# IMPORTANT CONTACT INFORMATION

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<td>Forsyth Library</td>
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**Postal Mailing Address:**
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Hays, KS 67601

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Hays, KS 67601
# Table of Contents

**I. KAMS Policies**
- Policy Highlights ................................................................. 10
- General Policies ........................................................................ 10
  - When a Student Turns 18......................................................... 10
  - Notice of Non-Discrimination .................................................. 10
  - Equal Opportunity: Disability Accommodations ....................... 10
  - Individual Education Plans (IEP’s) for Gifted Students ............... 11
  - 504 Accommodation Plans or IEP’s for Non-Gifted Students ........ 11
- Confidentiality .......................................................................... 11
  - Disability ............................................................................. 11
  - Family Education Rights & Privacy ......................................... 11
  - Student Grievance Procedure ............................................... 12
- Academic Policies ...................................................................... 12
  - Admission Criteria .................................................................. 12
  - Academic Progress .................................................................. 12
  - Success at KAMS .................................................................... 13
  - Invitation to attend KAMS for the 2nd Year ............................... 13
  - FHSU Academic Honesty Policy ............................................. 13

**II. Academic Requirements**
- Curriculum .............................................................................. 14
  - Curriculum Philosophy .......................................................... 14
  - Pre-KAMS Curriculum Preparation .......................................... 14
  - Preparation to meet State Minimum High School Graduation Requirements .............................................. 14
  - KAMS’ Curriculum .................................................................. 17
  - Colloquia .............................................................................. 17
  - Non-Core Elective Courses ...................................................... 17
  - Research Opportunities .......................................................... 18
  - Completion Requirements ...................................................... 18
  - Textbooks & Academic Materials ............................................. 20
  - Class Attendance & Conduct .................................................. 20
  - Class Schedule & Registration .............................................. 21
  - Auditing Courses .................................................................... 21
  - Online Courses ...................................................................... 21
  - Summer School ...................................................................... 22
  - Skills Enhancement .................................................................. 22
  - Study Room .......................................................................... 22
  - Teaching & Laboratory Assistantships ................................. 22
  - Standardized Tests .................................................................. 22
  - Spring Completion Ceremony ................................................. 23
- Grades .................................................................................. 18
  - Grade Reports & Grade Point Average (GPA) Computation ......... 18
  - Required GPA .................................................................. 19
  - Grades of "I" (Incomplete) Policy ........................................... 19
  - Dropping a Class ................................................................... 20
  - Retaking a Course .................................................................. 20
  - Pass/Fail Option .................................................................... 21
  - Transfer Credit ...................................................................... 21
  - Dean’s Honor Roll .................................................................. 21
  - Official Transcripts .................................................................. 23
III. Student Life

Policies & Procedures

- Student Life Philosophy ................................................................. 24
- Questions about Policies ............................................................... 24
- Shared Responsibility for Maintaining Community Standards ............ 24
- Employment .............................................................................. 35
- Family Emergency ..................................................................... 36
- Fundraising & Solicitation ........................................................... 36
- KAMS Alumni Follow-up ............................................................. 37

Living in Custer Hall

- Room Assignment ...................................................................... 24
- Packing List ............................................................................... 25
- Moving In ................................................................................. 26

Residence Hall Rooms & Life on Campus

- Air Conditioners ....................................................................... 26
- Appliances ................................................................................ 26
- Decorating Dorm Rooms .............................................................. 26
- Holiday Decorations ................................................................... 27
- Furniture .................................................................................. 27
- Common Area Furniture ............................................................. 27
- Storage ..................................................................................... 27
- Carpets .................................................................................... 27
- Lofts .......................................................................................... 27
- Windows/Screens ....................................................................... 27
- Damage ..................................................................................... 27
- Housekeeping ........................................................................... 28
- Room Cleaning .......................................................................... 28
- Maintenance/Repair Requests ................................................... 28
- Personal Property & Insurance ................................................... 28
- Keys ........................................................................................... 28
- I.D. & Tiger Card ........................................................................ 29
- Dining on Campus ..................................................................... 29
- Nutrition .................................................................................... 29
- Kitchen ..................................................................................... 29
- Personal Computers .................................................................... 29
- Telephones/Cell Phones ............................................................ 30
- Communication ......................................................................... 30
- Mail Service .............................................................................. 30
- Automobiles & Motorized Vehicles .......................................... 30
- Bicycles ..................................................................................... 31
- Distractions .............................................................................. 31
- Televisions ................................................................................ 31
- Audio Systems .......................................................................... 31
- Movies & Video Games ............................................................. 31
- Musical Instruments ................................................................... 31
- Equipment Checkout ................................................................. 32
- Indoor Recreational Choices ..................................................... 32
- Laundry ...................................................................................... 32
- Vending Areas .......................................................................... 32
- Lost & Found ............................................................................ 32
- Library ........................................................................................ 32
- Money & Banking ...................................................................... 32
- Pets ............................................................................................ 32
- Photocopies .............................................................................. 32
- End of Year Checkout ............................................................... 35
- Religious/Spiritual Life .............................................................. 35
- Shuttle Service .......................................................................... 35
Weekends, Breaks/Holidays, and Orientations

Academic Year

Closed Weekends

Fall/Spring/Summer Orientation

Visitors & Guests

Family Weekends

Guests

Overnight Guests

Expenses

Housing Payments

Other Expenses

Student Behavior

Off Campus Sign-in & Sign Out

Required Study Hours

Check-in

Behavior Expectations

Attire

Public Displays of Affection (PDA's)

“Ethical Use of Computing Resources” Policy

Gambling

Weapons/Explosives

Tobacco Use/Smoking

Alcohol, Drugs & Drug Paraphernalia

Disruptive & Threatening Behavior

Sexual Harassment & Assault

Lying

Hazing

Curfew

Curfew Extensions

Curfew Procedures

Courtesy Hours

Privilege System

Quiet Hours

Programming

Mandatory Floor Meetings

Service Learning, Volunteerism & Civic Engagement

Multiculturalism

Athletics

Intramural Activities

Student Organizations & Clubs

Definition & Requirements of a KAMS Student Organization

Health

Health Services

Procedure for Health Emergencies

Sick Tray

KAMS’ Immunization Requirements

Health Insurance

Medical Leave of Absence

Medications

Counseling Services

Safety

Crisis Plan

Campus Safety

Smoking/Incense/Candles and Miscellaneous Safety

Fire Alarms & Fire Safety

Tornado & Severe Weather Procedures

Entrance & Exit Doors

Privacy, Search & Seizure

Residence Hall Room Entry & Search

Confiscated Items

Personal Search

Law Enforcement Officials

Restricted Areas

Community Safety

KAMS
IV. Conduct Code

<table>
<thead>
<tr>
<th>Conduct Code Philosophy</th>
<th>52</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline vs. Punishment</td>
<td>52</td>
</tr>
<tr>
<td>General Expectations for Student Conduct</td>
<td>52</td>
</tr>
<tr>
<td>Violations</td>
<td>52</td>
</tr>
<tr>
<td>Chemical Possession &amp; Use</td>
<td>54</td>
</tr>
<tr>
<td>Sanctions &amp; Consequences</td>
<td>54</td>
</tr>
<tr>
<td>Disciplinary Action</td>
<td>55</td>
</tr>
<tr>
<td>Classes of Violations</td>
<td>55</td>
</tr>
<tr>
<td>Disciplinary Sanctions</td>
<td>55</td>
</tr>
<tr>
<td>Temporary Suspension</td>
<td>56</td>
</tr>
<tr>
<td>Voluntary Withdrawal</td>
<td>56</td>
</tr>
<tr>
<td>Hearing Procedures</td>
<td>56</td>
</tr>
<tr>
<td>Appeal</td>
<td>56</td>
</tr>
<tr>
<td>General Appeal Procedures</td>
<td>57</td>
</tr>
<tr>
<td>Appeal Procedure for Being Asked to Leave KAMS</td>
<td>57</td>
</tr>
<tr>
<td>Reversal of Being Asked to Leave KAMS</td>
<td>57</td>
</tr>
</tbody>
</table>

V. Certification of Acknowledgement

Signature Page to be Signed by Student & Parent/Guardian ............................................. 58
Introduction
This handbook provides information and guidance to students, parents, and other stakeholders regarding the policies, procedures and operations of the Kansas Academy of Mathematics and Science (KAMS) during the 2009 - 2010 academic year. It is meant to serve as a guide rather than an explicit point-by-point rulebook for every possible situation that arises during the school year. It is not possible for KAMS to set policy for every need or individual circumstance that may occur. Every student and parent should feel free to contact a KAMS staff member for an explanation or clarification of any item in this handbook. Additionally, there will be an opportunity during the KAMS’ Student Orientation to clarify and answer any questions.

