$200 fine or 20 hours of community service. Alcohol and drug assessment, residence hall probation, and parent notification.</p> <p>Additional consequences may include loss of activity or athletic scholarship, removal from the residence halls or dismissal from the institution. Local law enforcement agencies may be contacted.</p>
Damage to College Property	<p>Damage to or theft of College property in a commons area is the joint responsibility of the occupants sharing the facility</p>	<p>1st violation - \$35 fine or 5 hours of community service. The cost of replacing/restoring College or personal property.</p> <p>2nd violation - \$75 fine or 10 hours of community service. Residence hall probation and the cost of replacing/restoring College or individual property.</p> <p>3rd violation – Disciplinary action. Local law enforcement agencies may be notified.</p>
Entering or Exiting Through Window	<p>Entering or leaving a building through a window</p>	<p>\$50 fine or 5 hours of community service. Cost of cleaning, repair, or replacement (if needed).</p>
Electrical Appliances	<p>Safe operation of electrical appliances is the responsibility of the resident. All electrical appliances must be kept in good working order and are subject to inspection by College employees.</p> <p>Residents found with unauthorized appliances will be sanctioned.</p>	<p>1st violation - \$35 or 5 hours of community service.</p> <p>2nd violation - \$75 or 10 hours of community service and residence hall probation</p> <p>3rd violation – Disciplinary Action</p> <p>The College also reserves the right to confiscate unauthorized electrical appliances</p>
Failure to Comply	<p>Refusal to cooperate with College officials acting in the performance of their duties or refusal to respond to a formal request, regardless of whether it is written or verbal, constitutes failure to comply</p>	<p>Disciplinary action or additional fines/community service.</p>

Failed Room Check/Health Code Violation/Cleaning Requirements	Excessive trash, improperly stored food, unsafe living environment, generally unsanitary conditions	\$25 fine or 5 hours of community service
Fire Alarms and Emergency Equipment	False, intentionally or negligently tampering with or activating fire safety equipment: smoke/heat detectors, sprinkler heads, fire extinguishers	1 st violation - \$100 fine or 10 hours of community service 2 nd violation - \$200 fine or 20 hours of community service. Residence Hall probation. 3 rd violation – Disciplinary Action
Furniture	Removal of furniture from public areas is prohibited. Students who move furniture from any area of the building will be subject to fines/sanctions.	1 st violation - \$50 fine or 10 hours of community service 2 nd violation - \$100 fine or 20 hours of community service. Residence Hall probation 3 rd violation – Disciplinary action
Harassment/Intimidation	Badgering another person by physical, verbal, mental, social, and/or sexual means constitutes harassment and will be referred to the Director of Student Life.	Disciplinary sanctions may include cancellation of the resident's contract and/or separation or suspension from the college. Law enforcement officials may be notified.
Hazing	Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization or athletic team operating in the name of the College. Hazing incidents will be referred to the Director of Student Life and Vice President for Student Affairs.	Disciplinary sanctions may include cancellation of the resident's contract and/or separation or suspension from the college.
ID card	Replacing a lost or damaged student ID card.	\$10
Keys	Replacing a lost or damaged room key or mail key.	Room key - \$35 Mail key - \$25
Motorcycles, motor-driven vehicles, and scooters	Storing motorcycles and scooters in buildings, rooms/apartments, storage rooms, on patios, balconies, or walkways	\$50 fine or 5 hours of community service. Cost of cleaning, repair, or replacement (if applicable)
Offensive Displays	Displaying offensive materials in common areas of rooms/apartments (Pornography, drug use, etc.)	\$25 fine or 5 hours of community service
Property Removal	Removal of property from designated location	\$25 fine or 5 hours of community service. Cost of cleaning, repair, or replacement (if applicable)

