

FORT HAYS STATE UNIVERSITY

# RESIDENTIAL LIFE HANDBOOK

Fall 2020  
&  
Spring 2021

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# Mission and Diversity Statements

## Residential Life Mission Statement

The Department of Residential Life's mission is to assist in the preparation of citizen-leaders by fostering community, providing access, focusing on resident needs, and supporting the educational experience.

- **Community:** Residential Life is committed to creating a safe and supportive environment where residents have a network of people who care about them.
- **Accessibility:** Residential Life is committed to providing a living environment that meets the various needs of our residents at an affordable cost.
- **Resident Centered:** Residential Life is committed to creating services, programs, and policies that benefit the residents we serve.
- **Educational Support:** Residential Life is committed to providing individual growth experiences inclusive of our residents' academic development.

## Residential Life Diversity Statement

- **Acknowledge:** We acknowledge the diversity of our community and the many forms that diversity can take, including but not limited to race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, religious beliefs and customs, political affiliation, age, sex, and ability. We likewise acknowledge the invaluable importance of such diversity in our academic and residential settings.
- **Learn and Develop:** As a community, we develop an understanding of each other's differences and realization of similarities, because understanding is the first step towards equity. We learn that these differences do not undermine our ability to work, study, and live together. We develop this understanding through the fostering of respectful and thoughtful conversation and creative and collaborative programming.
- **Live:** We live the values of diversity and inclusion as an extension of the Department of Residential Life mission statement. Our existence is for the development and support of ALL students.

Discrimination of any form will be corrected through the philosophy of restorative justice with an emphasis on expanding wellbeing of the community at large. We endeavor to walk with our residents on this journey and together be forward thinking and world ready.

### **Fort Hays State University Notice of Non-discrimination**

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person’s genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status.

Individuals who believe they have been discriminated against or harassed on the basis of their protected class status or are victims of sexual harassment should report such acts to the university Equal Employment Opportunity Officer who will assist the grievant in seeking redress through the appropriate procedure. The university’s Discrimination and Harassment Complaint Procedure applies to grievances involving students, administrators, faculty or staff. The EEO Officer may be contacted at 600 Park Street, Hays, KS 67601 (785) 628-4033.

## General Information

### Residential Life Staff

#### **Community Assistant (CA)**

Your **CA** is a full-time student whose part-time job is to assist you. Generally, your **CA** has lived on campus for at least a year and knows what a great experience living on campus can be. Your **CA** has many diverse responsibilities. You can expect your **CA** to:

- Get to know you and care about how you are doing
- Be available on a personal basis to talk about whatever you need to talk about
- Be available to answer your general questions
- Be able to direct you to the appropriate university office for answers to your questions
- Work at the hall desk several hours each week
- Hold floor meetings as needed to discuss important topics
- Ask for your help in making life on the floor enjoyable and productive
- Plan and hold social and educational programs and events
- Make sure you and others are following housing and university policies
- Complete duty rounds to ensure that the building and floor are safe places for you to live
- Available to answers questions and talk through general concerns.

While your **CA** is there to support you, please remember that they are also a person and a student.

#### **Desk Assistant (DA)**

Desk Assistants are the individuals who welcome and provide information to residents and guests, help with hall security, sort mail, and maintain check-out of hall supplies. They work at the front desk area of each residence hall.

### Assistant Community Director (ACD)

McMindes, Victor E. Village, Tiger Village, and Hansen Hall all have an Assistant **Community** Director. The Assistant **Community** Director is a graduate student on campus and is hired to help the halls run smoothly. They oversee the function of the front desk and might take care of other tasks such as mail distribution, facilities management, administrative responsibilities, advising, and supervision.

**Stadium Place and Wooster Place Assistant Community Director serves the residents in the apartments and their families. They are your main contact for questions, concerns, facilities issues, and community events.**

### Community Director (CD)

Your Community Director is a full-time professional. The Community Director is the primary manager of the hall/apartment community with the overall goal of helping you to be successful at FHSU. Through advising hall or community council, supervising and training the student staff, working with the custodial and maintenance staff, assisting individual students, enforcing policies, and coordinating special services provided by the Office of Residential Life, the Community Director works to ensure the needs of the community are met. You will get to know your Community Director at community programs and events or through informal contact in your building.

On an individual level, the Community Director is available to consult with you regarding a number of areas such as personal relationships, academic progress and success, or general information about the university. Become acquainted with your Community Director, and feel free to call on them when you have questions or concerns. If they can't answer your question, they should be able to direct you to someone who can. The Community Director's office is located near the front desk of most buildings and they also live in an apartment in the building/community that they oversee.

## **Residential Life Office Staff**

The Residential Life office team consists of the Director of Residential Life, Assistant Director of Residential Life, Assistant Director of Business Operations, Administrative Assistant, and student workers. The staff is here to assist you with any questions or needs.

## **Custodial and Maintenance Staff**

Take time to get to know your custodian and the maintenance staff as they play an important role to your community. The custodians work in conjunction with the Community Director, student staff, and residents to clean and maintain public areas of the hall. Use of hall kitchens or other facilities within the hall, is a privilege and you, not our custodial or maintenance staff, are responsible for cleaning up after yourself. Personal trash and other messes are your responsibility. Please clean up after yourself and dispose of all waste properly. For more information regarding maintenance requests see page 13-14.

## **Community Living**

### **Community Members**

You will soon get to know the people who in your community and hopefully your living space will soon feel like home. Living on campus provides opportunities for you to get to know other students, to socialize, to study with classmates, and to develop greater interpersonal skills.

You can participate in your community in many ways. You can become involved in hall or community council by serving as a wing, floor, or community representative. You and your community members can provide feedback to your CA(s) about what type of community you would like to live in. You can also take part in intramurals, social activities, and educational programs sponsored by your CA(s) and hall or community council.

### **Roommate(s)/Suitemates**

Willingness to share, to compromise, to communicate, and to work through conflict, are all factors in getting along with your roommate(s).

The best way to work things out with your roommate(s) is to be clear and specific about your expectations. Talk openly with your roommate(s) about what type of living environment you would each like to have.

You are strongly encouraged to use the answers to the questions below to help you create a roommate agreement. Your CA will have you and your roommate(s) complete a roommate agreement within the first few weeks of the semester.

Some important topics to discuss are as follows:

- Cleaning
- Borrowing
- Study Time
- Sleeping
- Guests

## Getting Involved

### Floor, Hall, and Campus Events

Check the hall bulletin boards or ask a staff member about the activities and programs that are planned for your floor/community.

### Community Council

Every Community has a Community Council. These groups are comprised of students living in the community, and they seek feedback from their peers on how to advocate for an enhanced campus living experience. They also plan social, educational, recreational, cultural, and academic events for you to attend to connect with the hall. Please see your Community Director or Assistant Community Director if you are interested in participating in your Community Council.

### Residence Hall Association (RHA)

The Residence Hall Association is comprised of students living across campus and creates programming designed to enrich the life of all on-campus residents. RHA is active in developing annual events including: welcome back events, Siblings' Weekend, and the End of Year Extravaganza! RHA also serves as a voice for residents, and acts as a link between on-campus residents and the administration to provide input about dining services and the overall function of the residential communities. RHA provides residents opportunities to develop leadership skills through elected and appointed positions and is actively connected to similar leadership organizations at the regional and national level.



## **National Residence Hall Honorary (NRHH)**

The Golden Plains Chapter of the National Residence Hall Honorary (NRHH) is a group comprised of the top 1% of leaders who have contributed outstanding service and leadership while living in the residential communities. NRHH is built upon the values of service and recognition and provides recognition and leadership opportunities for those living on campus.

## **Hall Services and Amenities**

There are many benefits to residence hall living, the first of which is the convenience. Each of the halls on the Fort Hays State University campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident:

### **Cable**

Each room is provided with a cable hook-up for TV, which includes expanded basic cable. On-campus residents also have access to the Eagle2Go streaming service, allowing students to watch TV from their laptops anywhere on campus. See the full campus cable channel guide in the “Resources” section.

### **Wireless Internet**

Wireless Internet is available in all residential communities. To connect to the wireless offered by FHSU, follow these steps:

1. Select TigerNetStudent as the Network SSID
2. Open an Internet browser
3. Enter your TigerTracks username and password
4. Restart your computer (initial registration only)

### **Movie Streaming Service**

The Residential Life Streaming Service can be found at <http://movies.fhsu.edu>. Movies available for viewing are selected by Residential Life staff members and student leaders. If you have feedback or input, please contact your respective staff member. Selected movies are free for residents to watch throughout the month.