KAMS offers the first class of 30 in-state students the opportunity to complete two years of college concurrently with the last two years of high school in a unique living and learning environment designed to accelerate students’ education and personal growth. KAMS’ students live in a campus residence hall and take classes from FHSU faculty with regular FHSU students. KAMS offers more freedom and more responsibility than is offered in a traditional high school, but less freedom and more supervision than is offered to most college students. KAMS’ students will be presented with challenges and given support to face those challenges. Being a member of the KAMS’ community is a privilege, not a right. Students must earn continued membership in the KAMS’ community through academic performance and behavior, both in and out of the classroom.

KAMS’ students are required to follow both University and KAMS’ regulations as well as all local, state, and federal laws. All policies are applicable at all times from Move-In Day in August 2009 through Check-Out in May 2010. Students and parents are expected to become familiar with the policies and procedures outlined in this KAMS’ handbook. Fort Hays State University policies are codified online through the following websites:

- FHSU Student Handbook http://www.fhsu.edu/staffairs/stuhandbook.shtml

These documents do not constitute a contract between the University and students or parents/guardians. They are intended to function as guidelines for general information. KAMS is a dynamic organization, and because needs and expectations change, KAMS’ policies and procedures are subject to change. Students and parents or guardians will be notified in writing of any policy changes and are responsible for being aware of those changes. Violations of any University and/or Academy regulations OR any local, state or federal law will be grounds for disciplinary action and, possibly, being asked to leave the Academy. Discipline is administered according to the Discipline System described in this handbook.

IMPORTANT NOTE: All Academy programs and services are dependent on the level of funding from the Kansas Legislature. The Academy reserves the right to make adjustments to program components (including course offerings) to response to changes in funding.

Mission Statement
The mission of the Kansas Academy of Mathematics and Science (KAMS) is to enable high school juniors and seniors, who are academically talented and motivated in mathematics and sciences, the following in an innovative, two-year residential academy environment:

- the opportunity to realize their full potential (as students and engaged citizens); and
- the opportunity to prepare themselves for leadership roles in mathematics and science-related fields in the state of Kansas.

Objective
KAMS’ objective is to encourage KAMS students, living and working in a community of peers in a college environment, to develop the creativity, curiosity, reasoning ability, and self-discipline that lead to independent thought. This will be accomplished through college-level instruction, research activities, and other learning experiences. Additionally, service learning activities will foster a sense of commitment and integrity in KAMS students that will encourage good citizenship and benefit society.

A Note to Parents / Guardians
As a KAMS student, sons or daughters are leaving the relative security of family and high school to take on the challenges offered through college coursework and residence hall living. The KAMS’ staff shares parent’s concerns for their student’s well-being and we want to assist in helping students overcome any difficulties that may arise. While we will keep in contact regarding student’s progress and of Academy events, it is not always possible for us to be aware of what individual students are experiencing. Therefore, we depend on the parents to communicate with us and to encourage student to do the same. Please feel free to contact us with any questions, suggestions, or concerns. KAMS protects the confidentiality of students and parents/guardians. Also, parents are welcome at the Academy any time. The best possible relationship between KAMS staff and parents or guardians is a partnership—a shared responsibility to help students succeed academically and mature into a responsible, caring young adult. We look forward to getting to know everyone better in the coming year.
KAMS Parent Association

Parent and family involvement in KAMS is important. The Parents Association's role is to assist in obtaining resources for KAMS, support special programs, and expand KAMS statewide. This group will help ensure the continuation of KAMS and that the Academy is constantly meeting Kansas' ever-changing needs. Parents will be asked to complete a resource survey that will be used to contact parents for time, talent, or resources that can help in KAMS development. Parents can help KAMS in many ways, such as:

- Collaborate to provide transportation support for closed weekends and school breaks.
- Help us to “spread the word” about KAMS.
- Modernization of Custer Hall - the KAMS residence building.
- Help provide high quality academic opportunities such as summer research experiences.
- Help keep our alumni database updated after students complete the KAMS program.
- Donate recreational equipment and common area furniture for KAMS students.
- Sponsor room and board scholarships for qualifying students through donations, endowments, etc.

[Please contact the FHSU Foundation for gifting and naming opportunities designated for KAMS.]

Volunteers

We encourage people to be an advocate for KAMS. Some of the many things a volunteer may do for the Academy include:

- encouraging prospective students/parents to consider applying to KAMS;
- distributing brochures and information on behalf of KAMS;
- helping the Academy identify sources of private funding;
- serving on the KAMS external advisory group; and/or
- serving on special KAMS volunteer teams.

History

The Kansas Academy of Mathematics and Science (KAMS) was established in 2006 by the Kansas Legislature. The establishment of this innovative program stemmed from national concern regarding anticipated shortages of students who would be sufficiently well prepared in mathematical and scientific problem solving. Recognizing that American youth would need to compete in an increasingly technological global society, several states opted to create alternative educational programs that would attract students to the fields of mathematics and science as well as offer bright, motivated young people an accelerated education in these areas of study.

Beginning in 2000, Don Norwood and Gerald Magliano, both of Lenexa, Kansas, worked tirelessly in support of the original KAMS legislation. Once passed by the Kansas Legislature, a broad-based steering committee studied the KAMS legislation and the operation of similar academies in other states. The steering committee prepared a Request for Proposals (RFP) to assist the Kansas Board of Regents in selecting the state postsecondary institution to establish and operate KAMS. Fort Hays State University’s proposal was accepted. Located in Hays, Kansas, FHSU is part of the Kansas Board of Regents system and has an enrollment of well over 5,000 students on campus and nearly the same number online, for a total enrollment of over 10,000 students.

Comprehensive planning for KAMS was developed by Fort Hays State University faculty and staff with input from K-12 educators, parents, and other stakeholders during Spring 2008. Information was gathered from similar university-based residential academies, including visits to schools in Missouri and Texas. FHSU President Dr. Edward H. Hammond and Governmental Relations Director Debra Prideaux worked diligently with the Kansas legislature to ensure that KAMS would receive the critical resources needed for supporting the Academy.

E³ Core Values

Excellence, Engagement, and Ethics are the foundation of KAMS student development and academics. Student development and academic excellence are both necessary for individual success at KAMS. Our goal is not to merely produce academically accelerated adolescents who are going to college but produce academically accelerated young adults who are prepared to succeed in leadership roles in mathematics and science related fields. KAMS students will be expected to develop and demonstrate good citizenship and high integrity. We believe KAMS’ mission and objectives are supported by academic, co-curricular and extra-curricular programs that encourage Academic Excellence, Engagement, and Ethics (E³). We believe that our graduates will have a strong foundation in academics, solid grounding in ethical values, and will make lasting positive contributions to society.