Propping Doors Open	Propping open any door that is to remain closed or locked at all times (includes exterior doors and hall doors) or holding open a door marked “Exit Only” for someone to use as an entrance	1 st violation - \$35 fine or 5 hours of community service 2 nd violation - \$75 fine or 10 hours of community service and Residence Hall probation 3 rd violation - Disciplinary Action
Room transfer - Unauthorized	Changing rooms without prior approval of the Director of Student Life	\$50 fine
Security in the Residence Halls	It is the responsibility of residents to help ensure that adequate security is maintained in the residence halls. Residents must refrain from behaviors that compromise building and room security, such as leaving room doors unlocked or propping open building doors. Residents also have an obligation to abide by the visitation regulations of the college, including properly escorting guests to and from the building entrances and exits. Students should report unauthorized persons to proper authorities and be constantly aware of the importance of maintaining security in the halls.	1 st violation - \$35 fine or 5 hours of community service 2 nd violation - \$75 fine or 10 hours of community service and Residence Hall probation 3 rd violation - Disciplinary Action
Security Surveillance System	Tampering with any facet of the Security Surveillance System/Equipment	\$250 fine and cost of cleaning, repair, or replacement (if applicable)
Smoking/ Vaping	Tobacco use of any type, including vaping and smokeless tobacco, is prohibited in all student housing.	1 st violation – written warning 2 nd violation - \$50 or 5 hours of community service. Cost of cleaning, repair, or replacement (if applicable) 3 rd violation – Disciplinary action
Trash	Room/apartment trash is to be taken directly to the dumpsters located near the residence halls. Room/apartment trash is not to be left in the hallways.	\$25 fine and cost of cleaning, repair, or replacement (if applicable)
Trash Removal (After Check-out)	Failure to remove trash at check-out (or failure to adequately)	\$25 minimum per bag \$50 minimum per item for hauling to the landfill
Water/ Snowball Fights	Fighting with water or using water in prank	1 st violation - \$35 fine or 5 hours of community service 2 nd violation - \$75 fine or 10 hours of community service. Residence Hall probation. 3 rd violation – Disciplinary action
Weapons	Possessing or using a weapon or firearm, or an item deemed to be a weapon or firearm	Minimum \$100 fine and/or appropriate disciplinary action, including but not limited to suspension/expulsion, removal from premises and/or arrest.

Room Damage Charges

New Residents should report any existing damage observed upon their arrival. Students are responsible for any damage that may occur to their room and will be billed accordingly. Damage to the room should be reported immediately to a member of the Student Life Staff. Any damage in the room, which cannot be assessed to a specific individual, will be prorated to each individual in the room

Room Damage	Minimum Charge
Broken Window	\$175.00
Damage to a Wall	\$15.00 per hour to fix
Smoke Alarms	\$35.00
Bathroom Door (Destroyed)	\$175.00
Bathroom Door (Repairable)	\$50.00
Writing on Doors/Walls	\$50.00
Drains/Toilet Clogged (Due to inappropriate items being put down drains or toilets)	\$30.00
Blinds	\$100.00
Window Screens	\$50.00

Furniture Damage	Minimum Charge
Bed Frame	\$275.00
Desk	\$375.00
Dresser	\$375.00
Chair	\$115.00
Mattress	\$130.00

Common Area Damage	Minimum Charge
Emergency Lights	\$125.00
Exit Lights	\$150.00
Security Lights	\$100.00
Security Camera	\$500.00
Ceiling Tile	\$25.00
Writing on Doors/Walls	\$50.00
Damage to a Wall	\$15.00 per hour to fix

Resident Acknowledgement/Agreement

By typing my myAllen portal password and submitting this form, I acknowledge that:

- I have read and fully understand the Allen Community College Housing Handbook, and that I am obligated to abide by all policies within both the Housing Handbook and the Allen Community College Policies Manual.
- I agree to abide by the Allen Community College Residence Hall Information Technology Policy.
- I agree to keep my personal e-mail address and cell phone number up to date with Allen Community College for the sake of communication. I confirm that I give my approval to be added to CampusCast e-mail and text messaging list, which is a requirement for residing in campus housing.

NOTE: Students must review and electronically sign this acknowledgement each academic year that they reside on-campus. Electronic acknowledgement is available on myAllen – Allen’s Student/Staff portal on the Student Life page (requires secure log in).

<https://my.allencc.edu/ics>