### **Cleaning Supplies Closet**

Cleaning supplies closets are available for residents to access. These closets contain a variety of custodial equipment and products including brooms, dustpans, mops, and trash bags. Vacuum cleaners may be checked out from the front desk at your convenience.

### **Custodial Services**

Each hall provides regular custodial services in commons areas Monday through Friday. Please do your part by cleaning up after yourself in the halls, lounges, and bathrooms.

All residence hall and apartment residents should take trash/recycling to the dumpsters located near their buildings. Dumping trash and pizza boxes from your room in the bathroom or lounge receptacles is NOT acceptable.

### **Ice Machine**

Some residence halls (McMindes Hall and Victor E. Village) are equipped with an ice machine. Please keep in mind that the ice is for every resident to use and the ice machine should not be used as a personal icebox for food and/or other items.

### **Kitchens and Cooking**

The residence halls are not equipped with wiring, plumbing, or ventilation systems that permit cooking in student rooms. Each traditional residence hall has a kitchenette that residents may use for meal prep and cooking. The number and location of kitchen facilities varies by hall. Residents are expected to remain near the stove/oven while preparing food. Residents should also use appropriate tools, such as cutting boards, to keep from damaging kitchenette countertops and other furnishings and ensure that they clean up immediately after using the kitchenette area.

Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard to cooking safety or other reasonable safety procedures, which results the activation of the fire safety system, will result in disciplinary action and a possible fine.

### **Laundry Room**

Washers and dryers are located in each community at no charge as laundry fees are included in housing rates. Machines are for use of residents of that community only. Any resident found allowing any non-resident to utilize laundry facilities will go through the student conduct process.

If a machine is not working properly, report the machine number to the front desk worker or your Assistant Community Director. Progress and availability of laundry machines can be viewed online through the “Laundry Alert” link [on the FHSU reslife page or at https://www.laundryalert.com/cgi-bin/fhsu5007/LMPage?Login=True](https://www.laundryalert.com/cgi-bin/fhsu5007/LMPage?Login=True)

### Community Rooms/Lounges

Community rooms and lounges are public multi- rooms for residents and visitors to use as a waiting area, study or social spaces, and for community programs.

### Meeting Spaces

Certain rooms may be reserved for events and organization meetings. Please go to the Residential Life website and fill out the Community Space Reservation Form, found under the forms tab (<https://www.fhsu.edu/reslife/Forms/room-reservation>). A minimum of 3 business days is needed to process the reservation. Available spaces include Custer Lawn, Custer Tigers Den, Heather Hall Storm Shelter, McMIndes Living Room, and McMIndes 2R Classroom.

### Maintenance

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other issues requiring attention should be reported through a maintenance request. You can fill out a maintenance request via the Residential Life page on the FHSU website, or by talking to your CA Assistant Community Director, or Community Director. Additionally, please inform your Community Assistant if you have reported your maintenance issue but the issue has not been resolved.

If there is an emergency, please contact the appropriate staff immediately. The only requests considered emergencies are those, which pose an immediate danger to health or property. Maintenance staff are permitted to

enter residence hall rooms and apartments starting at 9:00am to complete appropriate repairs. For more information regarding repairs see page 45.

### **Vending**

Vending machines are located in each residence hall. If you lose money in one of the machines, go to the Residential Life office for a refund.

## **Desk and Mail Services**

### **Front Desk**

McMindes, Victor E. Village, Custer, and Agnew hall all have front desks that have staff available to assist residents and checkout supplies. Desk hours for McMindes, Victor E Village, & Agnew Hall are Mon-Sat 9am -7pm & Sunday from 11am-7pm. Custer Hall hours are Mon-Sat 9am-11pm & Sun 11am-11pm. Equipment at each desk varies and includes items such as vacuums and other housekeeping supplies, games, kitchen supplies, and moving carts. You must have a valid Tiger ID and be a resident of the hall to check out items. Rules, regulations, and times for check out vary among halls.

### **Front Desk Telephone Numbers**

Custer Hall Front Desk: 785-628-5700

McMindes Hall Front Desk: 785-628-4900

Tiger Place Front Desk: 785-628-5400

Victor E. Village Front Desk: 785-628-4600

### **Apartment and Tiger Village Housing Mail**

Postal Kiosks are located near Wooster Place Apartments, Stadium Place Apartments, and Tiger Village. The postal kiosks have individual letterboxes for letters.

Tiger Village residents will be provided with a mailbox key upon check in. Residents receiving large packages that do not fit in a kiosk box will receive a package slip that they can be turn in at the Victor E. Village front desk to receive their package.

Stadium Place residents will be provided with a mailbox key by the Assistant Community Director upon check in. Packages for these

residents will be in the larger box of the postal kiosk. A key is required to access your mail.

Wooster Place residents pick up their mailbox keys directly from the United States Postal Service office located at the corner of Eighth and Fort Street. Keys must be returned to the Postal Service prior to moving out of Wooster Place. Packages for these residents will be in the larger box of the postal kiosk. A key is required to access your mail.

### **Outgoing and Misrouted Mail**

The US Postal Service will not pick up any outgoing mail that is placed in your mailbox. Should you receive mail for someone else, please mark it “Return to Sender” and place it in the out-going mail slot.

### **U.S. And Campus Mail-U.S. And Campus Mail**

Both U.S. and campus mail services are provided when classes are in session.

- **Outgoing Mail**
  - "Outgoing mail can be dropped off at Victor E Village or McMIndes in their "Outgoing mail slot"
  - Outgoing mail can also be placed in the “Outgoing Mail slot” at the Wooster/Stadium Place Mail Kiosks
  - Packages cannot be left at the desk to be picked up from USPS, UPS, FedEx- these will need to be taken to a location
    - UPS- 4320 Vine St. Unit 80
    - FedEx- At Walgreens- 2600 Vine St.
- Incoming mail is delivered every morning except Sundays and holidays.
- Packages sent via UPS/Fed Ex or packages that will not fit in mailboxes will be held at the front desk for security. All packages need to be signed for at the desk before they are given to the resident.
- Wooster Place and Stadium Place Apartment residents will have a key to access their packages from the kiosks.
- Each resident will be assigned either a mailbox key or a mailbox combination upon move in.
- You should check your mailbox daily. Important university and Residential Life notices are sent through campus mail.

- If your address should change, be sure to provide your forwarding address to the hall staff and to any person, business or publisher who sends you mail regularly. The hall staff will forward first class mail for 60 days. Third class mail (magazines, newspapers and other periodicals) to which you have a paid subscription will be forwarded for 90 days.
- Campus mail is a free service for those wishing to mail items to other students or offices on campus. Address campus mail with the recipient's name, campus address, and Campus Mail printed clearly on the envelope. Campus mail does not require postage.
- When sending letters or packages, your mail should be addressed according to the information on the following pages.

**Building**

**US Mail**

**USPS/Fedex**

**Agnew**

Your Name  
1 Agnew Hall Room#  
Hays, KS 67601

Your Name  
402 Lyman Drive  
Hays, KS 67601

**Custer**

Your Name  
1 Custer Hall Room#  
Fort Hays State University  
Hays, KS 67601

Your Name  
420 Custer Drive  
#600 Park St.  
Hays, KS 67601

**Hansen**

Your Name  
1 Hansen Hall Room#  
Hays, KS 67601

Your Name  
306 Dwight Drive  
Hays, KS 67601

**Heather**

Your Name  
1 Heather Hall Apt#  
Hays, KS 67601

Your Name  
401 Custer Drive  
Hays, KS 67601

**McMindes**

Your Name  
1 McMindes Hall Room#  
Hays, KS 67601

Your Name  
410 Agnew Lane  
Hays, KS 67601

**Stadium Place**

Your Name  
300 Lewis Drive Room#  
Hays, KS 67601

Your Name  
300 Lewis Drive Room#  
Hays, KS 67601

**Tiger Village**

Your Name  
315 Lewis Drive Room#  
Hays, KS 67601

Your Name  
306 Dwight Drive  
Hays, KS 67601

**Victor E. Village**

Your Name  
306 Dwight Drive Room#  
Hays, KS 67601

Your Name  
306 Dwight Drive  
Hays, KS 67601

**Wooster Place**

Your Name  
1 Wooster Place Apt#  
Hays, KS 67601

*Bldgs. A,B,C,D*  
Your Name  
312 Dwight Drive Apt #  
Hays, KS 67601

*Bldgs. E and F*  
Your Name  
405 Dwight Drive Apt #  
Hays, KS 67601

## Important Residential Life Dates

|        |  |
|--------|--|
| Nov 13 | Fall Break housing applications due by 4:30pm        |
| Nov 20 | Residence halls close for Fall Break at 5pm          |
| Nov 29 | Residence halls open from Fall Break at noon         |
| Dec 4  | Winter Break housing applications due by 4:30 p.m.   |
| Dec 3  | 24-hour quiet hours begin for finals week at 10 p.m. |
| Dec 11 | Residence halls close for Winter Break at noon       |
| Jan 17 | Residence halls open for Spring Semester at noon     |
| Mar 12 | Spring Break housing applications due by 4:30pm      |
| Mar 19 | Residence halls close for Spring Break at noon       |
| Mar 28 | Residence halls open from Spring Break at noon       |
| May 6  | 24-hour quiet hours begin for finals week at 10pm    |
| May 14 | Residence halls close for the academic year at noon  |