Our approach to the development and growth of KAMS students is based on research in the areas of talented and gifted students and student development. To appreciate the services and opportunities provided by the student development staff, it is important to first understand the student population. While engaging in university-level academic material, KAMS students are simultaneously engaging in a protected form of college life. The engagement in college life leads them to develop in ways that a traditional high school program cannot provide. Our students have different needs at different times as well as different sensitivities, but they are still emotionally-developing students who will benefit from experiencing a rich out-of-classroom learning environment. As an example, many KAMS
students may have had experiences where they have often (maybe always) been able to quickly give the right answer. However, as the student engages in life at KAMS, their academic knowledge and social abilities will be tested in the new and more challenging environment. KAMS students may have strong academic abilities, but tempering that with the ability to accept feedback, utilize strengths and recognize weaknesses will lead to competence versus the need or desire to simply "be right." The provision of a diverse array of activities will allow students to have comfortable successes and appropriately uncomfortable challenges resulting in the ability to deal with each.

Excellence, Engagement, and Ethical Actions (E³) are the foundation of KAMS academic and student development. KAMS will provide support, opportunities, and experiences for an environment that will encourage the following:

I. Excellence
   A. Excellence in Academics
      a. Achieve to the best of the student's ability;
      b. Strive for mastery and contribute something new;
      c. Achieve success far beyond the student's known abilities.
   B. Excellence in Behavior
      a. Commit to classroom productivity and community involvement;
      b. Grow emotionally and socially;
      c. Strive to meet personal standards of excellence.

II. Engagement
   A. Engagement in Learning
      a. Participate actively in one's own learning;
      b. Contribute to new learning;
      c. Demonstrate commitment to learning.
   B. Engagement in Community
      a. Respectfully help others who are not as talented in a specific area;
      b. Give back to the community through service learning;
      c. Contribute to the communities in which one lives (KAMS, FHSU, city, state, nation, world) in an ethical and meaningful way.

III. Ethics
   A. Ethics in Learning
      a. Have academic honesty;
      b. Develop competence in ethical and moral reasoning;
      c. Accept responsibility for their own actions as a learner.
   B. Ethics for Living
      a. Have integrity; demonstrate right actions; keep in mind the greater good;
      b. Develop good habits; develop awareness of consequences of how our actions affect others;
      c. Show positive actions promoting the health and growth of ones' self and others while respecting and caring for the world around them.

Students at KAMS are expected to demonstrate commitment to excellence, engagement and ethical actions in all aspects of their behavior. This commitment extends to, among others, living in and contributing to a diverse community of peers. It is each student's responsibility to help make the best living and learning environment for everyone.

Each member of KAMS community is expected:
- to respect the rights of all KAMS and FHSU students, faculty, staff, alumni and visitors;
- to know and follow the applicable policies and expectations as set forth by KAMS and Fort Hays State University; and
- to behave in ways that do not interfere with the learning of others, do not disrupt the educational process, and do not reflect negatively on the KAMS community.

A student's right to a free and appropriate public education applies to the sending school, not KAMS.
KAMS Policies

Policy Highlights

The student’s decision to become a member of this unique community constitutes an agreement on to actively support the Kansas Academy of Mathematics and Science’s expectations for students. KAMS’ rules and regulations are designed to provide a high degree of personal and community safety, stability, and civility. Community and individual success will depend on the cooperative efforts and mutual respect of everyone.

Policies and procedures that affect students’ lives on a daily basis are indicated below. While all information in the handbook is important, these elements are a portion of daily KAMS operations that need to be understood and observed. Please be sure to read and understand all details regarding these procedures.

Being a member of the Kansas Academy of Mathematics and Science is a privilege, not a right. At any time, students deemed unable or unwilling to accept the commitment to be successful in this special learning environment may be asked to return to their sending school. A violation of certain policies may result in a student being dismissed from, and/or not being asked back to, the KAMS program.

General Policies

Since participation in the KAMS program is a privilege, we require that all students, regardless of age, follow all policies and procedures. KAMS requires that a parent, legal guardian, or responsible adult family member serve as a contact for permission, emergencies, and routine correspondence. If the responsible party is not a parent or legal guardian, a signed authorization from the parent designating the responsible party as the contact must be on file with KAMS. To ensure consistency and effective communication, this contact person will serve as a liaison for the student’s family and the KAMS community. KAMS will comply with applicable state and federal law including, but not limited to the Family and Educational Rights and Privacy Act (FERPA), which mandates direct communication between KAMS and the student, rather than the student’s parent/guardian, when the student turns 18.

Notice of Nondiscrimination

Fort Hays State University does not discriminate on the basis of sex, race, religion, national origin, age, disability, Vietnam era veteran status or special disabled veteran status in its programs and activities. The Director of Equal Employment Opportunity may be contacted at (785) 628-5596 or (785) 628-5824. The Director of Student Disability Services may be contacted at (785) 628-4276.

Equal Opportunity - Disability Accommodations

Fort Hays State University is an equal opportunity institution and complies with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. Fort Hays State University will ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of inaccessibility of education programs and activities operated by Fort Hays State University.

Students with disabilities are required to register with the Disability Student Services Office to make use of their services and to receive accommodation. The Disability Student Services Office and Fort Hays State University are committed to providing “reasonable accommodations” for students registering with the office. "Reasonable accommodations" mean adjustments to rules, policies, or practices so that they do not discriminate against qualified individuals with disabilities. Accommodations for qualified students are determined on a case-by-case basis. Students may not require accommodations in every class and do not receive every available accommodation.

The Kansas Academy of Mathematics and Science will make reasonable adjustments in its policies for qualified students with disabilities who wish to participate in the program. KAMS assists with registration and scheduling and works with the Disability Student Services (DSS) Office to furnish certain educational auxiliary aids for students whose disabilities necessitate special accommodations.

Students requiring special accommodations because of a disability should notify the KAMS staff at least 30 days prior to the beginning of the semester of enrollment. Documentation of each disability must be submitted to KAMS and the DSS Office in support of any accommodations and services that are being requested. Accommodations for disability services cannot be provided until complete documentation has been received.
**Individual Education Plans (IEP’s) for Gifted Students**

If a student is admitted to KAMS, the sending school will hold an IEP meeting prior to the end of the student’s sophomore year at which time the IEP shall be suspended during the student’s attendance at KAMS.

**504 Accommodation Plans or Individual Education Plans (IEP’s) for Non-Gifted Students**

KAMS’ students with an IEP (excluding gifted IEPs) or Section 504 Accommodation Plan will need to self-identify to the Kelly Center, Psychology Dept or KAMS staff member serving in this capacity.

- Parents will need to sign a form to allow the sending school to release special education reports, records, and IEP’s or the 504 Accommodation Plan and the Kelly Center, the Psychology Department or KAMS staff member serving in this capacity as well as the FHSU Disabilities Student Services Director will review all records.
- A meeting will be scheduled with relevant sending school staff, the Kelly Center, Psychology dept or the KAMS staff member serving in this capacity and the FHSU Disabilities Student Services Director and parents to discuss what, if any, services or accommodations will be necessary. Changes to the current IEP or 504 Plan may be made at that time.

If services are needed, they are not retroactive. It is strongly recommended that students with IEPs or 504 Plans and their parents inform KAMS staff as soon as possible following acceptance to KAMS.

**Confidentiality**

**Disability**

Disability related information is considered confidential information and is only released with the written permission of the student and parent/guardian. Students with disabilities are encouraged to share that they have a disability with their instructors.

**Family Education Rights and Privacy (FERPA)**

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. FHSU’s policy regarding FERPA compliance may be found online at http://www.fhsu.edu/staffairs/privacy.shtml
KAMS Policies

Student Grievance Procedure
This procedure is designed to help resolve issues that individuals cannot mutually resolve. Realizing that from time to time individuals will disagree about decisions made by a Kansas Academy of Mathematics and Science staff member, it follows that a mature and professional method of conflict resolution must exist.

If a conflict arises with a student or parent/guardian regarding a decision or policy interpretation made by a staff member, it is hoped that the student or parent/guardian would make every effort to resolve the conflict through direct verbal and written communication with the staff member. If a student is uncomfortable with confronting the staff member, s/he should contact another Kansas Academy of Mathematics and Science staff member to act as intermediary. If those initial steps do not result in the matter being resolved, the student should contact the Resident Counselor (RC) or the Kelly Center or Psychology Department. If the parent/guardian or student feels that his/her concern(s) is not being addressed adequately or professionally, s/he may further their resolution process by contacting the KAMS Director. The decision of the KAMS Director on the matter is final, subject to the ability of the student or parent/guardian to resort to external processes.

The Kelly Center/Psychology Department acts as facilitator and mediator in conflict resolutions. It is important to remember that some issues may not be resolved with complete agreement by all parties involved. It is hoped that both parties will be open to suggestions that will help to replace the conflict with an amicable solution.

Academic Program Policies

This section of the Student-Parent Handbook describes the Academic Policies of the Kansas Academy of Mathematics and Science. However, because it is not possible to describe every circumstance that may arise, the KAMS Director has the authority to determine the best course of action in instances not specifically described below and to modify these procedures from time to time, with or without notice to KAMS students. KAMS students are expected to maintain the highest level of honesty and integrity in academic pursuits.

Admission Criteria
The Kansas Academy of Mathematics and Science uses criteria such as cumulative GPA (8th, 9th and 10th grades), class rank, standardized test scores (ACT/PLAN/SAT/PSAT/TOEFL), teacher evaluations, interviews, essays and short answer questions in its admissions process to select high school sophomores who are most likely to succeed in the academically challenging environment at Fort Hays State University.

The KAMS staff, in cooperation with Fort Hays State University professors, is committed to the success of all students who enroll. While it is KAMS’ expectation that most Academy students will excel in their courses at FHSU, a few students may not perform as well as predicted by their high school records or by our other admissions indicators. This section outlines procedures for handling these cases as well as a variety of other academic issues.

KAMS students are expected to earn 68 credit hours over the 2 year academic period and those students not making adequate academic progress may not be invited back to KAMS. Inadequate progress is defined as:

- a GPA below 2.75 for any single semester;
- a GPA below 3.00 for any two consecutive semesters; and/or
- a grade of “U” in any course.

Because every student is different, KAMS will approach this determination on a case-by-case basis. The following factors will be considered by KAMS when determining whether or not to invite a KAMS student to return:

- performance of the student in prior semesters/academic years;
- progress of the student since admission to KAMS;
- participation in co-curricular and service activities;
- the student’s discipline record; and
- any other factor deemed important to be considered by KAMS.

The KAMS staff will make every effort to keep parents informed about the academic progress of each student throughout the school year. Parents need to contact the designated KAMS staff for information about progress. Unofficial grade reports and academic performance at mid-term will be communicated to parents by the designated KAMS staff member. KAMS staff members will meet weekly to discuss action plans for each student who may be having difficulties. KAMS believes in open communications among KAMS staff, students, parents, and stakeholders. Parents are encouraged to contact KAMS staff any time with questions or concerns.
Success at the Kansas Academy of Mathematics and Science
All students who accept the invitation to enroll in the Kansas Academy of Mathematics and Science agree to fully, willingly, and productively participate in the entirety of the program including the two-year continuous residential component. Specifically, all students agree to:

- live in the KAMS residence hall for the duration of two successive academic years;
- earnestly work toward completion of the KAMS program by the conclusion of the second year; and
- honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential experience.

Students accepting the invitation to enroll and who know or should know that their two year commitment may be interrupted for any reason should disclose such information to the appropriate KAMS staff member. A failure to disclose such information may result in disciplinary action. Disciplinary action may include, but is not limited to, a range of educational sanctions and the possibility of the student being asked to leave the Academy.

Invitation to Attend KAMS for the Second Year
Students attend KAMS by invitation. After the first year, re-invitation is offered to those students who have demonstrated satisfactory academic, residential, and behavioral performance during the first year. KAMS may decline to invite a student to return for the second year. In cases where a student is not invited back, KAMS will assist in the return of the student to the sending school. A student who is not invited to return does have the option to appeal the decision. This process is described in the Formal Discipline Process section under General Appeals Procedures and Dismissal Appeals Procedures.

The KAMS Administration will review each student’s academic and disciplinary record at the end of each semester. We reserve the right to make decisions about whether a student continues at the Academy or not, depending on individual circumstances.

FHSU Academic Honesty Policy
Membership in the FHSU learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of FHSU to impose sanctions on students who misrepresent their academic work. These sanctions will be selected by appropriate classroom instructors or other designated persons consistent with the seriousness of the violation and related considerations. Examples of academic dishonesty include, but are not limited to:

1. **Plagiarism**, taking someone else’s intellectual work and presenting it as one’s own (which covers published and unpublished sources). Using another’s term paper as one’s own; handing in a paper purchased from an individual or agency; submitting papers from a living group, club or organization files; or using another’s computer program or document are all examples of plagiarism. Standards of attribution and acknowledgment of literary indebtedness are set by each discipline. Faculty are encouraged to include disciplinary or class-specific definitions in course syllabi. Students should consult with their department or with recognized handbooks in their field if in doubt.

2. **Cheating** is unacceptable in any form. Examples include: consultation of books, library materials or notes during tests without the instructor’s permission; use of crib sheets or hidden notes; intentional observation of another student’s test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; substitution of another person for the student on an exam or another graded activity; deliberate falsification of lab results; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.

3. **Falsification**, forgery or alteration of any documents pertaining to assignments and examinations.

Students who promote or participate in cheating or plagiarism in any way (or who take credit for the work of others) will also be in violation of this policy. Students participating in any violation of this policy must accept the consequences of their actions. Classroom instructors and/or university review/appeals committees and administrators will assess the sanctions for violation of this policy. The seriousness of the violation will dictate the severity of the sanction imposed.

Academic sanctions may include, but are not limited to, any of the following: (a) verbal or written warning; (b) lowering of grade for assignment/activity; (c) lowering of semester grade; and/or (d) failure of class assignment.

Administrative sanctions may include but are not limited to, either of the following: (a) suspension from KAMS and the University; or (b) being asked to leave KAMS and the University.
Academic Requirements

Curriculum Philosophy
The mission of the Kansas Academy of Mathematics and Science (KAMS) is to provide high school 11th and 12th graders, who are academically talented and motivated in mathematics and sciences, the opportunity to realize their full potential by attending an innovative, two-year residential academy. The goal is to prepare KAMS students for leadership roles in mathematics and science related fields in the state of Kansas.

To accomplish this mission, the Kansas Academy of Mathematics and Science is designed to build a strong background in the sciences and mathematics through a selection of undergraduate courses that provide foundational knowledge in biological sciences, chemical sciences, physical sciences, computer sciences and mathematics. Communication competencies (written and oral) are extremely essential in academia. Undergraduate courses in English composition and oral communication are intended to improve the students’ communication competency skills. Courses in history, government, science and humanities enable students to be critical in their thinking about issues that confront them as citizens and as human beings; they add an understanding and appreciation of the experiences of others in different times, places, and cultures. KAMS students with a minimum GPA of 3.00 may be allowed to enroll in a limited number of non-core elective classes of their interests. These non-core electives may be additional undergraduate courses in science or mathematics, or they may be from other departments within the University including music, foreign languages, economics, art, philosophy, etc. The ability to take non-core electives is dependent upon status of credits needed for his/her high school diploma and progress in the KAMS curriculum.