**\*\*Dates and times subject to change\*\***

For additional important University dates please see the official FHSU academic calendar by visiting the Registrar's website at <http://www.fhsu.edu/registrar/>.

## Dining Services

Various dining options are available on campus for students including the McMIndes Hall Cafe, Tiger Pizza in Victor E. Village, or Tiger Market in Memorial Union. Each meal plan includes Dining Dollars, which can be used at any Chartwells location.

If you cannot make a meal during scheduled hours, please contact Chartwells (in McMIndes Hall) or the Dining Manager. Chartwells works with students to provide dining options to fit their individual needs, including to-go meals, gluten free, dairy free, etc. Please contact Chartwells at 785-628-4476.



## Dining Options:

### McMindes Café:

Take a break and hang out with friends as you enjoy a wide variety all-you-care-to-eat menu options in a comfortable atmosphere. Located on the first floor of McMindes Hall, McMindes Café is conveniently located for all campus residents to access. The café offers a different hot line menu for each meal, freshly made pizzas from a brick oven, made to order burgers, delicious grilled deli sandwiches, gourmet stir-fries, salad bar, a dessert bar, and much more!

#### Hours:

##### Breakfast

Mon-Fri 7am-9am

##### Lunch

Mon-Fri 11am-2pm

Sat & Sun 11am-2pm

##### Dinner

Mon-Thurs 4:30pm-7:30pm

Fri & Sat 4:30pm-6:30pm

Sun 4:30pm-7pm

With each meal plan, you will receive 5 free guest meals every semester. Invite a friend over to your place for dinner!

If you invite a friend, you must stay with your guest. Just tell the cashier when you would like to use a guest meal and they will take care of it!

**Tiger Pizza– Victor E. Village:**

Looking for a late night snack? Tiger Pizza, located on the main floor of Victor E. Village, offers pizza, yogurt parfaits, sodas, and more.

Dining Dollars, cash, and credit/debit cards are accepted.

Monday-Sunday: 7:00pm-12:00am

**Tiger Market - Memorial Union:**

When your schedule keeps you in the Quad, make the union your dining choice. The Memorial Union offers a variety of menu options in a central location among the university's academic buildings. The Union provides many retail food options where Dining Dollars are accepted, as well as other normal payment options.

**Grab-N-Go (Convenience Items)**

Monday-Friday: 7:00am-10:00pm Saturday:

8:00am-10:00pm Sunday: 1:00pm-10:00pm

**Mondo Subs (Sandwiches)**

Monday-Thursday: 11:00am- 9:00pm

Friday: 11:00am-5:00pm

Saturday: 11:00am-2:00pm

**Pizza Hut Wing Street (Pizza and Wings)**

Monday-Friday: 11:00am-2:00pm

**Sono (Burritos)**

Monday-Friday: 11:00am-2:00pm

**Starbucks (Coffee and Pastries)**

Monday-Friday: 7:00am-10:00pm Saturday:

8:00am-10:00pm Sunday: 1:00pm-10:00pm

*All dining hours are subject to change.*

# Policies and Procedures

## Living on Campus

Being a member of a community brings a set of rights as well as a set of responsibilities. With every “right” comes responsibility and, as a member of the campus community, you are expected to respect others and follow the rules and policies established by the university community. We encourage you to seek active roles within your community. In non-emergency situations, residents should address disruptive behaviors before contacting staff for assistance. For example, if your neighbor is playing loud music late at night, you should first ask them to quiet down before contacting a CA. When self-governance needs assistance, staff members are present to help define and direct and support the student conduct process.

## Procedural Guidelines for Conduct

When you signed your housing contract, you agreed as a resident, to abide by all residential community policies, procedures, and contract guidelines.

Additionally, you agreed “to observe all rules, policies and regulations of Fort Hays State University,” and “to abide by all state and federal laws.” The Fort Hays State University Student Code of Conduct can be found online on the Judicial Affairs site (<http://www.fhsu.edu/judicial/student-code-of-conduct/>).

If you have questions about any of the policies, please contact your Community Assistant (CA), Community Director, or Assistant Community Director for clarification.

### **Please keep these things in mind if you are confronted by a staff member:**

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests. Not doing these things may be considered obstructing a university official. If staff members approach your room for a policy violation, they would like to resolve the situation quickly, and your cooperation will help them do that.
- It is important to note that if a room is uncooperative with hall staff members, the Community Director or University Police could be called to assist with resolving the situation, and that behavior will be noted in the incident report.

- According to university policy, all students should carry their Tiger Card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
- It is important that you familiarize yourself with the policies. Not knowing the policies is not a valid reason for failing to follow them.
- If a staff member approaches your room for a policy violation and you are hosting guests (whether they be residents from another hall or from off-campus), it's important that you encourage your guests to cooperate with staff by answering their questions and providing a photo ID.
- If your guests cannot provide ID or are being uncooperative with hall staff, the CA, Community Director or University Police may escort your guest(s) from the building. It's also important to note that you will be held responsible for your guests and their actions, so it's best if you explain the basic policies to your guests when they arrive so they know what you expect from them.
- When being approached by a staff member, some students become nervous or scared and worry about "getting in trouble." Despite your feelings, it's best to remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing, so it's best to tell the truth from the start.
- To prevent situations from occurring in your room when you're not present, lock your room door. If you're away from your room, yet leave your room door unlocked and friends go to your room and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room.
- See page 26 for the Student Conduct Process and what your role is when a staff member approaches you about a policy violation.

As a member of The Association of College and University Housing Officers International (ACUHO-I), Fort Hays State University upholds the Resident Rights & Responsibilities as defined by ACUHO-I.

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. The following statements define minimal expectations regarding these rights and responsibilities.

#### Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.

- To have access to individual and group social, educational, and developmental opportunities in their living community

## Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

*(ACUHO-I Statement of Resident Rights and Responsibilities, Approved 1987, Revised 2002)*

## Safety in the Residence Halls

Residential Life is committed to providing a safe and comfortable living environment. If at any point you feel threatened, concerned, or have an issue, please contact your CA, Community Director/Assistant Community Director, the Residential Life Office, or the University Police Department. If it is an emergency, please call 911. During the evenings, Residential Life student staff conduct regular rounds of the residence halls. If at any point you have a concern, please call the on-call phone for your community. Professional staff serve on-call 24/7 and are able to address emergencies and concerns.

## Student Conduct Process

If you are involved in a situation where an alleged policy is being violated, a staff member may confront the situation. At that time, staff's responsibility is to end whatever behavior is taking place that violates a policy. The CA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and resolve the situation. The CA will then write a report documenting the details of what happened including names of people present, policies that were allegedly violated, and any other relevant information. The report is then forwarded to the community's Community Director for review. Depending on the nature of the situation, a professional staff member will follow up with students in a meeting (called a conduct hearing), via email and through a letter in their mailbox. A decision is made as to whether a policy violation is major or minor and as to whether it is to be reviewed by the Conduct Board, the Community Director, Assistant Director of Residential Life, the Director of Residential Life, or the Office of Student Affairs. Any time a resident is notified to appear for a hearing, they must do so. The CA is not responsible for assessing your role in the situation, they merely document what is happening and the Community Director will determine each student's role in the incident. If a resident fails to appear to a conduct hearing, their case will be reviewed by the hearing officer based on the information in the incident report.