Pre-KAMS Curriculum Preparation
Preparing to apply for KAMS begins as early as 7th grade. All students applying to KAMS must have successfully completed, at a minimum, Geometry and Algebra II. Starting in middle school, potential KAMS students should seize every opportunity to take the most challenging and advanced coursework available.

Middle school students considering KAMS should look closely at the high school graduation requirements for the local school and the KAMS curriculum. KAMS applicants must carefully choose their 9th and 10th grade coursework to assure that they complete those locally offered courses and special requirements that are not part of the KAMS curriculum.

Table 1 provides the suggested 9th and 10th grade curriculum for students considering an application to KAMS. The following is a sample of minimum coursework in preparation for KAMS.

Table 1. Suggested 9th and 10th Grade Curriculum at the Local High School in Preparation for KAMS:

<table>
<thead>
<tr>
<th>COURSES:</th>
<th>UNITS:</th>
<th>COURSES:</th>
<th>UNITS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>1</td>
<td>English II</td>
<td>1</td>
</tr>
<tr>
<td>Algebra II (Note: Geometry taken in 8th grade)</td>
<td>1</td>
<td>Functions/Stats/Trig</td>
<td>1</td>
</tr>
<tr>
<td>Science (physical)</td>
<td>1</td>
<td>Science (biology)</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education/Health</td>
<td>1</td>
<td>Science (chemistry)</td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>1</td>
<td>World History I</td>
<td>.5</td>
</tr>
<tr>
<td>World History I</td>
<td>.5</td>
<td>Foreign Language</td>
<td>1</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>1</td>
<td>Practical Arts</td>
<td>.5</td>
</tr>
<tr>
<td>Practical Arts</td>
<td>.5</td>
<td>Electives</td>
<td>1</td>
</tr>
</tbody>
</table>

7 units total 7 units total

*K US History may be taken in place of World History.

KAMS Curriculum and Preparation to Meet State Minimum High School Graduation Requirements
KAMS students should consult with their high school’s designated staff member to assure that local graduation requirements will be met through the 9th and 10th grade courses when combined with the KAMS curriculum. While the KAMS staff will work with each student to assure completion of all requirements for local graduation, final responsibility lies with the students and parents/guardians.

The following tables (Table 2 through Table 9) are provided as a reference in determining coursework for meeting state and local high school graduation requirements. This is based on the following minimums: 4 Units of English, 3 Units of History and Government, 3 Units of Science, 3 Units of Mathematics, 1 Unit of Physical Education, 1 Unit of Fine Arts, and 6 Units of Electives. Remember to consider the student’s local high school’s graduation requirements when planning.
### Table 2.
**English (4 units, but can be waived to 3)**

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English I</td>
<td>1</td>
<td>ENG 101 Comp I</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td>English II</td>
<td>1</td>
<td>ENG 102 Comp II</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>COMM 100 Fundamentals of Oral Communication</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GSCI XXX Global Climate Change: Science and Impacts</td>
<td>3+</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>XXX XXX Departmental Research and Writing Course (spread over 2 semesters)</td>
<td>3%</td>
<td>0.5</td>
</tr>
<tr>
<td>Total</td>
<td>2</td>
<td>Total: 15</td>
<td></td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Grand Total = 4.5**

+ Course under development
% Title will vary by department

### Table 3.
**Fine Arts and/or Practical Arts (1* unit)**

[TO BE DETERMINED BY LOCAL REQUIREMENTS AND COMPLETED PRIOR TO ATTENDING KAMS]

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts/Practical Arts</td>
<td>1*</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Grand Total = 1**

* Local variations on number of units

### Table 4.
**History and Government (3 units)**

[Must include: World History, US History, Government, Economics/Geography, Kansas History]

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History I</td>
<td>0.5</td>
<td>HIST 130 US History before 1877*</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td>World History II</td>
<td>0.5</td>
<td>HIST 131 US History after 1877*</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>POLS 101 American Government</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LDRS 120 Issues in Leadership: Seven Revolutions</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>Total: 12</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

**Grand Total = 3**

*World History if the US History Requirement is previously met

### Table 5.
**Physical Education (1* unit)**

[TO BE DETERMINED BY LOCAL REQUIREMENTS AND COMPLETED PRIOR TO ATTENDING KAMS]

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education/Health</td>
<td>1*</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Grand Total = 1**

* Local variations on number of units
### Academic Requirements

**Table 6.**
**Science (3 units)**

[Physical, biological, earth and space science with one unit as a laboratory course]

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science (physical/earth)</td>
<td>1</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Science (biology)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science (chemistry)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>3</strong></td>
<td><strong>Total:</strong></td>
<td><strong>3</strong></td>
<td><strong>Total:</strong></td>
</tr>
</tbody>
</table>

**Grand Total = 3**

* Used to fulfill elective options for high school graduation

**Table 7.**
**Mathematics (3 units)**

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra II +</td>
<td>1</td>
<td>MATH 130 Pre-Calculus (if indicated by test placement)</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td>Functions/Statistics/Trigonometry</td>
<td>1</td>
<td>MATH 234 Calculus I</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 235 Calculus II</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>2</strong></td>
<td><strong>Total:</strong></td>
<td><strong>13</strong></td>
<td><strong>2.0</strong></td>
</tr>
</tbody>
</table>

**Grand Total = 4**

* Assumes Geometry was taken in Middle School

**Table 8.**
**Electives (6 units)**

<table>
<thead>
<tr>
<th>Suggested Courses taken at the High School:</th>
<th>Units:</th>
<th>Courses taken at KAMS:</th>
<th>Credit Hours:</th>
<th>Unit Equivalent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free Electives</td>
<td>1</td>
<td>CHEM 121/121L University Chemistry I</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td>Technology</td>
<td>1</td>
<td>CHEM 122/122L University Chemistry II</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td>Foreign Language I</td>
<td>1</td>
<td>PHYS 211/211L Physics for Scientists and Engineers I</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td>Foreign Language II</td>
<td>1</td>
<td>PHYS 212/212L Physics for Scientists and Engineers II</td>
<td>5</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BIOL 180/180L Principles of Biology</td>
<td>4</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Computer Elective</td>
<td>3</td>
<td>0.5</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>4</strong></td>
<td><strong>Total:</strong></td>
<td><strong>27</strong></td>
<td><strong>4.0</strong></td>
</tr>
</tbody>
</table>

**Grand Total = 8**
KAMS Curriculum
KAMS undergraduate courses are taught by doctoral level professors at Fort Hays State University. Academy students are required to enroll in the minimum number of credit hours each semester.

Each student’s schedule will vary slightly and will depend on prior classes taken in high school and credits already earned from college. If a student has completed the equivalent KAMS courses in History, English, or Communications at his or her local school, elective courses at KAMS may be selected pending approval by the designated KAMS staff member. A mathematics placement test will be used to determine appropriate placement. A student whose scores allow her/him to be placed in Calculus will have a 3 hour free elective during her/his first semester of the Junior year.

Table 9.
KAMS Curriculum for a Typical Entering Student:

<table>
<thead>
<tr>
<th>11&quot; GRADE</th>
<th>12&quot; GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td><strong>COURSES:</strong></td>
<td><strong>CH's:</strong></td>
</tr>
<tr>
<td>MATH 130 Pre-Calculus Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 120/120L University Chemistry I &amp; Lab</td>
<td>5</td>
</tr>
<tr>
<td>ENG 101 English Comp I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 130 US History to 1877</td>
<td>3*</td>
</tr>
<tr>
<td>GSCI Global Climate Change: Science and Impacts</td>
<td>3+</td>
</tr>
<tr>
<td>Colloquia</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total:</strong> 17 CH's</td>
<td><strong>Total:</strong> 16 CH's</td>
</tr>
</tbody>
</table>

* World History if US History requirements were previously met  
+ Course being developed  
% Course title determined by the department selected for research

Colloquia
Each KAMS student is required to enroll and participate in Colloquia during the fall and spring semesters. The foundation of Colloquia is to provide information and influence practices which will lead to success at KAMS and beyond. The Colloquia course will provide opportunities for KAMS students to interact with national and Kansas leaders, successful alumni from Kansas institutions, and major employers in science, technology, engineering and math (STEM) disciplines. KAMS students will have an opportunity to hear presentations made by leading faculty from the Regents institutions to provide early exposure to Kansas opportunities. Colloquia also includes topics that encourage personal and community wellness.

Non – Core Elective Courses
KAMS students may take approved non-core electives at KAMS. In subsequent semesters, the number of non-core electives may be taken depending on cumulative GPA and courses completed. A designated KAMS staff member will consider each semester GPA when approving elective courses. However, KAMS students may not register for more than 18 credits without the approval of the designated KAMS staff member. The student and/or family are responsible for tuition and fees for any courses above or outside of the standard KAMS course load per semester.
Academic Requirements

Research Opportunities
First year KAMS students will be presented with information regarding ongoing or potential departmental research opportunities during the fall semester colloquia. Departmental representatives, from across all areas of campus (e.g. science departments, mathematics departments, political science, agriculture, HHP, business, the FHSU Science and Mathematics Education Institute, etc) will be invited to present information during colloquia meetings. In addition to internal researchers, Research Experiences for Undergraduates (REU) programs from across the state will also be invited to present on other research opportunities within the state. A last source of research opportunities will be a national list compiled by the FHSU Science and Mathematics Education Institute. Internally, each department will specify the number of students that they will sponsor.

Late in the fall semester, and early in the spring semester, students will be encouraged to observe research activities or meet with potential research mentors. During February, each student will submit a research team application, with areas of interest rank ordered. Students have the option of proposing non-departmental sponsored research projects to the FHSU Science and Mathematics Education Institute.

Initial research assignments of research mentors and KAMS students will be made based upon a review of the applications by the Academic Advisory Council who represents the mentors for their specific department. Notification of final assignment will occur by the second week of March, prior to fall registration.

Note: Those students who opt for a summer research experience in an REU (Research Experiences for Undergraduates) program or with another group outside the University will enroll in departmental credit during the fall and spring in order to have mentoring on writing and preparing for their Kansas Academy/Research Creative Week Activity Week poster presentation.

Second year KAMS students will enroll in a Research and Writing Department course during the fall and spring semester. The students in these courses will work on a research project facilitated by a mentor. At a minimum, a written progress report on their projects is due at the end of the fall semester. During the spring semester the students will be required to submit and present their research via a poster session or other communication format deemed appropriate by the mentor at a research forum. The forum, to be determined by the mentor, may be the Kansas Academy of Science, Jr. Academy of Science, and/or the FHSU Research Creative Activity Week, and Poster Presentations. A final paper and electronic copy of the poster or other format of the presentation, is required and will be archived by the FHSU Science and Mathematics Education Institute on behalf of KAMS.

KAMS Program Completion Requirements
For successful completion of KAMS, students must:
- Have a minimum cumulative GPA of 3.0;
- Pass every required KAMS core course as listed in the Curriculum Course Sequence above; and
- Complete the required number of credit hours.

The specific courses in each discipline will be determined in consultation with the Kelly Center, psychology dept or KAMS staff member serving in this capacity. If a student is able to complete any of the requirements earlier than expected because s/he either joined the KAMS with college credit or was able to start the sequence of courses at a more advanced level through testing and placement, the hours become non core elective hours to be completed in the same general areas, as approved by the designated KAMS staff member and KAMS Director. KAMS students are not permitted to complete the program prior to the end of the second year. KAMS reserves the right to modify the requirements for KAMS program completion when warranted by future events or circumstances.

Grade Reports and Grade Point Average (GPA) Computation
The KAMS staff will make every effort to keep parents informed about the academic progress of each student throughout the school year. Parents need to contact the designated KAMS staff member for information about progress. Unofficial grade reports at mid-term will be communicated to parents by the designated KAMS staff member. The University will post each student’s course grades for the semester on-line in TigerTracks.

The grade point average (GPA) is calculated by dividing the total number of points earned by the total number of credit hours in which grade points were recorded. GPA is a weighted average of student’s grades for each course. The grades assigned to courses that carry a larger number of credits will have a larger effect on student’s GPA than the grades assigned to courses that carry a smaller number of credits. The grade of A is worth 4 grade points for each credit hour, B is worth 3 grade points for each credit hour, C is worth 2 grade points for each credit hour, D is worth 1 grade point for each credit hour, and U is worth 0 grade points.
Required Grade Point Average
All students must maintain a minimum cumulative GPA of 3.00 to:
- be considered in good academic standing at KAMS; and
- to complete the KAMS program.

Grades of “I” (incomplete) Policy
Students who are assigned grades of “I” must complete the work required for removal of the “I” prior to June 1 in order to return for a second year. The KAMS Director may make an exception to this rule in cases of unusual circumstances.

Academic Risk: Academic Probation or Academic Warning
There are two levels for students at academic risk:
- Academic Warning; and
- Academic Probation.

KAMS considers any student whose cumulative GPA (or semester GPA) is below 3.00, to be at academic risk. Students at academic risk are not eligible for elective courses, certain leadership positions at KAMS, and other privileges or opportunities. These students are also likely to risk their opportunities for selection to colleges/universities of their choice and/or the award of scholarships.

KAMS recognizes that exceptional circumstances occur, that impact academic performance, such as serious illness or family emergencies. In such cases, KAMS reserves the right to individualize an academic plan to assist the student in completing the program. Any such circumstances should be brought immediately to the attention of the designated KAMS staff member.

<table>
<thead>
<tr>
<th>Academic Warning</th>
<th>Academic Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Semester GPA is less than 3.00 but greater than or equal to 2.75; or&lt;br&gt;- The designated KAMS staff member determines that it is in the student’s best interest to be placed on warning.</td>
<td>- The student’s semester GPA is less than 2.75; or&lt;br&gt;- The cumulative GPA is less than 3.0; or&lt;br&gt;- If the student receives a grade of “D” or “U” in any course; or&lt;br&gt;- The designated KAMS staff member determines that it is in the student’s best interest to be placed on probation.</td>
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<thead>
<tr>
<th>While on Academic Warning, the student:</th>
<th>While on Academic Probation, the student:</th>
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<tr>
<td>- May lose privileges (see Privilege System);&lt;br&gt;- May not hold any leadership office in KAMS or FHSU organizations;&lt;br&gt;- May not participate in certain KAMS sponsored field trips;&lt;br&gt;- Must meet with the designated KAMS staff member once per week; and&lt;br&gt;- May not enroll in elective courses.&lt;br&gt;- Also, it is strongly recommended that the student attend skills enhancement sessions/assigned tutoring sessions starting at the beginning of the semester.</td>
<td>- Will lose privileges (See Privilege System);&lt;br&gt;- May not hold any leadership office in KAMS or FHSU organizations;&lt;br&gt;- May not participate in certain KAMS sponsored field trips;&lt;br&gt;- Must meet with the designated KAMS staff member once per week; and&lt;br&gt;- May not enroll in elective courses.&lt;br&gt;- Also, the student is required to attend skills enhancement sessions/assigned tutoring sessions starting at the beginning of the semester.&lt;br&gt;- A student who is placed on Academic Probation at the end of one semester must earn at least a 3.00 cumulative GPA in the next semester and must not receive a semester grade of “D” or “U” in any course, or s/he may be returned to the sending high school.</td>
</tr>
</tbody>
</table>
Academic Requirements

Being Asked to Return to the Sending School or Withdrawing from KAMS
Students may be asked to leave the Academy and return to their sending school for the following academic reasons:
- a junior student placed on academic probation at the end of the Fall semester whose cumulative GPA at the end of the Spring semester is lower than 3.0;
- any student who earns less than a 2.75 in any semester;
- a student who receives a grade of U in any course;
- if it becomes impossible for the student to complete the Academy’s core curriculum in time to finish with their entering class, unless prior arrangements are made with the Director of KAMS;
- documented cases of academic dishonesty;
- disruptive or disrespectful classroom behavior that is not corrected immediately;
- if a student does not stay enrolled for the minimum of semester credit hours without approval; and/or
- a student is not attending class regularly as determined by the designated KAMS staff member.