The Residential Life conduct process exists to promote a positive group living environment by providing a means to assure compliance with the established policies of the Residential Life Office and FHSU in all of our communities. The conduct process is committed to providing fair treatment of each person who participates in the process. Please note that your cooperation is expected when confronted by a staff member. Please cooperate by opening the door, talking with staff openly and honestly, and complying with their requests in order to resolve the situation quickly. Carry your Tiger Card and present it to staff members upon request. Take the time to familiarize yourself with the policies early on in the semester. Residents are expected to know and abide by all Residential Life policies and procedures, the student code of conduct, state/ local/ federal laws, and the housing contract. Guests are responsible for following all policies, and it is the hosting resident's responsibility to inform them of such.



When a student admits to being or is found to have been in violation of a policy, sanctions are possible. Possible sanctions encompass a large range of outcomes in line with the severity of the policy violation. Sanctions may include warnings, restitution (repayment of any monetary damages), assignments such as community service, papers, workshop attendance, referral meetings, disciplinary probation, removal from residential life facilities, suspension, and/or expulsion. Sanctions may be imposed singularly or in combination. Failure to complete sanctions as assigned may result in an escalation of disciplinary status, a finding of non-compliance may result in a hold being placed on the student's account. Holds prevent students from enrolling in classes, receiving their transcript, or their diploma upon graduating.

Students have the right to appeal. Students must submit a written statement within Three business days of receiving their outcome letter. Appeals must outline the specific grounds the review is sought and should include: date of original hearing, date/time/location of the alleged incident, and reason for the appeal. Residents who do not attend their conduct meeting, forfeit their right to submit an appeal. In addition, appeals that are submitted after 3 business days will not be accepted. If you submit an appeal, and it does not fit into one of the three appeals categories, it can be denied. Below are reasons for an appeal.

- Evidence not available at the hearing which, had it been available, would in all likelihood have produced a different finding (responsible v. not responsible)
- Perceived hearing officers' bias resulting in a violation of the standards of fairness used in disciplinary hearings.

## Policies and Procedures

### Residential Life Policies

#### Abandoned Property

Fort Hays State University, the Department of Residential Life and/or any of its staff are not responsible for any student property left in public areas.

If a student abandons property in their residence hall room or apartment after leaving the university, Residential Life staff members will make reasonable efforts to contact them via phone, university e-mail, letters to the resident's campus address, and letter to the resident's permanent address in an attempt to have that student retrieve their belongings.

- If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has cancelled their housing contract, etc.) hall staff will pack and inventory the student's belongings and store them for 60 days.
- Residential Life reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). After 60 days, items will be donated or disposed of at the discretion of Residential Life staff (any costs of removal will be at the owner's expense).
- Residential Life will not ship items to owners. Owners may have another individual pick up their belongings during office business hours by contacting the Community Director to set up a date and time. The owner will be required to fax a letter to Residential Life at least 24 hours prior to pick-up with the following information: a photo of the former resident's student ID, the former resident's ID number, the former residents signature, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items

### **Alarm Clocks**

Two staff members may enter a resident's room to shut off an alarm clock if the resident cannot be located or there is no response at the door.

### **Alcohol/Alcohol Containers**

Possession and/or consumption of alcoholic beverages are prohibited in all of our residence halls (Agnew, Custer, Hansen, Heather, McMIndes, Victor E. Village, Tiger Village) regardless of age. Alcohol containers and paraphernalia are prohibited in all of our residence halls regardless of age. Anybody in a room where an alcohol or drug violation occurs will be held responsible for the violation.

Apartment (Stadium Place, Wooster Place) residents of legal drinking age, as defined by Kansas law, may possess and consume alcohol in their own apartments or the apartment and in the presence of another resident of legal drinking age. Such beverages must be packaged in containers of one (1) liter or less in volume and represent reasonable personal consumption.

An apartment resident may consume alcohol in their apartment even if their assigned roommate or guests are present and under 21 years of age. Consumption may not be in public, and must be done inside the apartment. A resident of legal drinking age will be held accountable for a roommate and/or others under legal drinking age who consumes alcoholic beverages while he/she is present.

Guests 21 years of age or older that are in the apartment of a resident's who's age is under 21 years of age, are not permitted to possess or consume alcohol in the apartment.

Anybody in a room where an alcohol or drug violation occurs will be held responsible for the violation, regardless of whether or not you are drinking.

### **Apartment Storage**

Balconies between apartments and breezeway stairs should be kept clear. Items blocking free passage (5 feet) will be removed and disposed, including but not limited to bikes and furniture.

Wooster Place residents should not use heater closets as storage areas. If items are found stored in these areas, the heater and hot water tank will be turned off until the items are removed.

## **Appliances and Electricity**

Residents are expected to use reasonable care in their usage of appliances and other electrical items. Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. Residents are encouraged to use UL-approved surge protectors with appliances to avoid blowing fuses. Multiple incidents of blown fuses may result in additional limitations to the items students may keep/use in their rooms.

- All resident-owned refrigerators in rooms must be less than 10 years old and less than a total of 4.5 cubic feet in size.
- Small electric coffee pots (Brews 6 cups or less), flameless candle warmers, and small microwave ovens (less than 1000 watts in size) are allowed to be used in student rooms.
- Small cooking appliances without open coils such as George Foreman grills, Toasters, air fryers, electric woks, electric skillet, or electric quesadilla makers can be stored in your room, but may be used in kitchens only.
- Space heaters, halogen or torchiere lamps, and Medusa lamps with goose-necks and plastic shades are not allowed.
- Use or installation of window or portable air conditioning units is prohibited.

## **Arson**

No person shall start a fire that causes or may cause damages or injury on university property.

## **Assault/Harassment**

Verbal, physical, or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated.

Courtesy and respect are to be given to all students. The following behaviors by residents are strictly prohibited:

- Verbal or written abuse - this includes electronic forms of communication
- Physical intimidations or menacing behavior directed at others
- Display of visual materials that demeans or humiliates others

- Violations may result in dismissal from the residence halls and University disciplinary action, including the possibility of suspension.
- If you experience gender-based violence, please contact Amy Schaffer, Title IX Coordinator for resources.
- All residents are expected to uphold the University's Title IX policy, sexual harassment policy, and harassment policy. Please refer to University policies for specific information.

## **Bicycles and Scooters**

Bicycles should be parked in the bike racks located near the exits of each hall. Bikes parked in any other location, including apartment balconies and breezeways, will be removed at your expense. Register your bike with the University Police Department at the beginning of the school year. Bikes not claimed at move-out will be removed by the University during the last week of May. Bikes will be sold or disposed of at the discretion of the Department of Residential Life. Residential Life is not responsible for cut locks.

Bikes may not be ridden indoors, however, they may be stored in student rooms if both roommates agree (see the loft policy for additional space options). When bringing a bike in the hall, care should be taken not to damage the floor or walls. Bikes may not be kept in public spaces in the hall including hallways, lounges, or stairwells.

No motorized bikes are permitted inside the buildings at any time.

## **Break Housing**

All residence halls close when classes are not in session. Those wishing to stay over Winter, Fall, or Spring break, must fill out break housing request paperwork and submit appropriate documentation regarding the need to stay over break. Not all break stay requests will be approved. Summer break housing is limited to McMIndes Hall, Stadium Place, and Wooster Place and the Summer Housing Contract must be completed.

## **Candles and Incense**

Use of incense, candles and/or open flames in the residence halls or apartments is prohibited. Candle warmers are permitted and encouraged. Students using candle warmers must use candles that have never been lit.

Students wishing to practice a religious ritual or ceremony that involves flame/ incense/ coals must contact Residential Life office for an accommodation.

## **Children**

Children are the responsibility of their parents/legal guardians. If children are found unattended, they and their parents/legal guardians may be referred to the Department of Human Services. Please remember that much cooperation is needed if residents both with and without children are to live in close proximity without problems. Families with children should try to limit their children's active play in the late evening hours.

At the same time, residents without children must be patient, realizing their social activities may require similar patience from families.

Playground equipment is located in the Wooster Courtyard. Please keep the safety of your children in mind when allowing them to play on the equipment.