Students who withdraw from, or who have been asked to leave the Academy for any reason may NOT enroll as a student at FHSU until Fall of 2011.

Appealing an Academic Dismissal
Please refer to General Appeals Procedure.

Dropping a Class
KAMS students will not be allowed to drop a required course. A student may only drop an elective course with the approval of the designated KAMS staff member. The designated KAMS staff member’s decision will be based on the individual program and be made on a case-by-case basis.

Retaking a Course
KAMS and FHSU will not permit a student who has received a grade of “U” to repeat the course because a U results in the student not being asked to return to the KAMS program.

A student may attempt to improve a grade in any course by enrolling in and completing the course again, following the procedures and requirements for taking electives. All grades will remain on the student’s transcript, and the grade for the last enrollment in the course will be used in determining grade point average. The grade in the course being repeated will also contain a notation RP (Repeated) on the transcript. Although a required course may be repeated to improve cumulative grade point average, the grade in the course being repeated will contain a notation RPD (Repeat of Course in Earned Degree Program). Repeated courses must be done at FHSU and are the financial responsibility of the students and his/her parents. If taken during the academic year, these will be treated as an elective course.

When continuing education after leaving KAMS, realize that some institutions allow for grade duplication, but many do not. If students are applying to a school that does not allow duplicate grades, their GPA calculation may be lower than the GPA calculated by KAMS and FHSU.

Textbooks and Academic Materials
Each student will be provided with a tablet computer (See Computer Use page 29). Tablet computers are distributed when students arrive on campus in August. It is the student’s responsibility to pick them up. Parents and students must sign a usage and damage replacement agreement prior to receiving a tablet computer for use during his/her tenure at KAMS. Tablets may be purchased upon completion of the KAMS program.

Students are responsible for providing standard classroom supplies, such as notebooks, pens, pencils, index cards, examination books (blue books), laboratory kits, etc. Students will also be responsible for paying for all photocopying and printing costs as well as additional materials, or supplemental charges associated with a class that is not a part of the core curriculum.

Class Attendance and Conduct
Regular and punctual class attendance is required of all KAMS students. KAMS students are expected to be alert and attentive in class and to conduct oneself in a manner that is conducive to the learning environment.
Academic Requirements

The policy of KAMS is that a student is never formally excused from class, regardless of the attendance policies of individual instructors. Students are always responsible for the material covered in class, even if there are important circumstances that prevent a student from attending. All absences, for any reason, must be reported to the designated KAMS staff member and the class’s faculty member in advance. Failure to do so may result in disciplinary action. It is the responsibility of the student to contact the instructor and to determine work to be made up in the case of an emergency situation.

Be aware that multiple absences from class, failure to report absences, and/or disruptive classroom behavior puts Academy students at risk for being asked to return to their sending high school. Whenever class absences are excessive or the classroom behavior of a student is disruptive (as determined by the teacher in the class or by KAMS), the student will be required to meet with the designated KAMS staff member who may:

- Place the student on academic probation and impose a disciplinary contract; or
- Ask the student to return to the sending high school with the approval of the KAMS Director.

Disruptive behavior in the classroom (any behavior which distracts the instructor or other students or which shows a lack of respect for the learning environment) is subject to disciplinary action. Disciplinary action may include, but is not limited to, loss of privileges, loss of scholarship and being asked to leave the Academy.

The designated KAMS staff member will be in regular contact with faculty teaching KAMS students to get feedback about student attendance, performance, and behavior. The designated KAMS staff member and other KAMS staff also may make random spot checks to determine class attendance.

Dean’s Honor Roll

KAMS students are eligible for FHSU’s Dean’s Honor Roll distinction subject to enrollment and successful completion of 12 or more undergraduate credit hours (excluding pass/no credit hours and incomplete) with a GPA for that academic term of at least 3.60.

Class Schedule and Registration

The designated KAMS staff member will register students for their first semester courses. The designated KAMS staff member will approve all course schedules. Students must complete all required courses to complete the KAMS curriculum. Certain guidelines apply to class schedules.

- Students may not take non-core electives unless certain guidelines are met (see Elective Courses).
- Students may not register for any night class or lab that would make it difficult for him/her to return to the KAMS residence hall after curfew, unless special permission is granted by the designated KAMS staff member.

Auditing Courses

Auditing a class allows a student to gain educational experience without a grade being assigned. KAMS students are not permitted to audit a required class. However, with appropriate permission from the designated KAMS staff member, students may audit an elective class. Auditing a class is subject to the University’s policies and procedures. When a class is audited, a notation is made on the transcript. A student does not receive academic credit for the class.

Online Courses

FHSU offers many high quality online courses through its Virtual College, and traditional college students often enroll in them for the flexibility and convenience they offer. However, because of KAMS’ special academic mission and focus that not only include academic excellence, but research and engagement, KAMS students will not be permitted to take online core classes to meet curriculum requirements. Enrolling in online non-core electives requires special permission from the designated KAMS staff member and the cost of the course will be the responsibility of the student and their parent(s)/guardian(s).

Pass/Fail Option

KAMS students are not permitted to take any required or elective course for a grade of pass/fail.

Transfer Credit

The KAMS curriculum is carefully designed to provide students with a strong foundational preparation in science and mathematics. Furthermore, it is desirable for students to take all courses in residence at KAMS. However, a student may transfer non-science and some mathematics credits from another institution if those credits meet the criteria established by Fort Hays State University. Following admission to KAMS, students must consult with the designated KAMS staff member before taking courses from another institution to confirm acceptability and transferability.
Academic Requirements

Summer School
Some Academy students may choose to take courses during the summer at a college or university other than FHSU, none of the core courses required for KAMS completion requirements can be taken during summer school, on the web, or by correspondence. It is recommended that courses in fine arts, physical education, languages, or computer science be selected since these may be required for admission by some universities. With permission from the designated KAMS staff member, students may enroll in summer courses in order to satisfy selected high school graduation requirements. Students are encouraged to obtain approval from KAMS and their sending high school in order to assure compliance and high school graduation requirements. Summer school tuition and fees are the responsibility of the student and/or family.

Skills Enhancement
Free skills enhancement services are available for KAMS students. These services can be found at the:
- KAMS central office;
- FHSU Writing Center (Forsyth Library);
- SmarThinking Online Tutoring;
- Kelly Center Academic Success Programs (tutoring); and
- Departmental tutoring (mathematics and computer science).

KAMS strives to have mentors in mathematics, chemistry, biology, and physics available weekly in Custer Hall. Additional information can be obtained from the designated KAMS staff.

Study Room
KAMS students must follow all posted Study Room Expectations regarding appropriate decorum and appropriate use of the KAMS equipment. Food and drinks will not be permitted.

Teaching and Laboratory Assistantships
KAMS students are not permitted to be in positions of authority over other KAMS or traditional students in any academic setting. Therefore, KAMS students may not be teaching assistants if they have direct responsibility for other students in a teaching, tutoring or grade-reporting role. KAMS students may be teaching assistants if the position only requires class or laboratory preparation "behind the scenes" without direct authority over other students and if it is a volunteer non-paid position.