Children must be supervised by a responsible adult while playing. Please notify the Wooster Place Assistant Community Director if any of the equipment needs repairs.

## **Cleanliness/Garbage**

Residents are expected to clean up after themselves to maintain a clean community living space. Disposing of personal trash and pizza boxes from your room in the bathroom or lounge receptacles is not acceptable.

Garbage is collected in the apartment areas twice a week. Large dumpsters are provided near each apartment building. You are encouraged to frequently empty your garbage in the dumpster to reduce

the chance of drawing insects into your apartment. Please be sure to bag your trash to prevent attracting flies. Do not set trash in the breezeway to be carried to the dumpster later. This will attract flies and stray animals. All trash that is to be picked up must be placed in the dumpster. Do not place personal trash in the community trash cans. Any trash placed outside of the dumpster will not be picked up and detracts from appearance and sanitation of your apartment area.

### **Cohabitation**

Cohabitation is strictly prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Community Director, Assistant Community Director, and/or the Director of Residential Life. Personal belongings of guests amounting to more than one overnight bag may be grounds to discuss cohabitation.

### **Concealed Carry**

Firearms, ammunition, martial arts weapons, knives (with blades longer than 3.5 inches), explosives, paint ball guns, airsoft guns, blowguns, slingshots, swords, bows, arrows, broad heads, taser, and other weapons (including fake weapons including but not limited to Nerf Guns or forms of Nerf Guns) are not allowed in the halls. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

In accordance with the State of Kansas Concealed Carry Law, residents who are 21 years of age or over are able to carry a handgun if it is concealed on their person, or concealed in a bag/back pack that is in their immediate reach. Students must store their handgun in their vehicle or in an approved gun safe within their room and must not give others access to their weapon, including the access to their gun safe. An approved storage device has each of these characteristics: (1) it is of sufficient size to fully enclose the handgun while secured in an approved holster; (2) it is constructed of sturdy materials that are non-flammable; (3) it has a combination, digital, or other secure locking device that can only be unlocked by the individual using the storage device, but devices secured exclusively with a key lock are prohibited; and, (4) the device is constructed specifically for storage of a handgun and/or ammunition,

The possession/use of weapons that violates policy, endangers the health or safety of yourself or others is sufficient cause for immediate dismissal from the residential community without financial release and referral to the Director of Residential Life for further disciplinary review.

### **Common Area Furniture**

All common area furniture must stay in the assigned floor's common area. Removal of common area furnishings will be viewed as theft. Those responsible will face disciplinary action.

### **Community Standards**

The residents and staff of Residential Life are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins. Our community encompasses a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect. We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community.

We believe we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others. We are committed to these principles which are an integral part of our purpose, values, and daily activities. Bigotry and hatred will be given no home within our residential community. While each of us has the right to our own personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of their age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation.

Our communities will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against residents, FHSU staff, or visitors. In addition, we cannot accept ignorance, false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

Condoning, supporting, facilitating or encouraging another person's or group's behavior that violates any standard of conduct. Students are



expected to remove themselves from locations where a policy is being violated and are encouraged to report the incident. Failure to leave an area where a regulation is being violated may result in a student being held accountable for a violation of this policy.

## **Compliance**

Students are expected to promptly and respectfully comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel in the completion of their duties. Per university policy, students are expected to carry their FHSU student ID at all times. Tiger ID and/or identifying information must be presented to the previously mentioned individuals upon request.

## **Compliance with General Laws**

Students, upon registration at FHSU, shall abide by all regulations, federal and state laws and city of Hays ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Any disciplinary action taken by the university may be taken independently of any action taken by an off- campus authority.

## **Contract Violation**

Students are responsible for adhering to the Residential Life contract. Students who are released from their Residential Life contract due to any policy violation will be responsible for the payment of all. Residential Life charges and fees. A copy of the Residential Life contract can be found on our website at <http://www.fhsu.edu/reslife/>.

## **Cooking/Kitchens**

Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard to cooking methods or failure to adhere to reasonable safety procedures which results in fire safety system activation will result in disciplinary action and financial consequences for a fire safety violation.

## **Courtesy towards Staff**

Students are expected to promptly and respectfully comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel in the completion of their duties.

## **COVID-19 Policies and Protocols**

Residents acknowledge that the COVID-19 pandemic represents an ongoing health and safety risk, and that the University's planning, policies, and operations – including in relation to Residential Life in particular – are subject to change at any time due to the pandemic.

The virus that causes COVID-19 can be spread from person-to-person, which means the risk of infection may increase in congregate or group living and dining situations that present greater opportunities for person-to-person contact. Residents acknowledge this risk, and recognize that it is important that everyone do their part to help mitigate the spread of COVID-19. Residents should stay informed of and follow the guidance from public health agencies like the Ellis County Health Department, the Kansas Department of Health and Environment, and the Centers for Disease Control. In addition to following any specific directives from public health officials, including those relating to travel, quarantine, and isolation, Residents will be expected to follow the University's general policies and protocols concerning COVID-19, as well as any specific directives, rules, or requests issued by Residential Life. Depending on the circumstances, failure to comply may serve as grounds for discipline or other action in accordance with this Handbook and the University's policies and procedures for handling student conduct issues.

## **Disorderly Conduct**

A resident's behavior may not become disruptive to the community environment. Individual or group behavior which disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, assault, threats to the personal safety of one's self or others, throwing objects to create a danger, making excessive noise, unwelcome physical contact, hazing and any other type of interference with the normal operations of the University or its activities or any type of conduct that interferes with the ability of those who attend, visit, or work at the University to enjoy the benefits of the purposes for which the University exists.

## **Drugs**

Manufacturing, possessing, selling, transmitting, using, or being party to any activity involving an illegal drug, controlled substance or drug paraphernalia is a violation of Fort Hays State University policy as well as a violation of the law. Suspected violations of this policy are reported to the University Police.

## **Elevators**

Vandalism to any elevator is strictly prohibited. This also includes jumping, holding doors open for an extended period of time, using feet to push elevator buttons or delaying the elevator.

## **Fire and Safety Equipment**

Residents are to respect fire and safety equipment within the residence halls and apartments. Each building is equipped with a complete smoke and fire alarm system. These devices (including fire extinguishers, pull stations, smoke detectors, strobe lights, sprinklers, alarms, and alarm panels) exist for the safety of all residents.

Falsely, intentionally, or negligently tampering with or activating fire safety equipment is a serious offense against the members of the residential community. Offenders are subject to criminal prosecution.

Proper use of, and response to, fire alarms is required. All individuals present in any housing or dining facility must respond to a fire alarm, regardless of whether an emergency exists.

- Doors or exits labeled “Emergency Exit Only” are not to be used for any purpose except emergency evacuation.
- Items may not be hung from the ceiling or from other overhead room structures such as pipes, lights, or ceiling tiles.
- Items may not be hung on, near, or around fire safety equipment (smoke detectors, sprinklers heads, etc.).
- The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room or doorway.
- Students wishing to practice a religious ritual or ceremony that involves flame/ incense/ coals must contact Residential Life office for an accommodation.
- In the event of a fire alarm, all students and guests are required to exit the building in an orderly and timely fashion. Failure to do so could result in disciplinary action.

## **Fraud or Lying**

Lying or fraudulent misrepresentation in or with regard to any transaction with the University, whether oral, written, or by other means is

prohibited, including misrepresenting the truth before a hearing of the University or making a false report or statement to any University official.

### **Gambling**

Kansas state law prohibits any gambling on state property. The residential communities are state property; therefore no gambling is allowed anywhere in the halls. Community councils and/or RHA may sponsor casino-themed programming which involve no monetary component.

### **Gender Based Violence**

See the student Code of Conduct and refer to the chart on page “50” for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with student concerns.

### **Grilling**

Grilling is only permitted outdoors in the outdoor communities away from the residence halls. Charcoal grills are permitted, but must be attended to at all times and when not in use, the cover must be on to prevent loose coals from escaping. Grills cannot be used within the apartments or residence halls because of large quantities of Carbon Monoxide given off, which could result in serious or fatal injury.

If propane/gas is used, the tanks must be 1 pound or less in size. Note that Charcoal, Lighter fluid and other fire accelerants cannot be stored in your room.

### **Grounds Upkeep**

The university is responsible for the upkeep of the lawn area around the residence halls and apartments. For this reason, residents may not plant gardens or flowers or erect any structures in the area around the apartments. Please keep toys and trash picked up so that the grounds keepers will be able to mow more efficiently and so that hard-to-see toys are not accidentally destroyed.

### **Guest/Visitation**

- Open visitation is allowed in all of the residence halls. The overnight guest and visitor policies are designed to allow short visits from

friends and family. The policies are NOT designed to permit or encourage cohabitation.

KAMS/AMS students in Custer Hall must follow guest policies outlined in the *Student Parent Handbook*

- At all times, courtesy to the roommate and suitemates must prevail. Roommates/suitemates should agree when there will be late night, early morning, or overnight visitors.
- Guests must be accompanied at all times in public spaces with the exception of the public restrooms. Unescorted guests will be required to leave the hall.
- Guests may stay for no longer than three (3) consecutive days or eight (8) total days per month unless special permission is granted by the Community Director. Overnight is considered at Midnight (12 am) of each night.
- All guests must use the restroom and shower facilities that corresponds to their gender. Some communities have single use bathroom stalls that are able to be used by any gender. For more information, please contact the Community Director or Assistant Community Director. All guests must be escorted at all times.
- No keys will be issued to guests. Hosts should never give their keys or Student ID card to a guest as this is a violation of housing policies.
- Residents will be held responsible for the actions of their guests and are expected to ensure that guests know and follow all policies. Any staff member, including a Community Assistant, may ask a visitor to leave if the guest is violating housing or university policies or causing a disturbance. The resident will be held responsible for any violations or disturbances that their guest(s) cause and may face disciplinary action.
- During University breaks overnight guest are not permitted.
- One guest per roommate at a time in all residential halls, except Wooster Place. Wooster Place may have up to three guests in an apartment at a time. Exceptions may be requested by a student to their Community Director. Roommate(s) must agree to any exceptions.

## Hall Sports

Residents are prohibited from participating in any kind of sport or physically active game inside the residence halls (typically any activity that would be

played outdoors or in a sporting venue). This includes but is not limited to football, basketball, soccer, hockey, golf, Frisbee, tag, bowling, wrestling, ball bouncing, running in the halls, nerf guns, and water fights. This policy has been adopted to prevent disruption to others as well as accidents that could potentially harm people or damage property or fire systems in the residence halls. Riding bicycles, scooters, skateboards, skates or any other wheeled device is prohibited in all areas of the residence halls/apartments.

### **Hate Crimes/Harassment**

Verbal, physical, or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students. The following behaviors are prohibited:

- Verbal or written abuse, including electronic communication, or social media
- The use of cellular telephones and devices with photographic and/or video capabilities in a manner that creates a hostile environment that interferes with one's employment, education, and/ or living condition
- Physical intimidations or menacing behavior directed at others
- Display of visual materials that demeans or humiliates others, including display of materials facing outside of room windows and the outside of room doors

### **Hazardous Materials and Fireworks**

Storage of hazardous materials, such as flammable liquids, or caustic materials are not permitted in Residential Life facilities.

### **Intentional, Reckless, and Negligent Damage**

Residents are expected to keep their room/apartment in a neat, clean, and sanitary condition. This includes clearing all garbage or debris in, on or, about their residence. Failure to maintain reasonable standards of cleanliness, pest control, or sanitation may result in disciplinary action including termination of the housing contract. Residents may be held responsible for all common areas within their community. Residents will be responsible for the full cost of the repair of damages to their room/apartment that result from intentional, reckless, gross negligent or negligent acts. All residents within the same community/apartment may be jointly liable and

responsible for the full cost of repair of damages to any common areas or shared living spaces within the residence or community, unless the individual who caused the damage can be identified. Excessive levels of damage or vandalism may result in disciplinary action, which may include relocation or the termination of the housing contract without financial release.

### **Keys and ID Cards**

Unauthorized possession, duplication or use of keys or ID in any housing or dining facility is prohibited. Keys and ID must remain in the possession of the person to whom they are issued and may not be used by another person. Per university policy, students are expected to carry their FHSU student ID at all times and present it to university officials upon request. Unauthorized possession, duplication, or use of keys or ID in any housing or dining facility is prohibited. Keys and ID may not be used by another person.

### **Laundry Room**

Clothes left in the laundry room for 72 hours. Clothes left in the laundry room for more than 72 hours will be collected and taken to the front desk for each residential area.

### **Lock outs/Lost Keys**

Excessive or repetitive lockouts may result in disciplinary action. This is defined as 3 or more lockouts a semester. Each lockout after the 3<sup>rd</sup> will be billed at a rate of \$5 per lockout. Seventh or more lockouts will result in a conduct hearing and can result in loss of lockout privileges.

If you lock yourself out of your room, go to the desk and ask to be let into your room. Be prepared to show your Tiger ID once let into the room. Residents will only be granted access into their assigned room. Friends, family, etc., will not be allowed access to a resident's room.

If you lose your key, immediately inform a hall staff member. The charges to change locks or replace lost keys are as follows:

\$50 to replace/change the lock on your door

Lost keys result in the need to replace every key for that room or suite. Student will be charged \$10 per key needed.

- \$10 to replace a damaged or broken room door key that has been returned to a Residential Life staff member

- \$10 to replace a mailbox key or laundry room key
- \$10 to replace a building pass key
- \$20 to replace a student ID. Please go to the Memorial Union ID center during business hours for ID replacement.

These charges are non-refundable, even if lost keys are subsequently found and returned.

## **Lofts**

Loft Kits are only available in Custer Hall. Students must fill out a loft kit request form found at <https://fhsu.edu/reslife/documents/Downloads/New-Loft-Kit-Request-Form/index.pdf> The request to loft a bed must be completed by August 1 in order to have lofting completed in time for move in day. Residential Life will make efforts to loft all beds prior to move-in day but cannot be guaranteed that all requests will be completed on time. Facilities staff will continue to loft beds until requests are completed.

Students in other communities may adjust the height of their bed on their own. The student may come to their community's front desk to check out a mallet for use in adjusting their bed height. If the frame gets pinched or stuck the student may then submit a work order to have the bed adjusted. Note that students living in Stadium Place do not have beds that adjust in height.

## **Mandatory Meetings**

At the beginning of each year, mandatory community meetings will be held to introduce and review housing policies and procedures. Throughout the year, mandatory meetings may be held by Residential Life staff to address important information and/or community concerns. Attendance at these meetings is required for all residents. Residents are responsible for any information presented at the meeting. Any absence(s) to a mandatory community meeting must be approved at least 24 hours in advance by a Residential Life staff member.

## **Misuse of Telephones**

Making or assisting in annoying or harassing telephone calls, unauthorized use of long-distance phone privileges or otherwise misusing or abusing FHSU telephone equipment is prohibited. Prank calling is not permitted in any capacity. This includes making calls to FHSU Staff/Faculty or using FHSU phones to make prank calls.



## **Pets**

No pets of any kind are allowed for reasons of health and safety, with the exception of fish in aquariums of 10 gallons or less. This includes pets of guests. Returning an apartment or room to a pet-free state can include completely repainting and re-carpeting the entire unit along with additional cleaning. Any charges related to creating a pet-free environment will be the responsibility of the resident and all charges will be billed the resident's student account.

- Students needing an emotional support animal should first contact Student Accessibility Services at 785.628.4401 to learn about the ESA process. Failure to follow all steps in the ESA approval process can result in loss of ESA privileges.

## **Pranks**

If any individual – student, staff, or faculty – catches a prank in progress and asks for the prank to stop, the participants of the prank must comply immediately. The participants of any prank will be held responsible for resolving all negative repercussions of their actions, including, but not limited to, unintentional and unforeseen damage of property.

Originators are also responsible to clean and restore residential life environments to their original state after pranks.

## **Propping of Doors**

Do NOT prop open any building doors. To ensure the safety and security of our facilities and students propping, propping of doors is prohibited. Propping doors can lead to possible dangerous and unauthorized individuals to enter the building and may allow animals to enter the building.

## **Public Viewing Areas**

The outside of room doors and room windows are considered public viewing areas. Residents are expected to be considerate of the other members of the community when displaying materials in these areas. Any decorations used must not protrude beyond the doorframe itself. Anything determined to create an offensive, demeaning, intimidating, or hostile environment for any community member will be removed.

Hanging items in your room window in a manner that they can block any visibility from the outside or inside of your window is prohibited.

## **Posting/Advertising**

Posting in all of the residence halls must be approved in advance by the Assistant Director of Residential Life, in accordance with this policy and the provisions of any policy applicable to residence halls or apartments. You may email your request to [SRL@fhsu.edu](mailto:SRL@fhsu.edu). In the event that a request is for posting is denied, a written explanation will be provided and the person or group who submitted the request may contact the Director of Residential Life, who will determine the request in accordance with the terms of this policy. The general public may not post residence halls apartments.

## **Priority Housing Sign-Up**

Each year, an opportunity for returning students to apply for renewal of the housing contract will be available. Residents are able to sign-up for spaces for the upcoming school year. Information will be communicated through your FHSU email account. Please contact the Residential Life office for more information.

## **Quiet Hours**

Quiet hours in all residence halls and Stadium Place are enforced from 10:00 p.m.-10:00 a.m. on weeknights and midnight - 10:00 a.m. on weekends. Wooster Place quiet hours are enforced daily from 9:00 p.m. 8:00 a.m. Courtesy hours are in effect 24 hours a day in all buildings. During Courtesy Hours, residents should keep in mind the level of noise coming from their space and accommodate any requests from community members to lower noise levels.

During finals week, quiet hours will be enforced 24 hours a day, beginning at 10:00 pm the Thursday before finals. During this time, room doors should be closed if you are playing music, using your TV, or having a conversation and volume should be kept at a low level. If another resident requests that you lower the volume, you are expected to cooperate with the request, regardless of the time of day. Likewise, you have the right to politely request that another resident decrease their noise level.

## **Repairs**

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other

issues requiring attention should be reported through an online work order request at

<https://login.myschoolbuilding.com/msb?acctNum=325406208&productID=MD>

Additionally, please inform your Community Assistant if you have submitted a work order request but the issue has not been resolved. Remember, we cannot help you unless we are informed of the problem. If there is a facilities emergency, immediately contact a staff member. An emergency is a situation that could endanger health or property, not a minor inconvenience.

Maintenance staff are permitted to enter resident rooms and apartments starting at 9:00 a.m. to complete appropriate repairs.

### **Renter's Insurance**

The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the apartment areas. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Hays area for further information.

### **Resident Confrontation**

Policies for our community aid in creating an environment in which residents may live together with maximum freedom while recognizing the rights of individuals and fellow residents. All residents should make an effort to be aware of how their actions impact their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted. When a resident infringes upon the rights of another individual or the community, they should first be confronted by the person(s) whose rights have been violated.

We ask you to be the first person to handle a situation when your feel your or the community's rights are being violated. If after confronting inappropriate behavior of another individual, the individual does not attempt to alter their behavior, you should visit with your Community Assistant or Community Director.

As a member of the community, you can do a great deal to communicate with and help others by exercising the Resident Confrontation Policy. You are encouraged to take initiative to resolve issues as they arise and to appropriately, and positively confront fellow residents first and follow-up with Residential Life Staff for conflict mediation when appropriate.

## **Restrooms**

Restrooms identified for use by a specific gender are solely for use by that gender. Residents and guests must use restrooms designated for their gender and guests must be escorted to the restroom. Public restrooms can be found on the main floor or lower level of every building.

Restroom stalls, pods, and showers are for use by one individual at a time.

## **Retribution/Reprisals**

Any reprisal taken against an individual for reporting, objecting to, or serving as a witness of harassment or a policy violation is retaliation and will be considered a separate and distinct act of harassment.

## **Room Capacity**

To ensure safety and to manage noise within the community the maximum number of individuals in a room must be limited. Custer, McMIndes, Victor E. Village, and Tiger Village-have a capacity of 10 individuals. Hansen Hall rooms have a capacity of 6 individuals. Tiger Place Suites, Stadium Place Apartments, and Wooster Place apartments have a capacity of 12 individuals.

## **Room Decorations/Modifications**

The Department of Residential Life encourages the personalization of student rooms. Please note the following guidelines as they relate to room decorations. Residential Life staff may ask you to remove items determined to be potential fire or safety hazards from your room or doorway.

- Students may not paint or permanently alter their living/sleeping spaces.
- Students may not use any nails, screws, tacks, etc. in decorating their rooms.
- 3M hooks/Command strips may be used in decorating your room, but you will be charged for any damages that may occur from the removal of the 3M Hooks/Command Strips.
- Any damage to walls or ceiling will be charged to the resident upon move-out, and students are not allowed to make their own repairs.

- A resident may put carpet in their room as long as it is not taped or glued to the floor. If carpeting covers more than half of the room floor it must have a flame spread rating of 78 percent or less. The Carpet cannot block any part of the door from opening.
- Residents may cover up to 50 percent of the exterior of their doors.
- Door numbers must always remain uncovered and visible to university and housing staff.
- Decorations that contain inappropriate or offensive content are prohibited on the exterior of the room or from being displayed in a manner, which can be viewed from the exterior of the room such as through the window or visible to passersby when your door is open (see “Public Viewing Areas” policy).
- No items should be attached or suspended from the ceiling or pipes in your room.
- Live trees, wreaths, and garland are not permitted in the halls. Trees and other greenery must be artificial and flame resistant.
- Lights must be UL-approved and of low wattage.
- Do not hang anything from the windows or place any items on the exterior windowsill including planters, televisions, radio antennas, and satellite dishes.

Residents will be charged for any unauthorized alterations, change, repairs, or remodeling done in or outside your room or apartment.

### **Room Entry by Staff**

University officials reserve the right to enter and inspect university housing units at any time. Entry may occur to protect and maintain the property of the university, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry. No room will be searched except with your permission or by appropriate legal agencies with a warrant.

### **Room/Suite Furniture**

Every student room/suite/apartment (with the exception of Wooster Place) is equipped with a bed, study chair, desk, closet, and possibly a bulletin board for each resident. Tiger Place suites are furnished with additional common space furniture. This furniture must remain in the student's room/suite. Residential Life will not provide storage for any furniture. Any missing furniture upon checkout will result in replacement charges being assessed.

### **Sexual Harassment**

See the student Code of Conduct for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with student concerns.

### **Smoking/Tobacco**

Smoking and the use of tobacco products is prohibited on the campus of Fort Hays State University, including buildings and facilities, as well as any exterior spaces. All residence halls and apartments are smoke free. Use of any item that produces smoke or tobacco vapor, including e-cigarettes, electronic smoking devices (not limited to Juul, vapes, or other devices), is prohibited.

Any charges related to creating a smoke-free apartment, including cleaning, re-painting and re-carpeting, will be charged to your student account. Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD).

### **Solicitation**

Solicitation is not permitted in Fort Hays State University Residential communities, including parking lots. Anyone observed to be engaging in solicitation activities, including campaigners and salespeople, should be informed that such activity is prohibited and that they must cease immediately. Those who violate policy should be reported to the Community Director who will inform the Office of Student Affairs.

It is against university policy for anyone to solicit, peddle, canvas, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by university authorities. Publicizing or sale of products and/or services by individuals, partnerships, corporations, or other such entities not associated with or related to the university is prohibited.

Request for exceptions to this policy may be made to the Vice President of Student Affairs.

Unauthorized entry into, presence in or use of University facilities, equipment or property, which have not been reserved or accessed through appropriate University procedures, is prohibited.

### **Theft or Misappropriation**

Theft of any kind, including seizing, receiving or concealing property with the knowledge that it has been stolen, or reasonably should have known that is stolen is forbidden. Sale, possession or misappropriation of any property, including FHSU property, without the owner's permission is also prohibited.

### **Video Recording**

The use of cellular telephones and devices with photographic and or video capabilities in a manner that creates a hostile environment in the residence halls and apartments is a violation of policy. A hostile environment is one that interferes significantly with a person's employment, education, and/or living condition. Residents and guests are expected to comply with a person's reasonable expectation to privacy in residence hall rooms, and common areas. Use of photographic and video capabilities in restrooms is strictly prohibited.

### **Visitation/Escort**

The right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities. Any resident of the room has the right to ask a visitor or guest to leave. A resident must accompany all guests at all times in public space and are required to be in possession of a form of identification at all times while in the residential facilities. Unescorted guests will be required to leave the hall.

Residents are responsible for the actions of their guests and staff may ask a visitor to leave if the guest is violating policies or creating a disturbance. The resident will be held responsible for any violations or disturbances that their guest(s) cause. Guest privileges, of the host resident or guest, may be restricted or revoked for failure to abide by expectations.

## **Weapons**

Firearms, ammunition, martial arts weapons, knives (with blades longer than 3.5 inches), explosives, paint ball guns, airsoft guns, blowguns, sling shots, swords, bows, arrows, broad heads, taser, and other weapons (including fake weapons) are not allowed in the halls. The use or display of any object or instrument in a dangerous or threatening manner is prohibited.

In accordance with the State of Kansas Concealed Carry Law, residents who are 21 years of age or over can carry a handgun if it is concealed on their person or concealed in a bag/backpack that is in their immediate reach.

## **Windows/Screens**

Any resident who removes the screen from a window for any reason will be assessed a \$50.00 damage charge and face disciplinary action.



# Emergency Procedures

## Natural Gas Leaks

Occasionally, natural gas may be smelled in or adjacent to the apartment. If you smell gas, immediately call the CA On-Call phone, or call the FHSU Police during holidays, and weekends. Take the following precautions: Do not turn electrical switches on or off, do not smoke or light matches. If the odor of gas is exceedingly strong, open the doors and windows and get out of the building. Place your phone call from a friend's apartment or house.

## Pest Control

All pest control visits/sprays must be requested by the resident. To schedule a spray (free of charge) please contact the Residential Life Office in McMIndes Hall 126 or 785-628-4245. All furniture and house hold items, including children's toys need to be moved at least 3 inches away from the walls and doorways to prevent damage. If your apartment is not ready at the scheduled time of the spray it will not be sprayed and you will need to re-schedule a time for pest control to return.

Pest issues that are caused by the resident(s) lack of cleanliness or policy violations can result in pest control visits being charged to the resident(s).

## Fire Emergency

### If You Discover a Fire:

- Sound the alarm
- Leave the building
- Do NOT attempt to re-enter the building for any purpose

### In Case of Fire and Fire Evacuation:

*If your door is hot or if the corridor is full of smoke:*

1. Remain in your room
2. Put towels around your door and seal all cracks
3. Hang a sheet or towel from your window, and signal for help
4. If you have a phone in your room, call 911

***If it is safe to leave:***

1. Open the draperies
2. Close the windows
3. Turn off your lights
4. Wear hard-soled shoes and a coat
5. Close the door as you leave
6. Follow the evacuation exit routes posted in your hall
7. Wait for the signal to re-enter the building

## **Evacuation Sites**

All residents must be at least across the street from their residence hall.

- Agnew and Heather Halls to McMIndes Lawn/Parking Lot and Tomanek Parking Lot
- Custer Hall to McMIndes Lawn
- McMIndes Hall to Custer or Tiger Place Lawn
- Stadium Place to the Stadium Parking Lot
- Victor E. Village and Hansen Hall to Tiger Place lawn
- Tiger Village to Stadium Parking Lot
- Wooster Place to the opposite side of Dwight Drive or Tiger Place

During a fire evacuation, all residents must leave the building and stay out until the building has been secured. Failure to evacuate a building will result in a \$50 fine

You will be notified when you can re-enter the building; do not enter the building until the hall staff tells you that it is safe to do so. The silencing of the alarm is not permission to re-enter the building. Please see the “Fire and Safety Equipment” policy in this handbook for more on fire related expectations.

## Missing Persons

On-campus students should contact your Community Assistant, Community Director, Assistant Community Director or the University Police Department if they suspect another student is missing.

## Severe Weather and Tornadoes

Radio and television weather services typically issue tornado warnings with reference to city and county. Fort Hays State University is located in the City of Hays in Ellis County. In the event a tornado warning for Hays or Ellis County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Leave residence room or apartment
2. Close and lock the door
3. Move immediately to seek shelter in the basement or lowest level

Shelter areas include:

- a. Custer basement
  - b. McMIndes basement and lower level floors
  - c. Tiger Village 1<sup>st</sup> floor community rooms
  - d. Victor E. Village 1<sup>st</sup> floor community and laundry rooms
  - e. Heather Hall Storm Shelter
  - f. Wooster Place residents should go to the Heather Hall Storm Shelter
  - g. Stadium Place residents should go to the Victor E. Village 1<sup>st</sup> floor community and laundry rooms.
4. Take the following items with you if they are immediately available: pillow or blanket to protect your head, a flashlight, and a battery-powered radio. If there is not enough time to move to your assigned storm shelter, all residents and visitors are advised to leave residence rooms, close and lock the door and seek shelter in a hallway on the lowest level of the building they can safely reach. Interior rooms without windows, closets, and similar spaces are good choices for quick shelter. Stay away from windows and all other glass.

In the event of a tornado, residence hall staff will have immediate authority. Please follow their directions. Only hall staff may issue an all-clear message or any further information.

### Weather Terminology

Tornado/Severe Weather Watch – A “watch” means that the present weather conditions could produce a tornado, thunderstorm, or severe weather. When a Watch occurs, individuals should take precautions to protect themselves, such as tuning in to a radio or television.

Tornado/Severe Weather Warning – A “warning” means there is severe weather or a tornado that has been sighted in the area. Individuals should seek shelter immediately.

## Gender-Based Violence

### Reporting Processes

Surviving a gender-based crime is emotionally draining. The chart on the follow page outlines the different types of reporting for where you are in this emotional process. You may choose an additional method of reporting at any time during the reporting process. Please note that most FHSU staff are considered mandatory reporters.

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

- **Amy Schaffer, Title IX Coordinator – Confidential Resource, Not a Mandatory Reporter (785) 628-4175 , [alschaffer@fhsu.edu](mailto:alschaffer@fhsu.edu)**
- Community Assistant - You can contact them through the front desk of your residence hall or on your floor.
- Community Director - You can contact them through the front desk of your residence hall or on your floor.
- Residential Life Staff Member - The Residential Life Office is located in 126 McMIndes Hall.
- Kelly Center - The Kelly Center is located in the basement of Picken Hall, 785-628-4401.
- University Police Department - The University Police Department is located in the basement of Custer Hall. 785-628-5304. For emergencies, please dial 911.

## Reporting Processes

| <p>Community ASSISTANT, COMMUNITY DIRECTOR, OR RESIDENTIAL LIFE STAFF MEMBER</p>  | <p>POLICE REPORT: CRIMINAL PROCESS X911<br/><br/>785/628-5304</p>  | <p>ASSISTANT VPSA/TITLE IX REPORT: ADMINISTRATIVE PROCESS<br/><br/>785/628-5824</p>  | <p>COUNSELING OR HEALTH SERVICES: CONFIDENTIAL PROCESS<br/><br/>785/628-4401</p>                                  | <p>DIFFERENCE</p>  |
|---|--|--|---|--|
| <p>Partial confidentiality - must alert supervisor of information. Supervisor determines if the information goes to the Title IX Coordinator.</p> | <p>Partial confidentiality - witnesses, accused, and few others will be contacted. Depends on court proceedings.</p> | <p>Partial confidentiality - must conduct an investigation where the accused party and responsible employees will be notified.</p> | <p>Confidential - will not expose details to any party.</p>   | <p>The level of confidentiality is dependent on how you are feeling during the process.</p>                        |
| <p>Residential Life staff do not handle gender based crimes. Students go through the student conduct process with the Title IX Coordinator.</p>   | <p>Prosecutors must prove a case beyond a reasonable doubt.</p>  | <p>FHSU considers whether it is more likely than not that the behavior occurred (preponderance of evidence).</p>                   | <p>Listen and assist in the health care process. Their goal is to restore your emotional and physical health.</p> | <p>The criminal standard is harder to prove than the administrative standard.</p>                                  |
| <p>Can assist with making room changes for safety and security purposes.</p>  | <p>If a person is found guilty he/she will be subject to criminal penalties.</p>                                     | <p>If an individual is found responsible, he/she will be subject to University disciplinary action.</p>                            | <p>No consequences can be given; however, support and some accommodations can be made.</p>                        | <p>FHSU can make accommodations in housing, no contact orders, parking, support services, and class schedules.</p> |
| <p>CA writes incident report and it is forwarded to the Title IX Coordinator.</p>   | <p>Criminal cases ordinarily take months to years to resolve.</p>  | <p>AVPSA completes investigations in 60 days, exception extenuating circumstances.</p>   | <p>Does not complete investigation.</p>   | <p>FHSU process is ordinarily quicker than the criminal process.</p>   |