Standardized Tests
KAMS requires all students to take certain standardized tests such as:
- the Kansas Performance Assessment;
- ACT/PLAN and/or SAT; and/or
- Other surveys and assessments to evaluate KAMS.

Although KAMS students will have taken the ACT/PLAN/PSAT or SAT before enrolling, it is recommended that students take the exam again either in the spring of their first year or fall of their second year to better determine where they are in their knowledge base. KAMS encourages students to register to take these exams early. ACT and SAT exams are administered at Fort Hays State University.

It is critical to the success of KAMS, and important to the sending high school, that students perform to the best of their ability on these standardized tests. The scores on the Kansas performance assessment go back to the sending school and are very important to them. Results from these tests are used in a variety of ways, including:
- determination of individual student progress and needs so that the KAMS staff can provide a positive experience for the student;
- determination of the effectiveness of the academic programs in which students are enrolled; and
- providing accountability reports to Fort Hays State University, the Kansas Board of Regents, the Kansas Legislature, and the Kansas State Department of Education.

KAMS
Page | 22
Academic Requirements

Official Transcripts
Student’s or parents/guardians requesting an official transcript need to contact the FHSU Registrar’s Office and the appropriate fees. The KAMS office does not provide official grading documentation.

If a KAMS student is transferring or returning to a high school, an unofficial copy of the student’s grade report will be sent at the high school’s request.

For any other purpose, KAMS will provide unofficial copies of academic work only with the written consent of a parent or guardian. Examples of items covered by this policy are grade reports, verification of good standing with KAMS, full-time student load, and academic honors. Requests for academic records or verification of items related to academic records should be sent to the designated KAMS office.

College and Career Advising, Applications, Letters of Recommendation, and Scholarships
Academy students will be mailing applications for college admission and scholarships in the Fall semester of their senior year. It is essential that students begin filling out these applications no later than the summer prior to the senior year. The designated KAMS staff member will provide assistance with college and scholarship applications. Seminar presentations and workshops about the application process are given by a designated KAMS staff member. Applications may require letters of recommendation from faculty and the KAMS staff. It is important that students become acquainted with faculty and with KAMS staff so that recommendation letters can be stronger and reflect unique characteristics of the student. Attitudes and classroom behavior that exhibit alertness, promptness with assigned work, imagination, and eagerness to learn are important characteristics to cultivate. It is necessary to give faculty and staff ample time to prepare recommendation letters – at least two weeks before the deadline for submission.

Spring Completion Ceremony
Seniors will participate in KAMS completion ceremonies in May. The Academy hosts a reception after the completion ceremony for students and their parents/guardians and guests.
Student Life

Policies & Procedures

Student Life Philosophy
Students selected for the KAMS program are joining a unique living-learning community designed to promote academic achievement and personal growth. KAMS will assist students not only in making the adjustment, but making the most of this opportunity by offering:

1. **Structure** - provided through Student Life policies and the Conduct Code;
2. **Opportunities** - the Student Activities program offers leadership and enrichment opportunities;
3. **Support** - provided by the Kelly Center or Psychology Department, including the following KAMS Staff: Resident Counselor, Resident Advisors and a designated KAMS staff member.

The goal of the Student Life program is to establish and maintain a community living environment that is safe, fun, comfortable, accepting of diversity, and conducive to learning.

Questions about Policies
While much thought and discussion has gone into the development of Student Life policies, it is impossible to address every issue that may arise. Rather than assuming that student’s intended actions will be acceptable, s/he have a responsibility to ask before acting. This is part of the principles of E3 (Excellence, Engagement and Ethical Actions). The clever maxim “Ask for forgiveness, not permission” is not appropriate for KAMS students.

Shared Responsibility for Maintaining Community Standards
This is another example of E3: Excellence, Engagement and Ethical Actions. The reputation that develops about KAMS students’ attitudes and behavior ultimately enhances or detracts from the value of his/her participation in the Academy. For this reason, students should be motivated to hold one another accountable to the standards that have been set. Working to develop their personal integrity and that of their peers will not only be beneficial to their success at KAMS, but will aid in their growth as a person. If students are aware that other students are violating policy, inform a staff member. The behavior of all KAMS students drives the reputation of KAMS.

Living in Custer Hall

Room Assignment
New students are assigned rooms based on information provided on the roommate preference forms. Race, color, national origin, religion, creed, age, or being handicapped are not criteria used for room assignments, nor will they be considered a basis for a room change. Roommates are matched according to similar interests, lifestyles and personal requests. Boys and girls will not be allowed to share rooms. Students are strongly encouraged to contact their roommate once they find out who s/he is so they can become acquainted. It is a good idea to discuss what items each bringing so that their room is not cluttered with duplicate items.

Returning students make their requests during the previous spring term. Only mutual roommate requests are matched. Returning students not having mutual requests are matched in much the same manner as incoming students.

An important part of the Kansas Academy of Mathematics and Science experience is learning how to live with a roommate. This involves patience, compromise, mutual respect, and common courtesy. We encourage students to think carefully before requesting a room change for this reason. Learning to accept differences and resolve conflicts is an important part of the growth experience that the Academy offers. If a student and their roommate are not getting along, consult a staff member for suggestions or ask for mediation services. Room changes will only be approved when all other avenues have been exhausted. In the unlikely event that a solution cannot be reached and agreed on by all involved parties (students and RA’s), the Resident Counselor (RC) or designee will set forth the most amicable compromise available. There will be a period of acclimation at the beginning of the school year, during which room changes will be strongly discouraged. Students experiencing roommate conflicts should, after attempting resolution, contact their RA. The RC may move a student if it is deemed necessary to the student, roommate, or living group. A room change should be a last resort. The RC reserves the right to assign a second student to a room in which only one student is living in order to bring it to normal occupancy. KAMS reserves the right to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable cause, the RC may change room assignments at any time during the year.
## Packing List:

### Essential items:
- Photo identification - Driver's license or state-issued ID card.
- One set of nice clothes for KAMS special events
- Linens-sheets 80” twin XL size, towels, blankets, pillow, bedspread, etc.
- Alarm clock
- Laundry items-laundry hamper, detergent, iron, etc.
- Backpack
- Raincoat and umbrella
- Desk lamp or floor lamp (NO Halogen bulb lamps)
- Address book with contact information on family/friends
- Surge protector
- School supplies
- Comfort items-whatever will make the student feel at home (e.g., family photos)

### Unessential items, but nice to have:
*Discuss with roommate first, students may not want duplicates in their room.*
- Popcorn popper—choose either the hot air type or one with an enclosed heating element.
- Microwave and/or mini-fridge (available to rent)
- Cooking materials and plastic storage containers for use in the Custer kitchenette.
- Under-the-bed-boxes or plastic crates for packing and storage.
- Study pillow/Backrest
- Dictionary and thesaurus
- Shower caddy or washing/shaving/make-up kit.
- Bathrobe and slippers or flip flops -for walking to/from group bathroom.
- Bicycle with good locking device.
- Cell phone and charger.

### Not recommended, but not prohibited:
- Computer games
- Televisions/DVDs/VCRs. Note: there is a TV/VCR in the lounge areas.
- Large or expensive stereo equipment, especially large speakers. Rooms are small and noise carries so the temptation to play the stereo loudly could result in a Quiet Hours violation.

### Prohibited items:
- Hot plates, electric grills or toasters
- Candles or incense
- Any Halogen lights
- Pets (other than fish)
- Weapons or firearms of any kind, including knives other than ordinary pocketknife
- Dangerous scientific equipment, such as lasers
- Laser pointers
Student Life

Moving In
Move-in day for KAMS students in August 2009 is yet to be determined. Upon arrival to Custer Hall, students will be checked in by a staff member. Students will be notified of this date as soon as possible.

- Students will not be allowed to move in unless they have turned in ALL of their Student Life forms. All of these signed forms are due in the KAMS Office by June 1, 2009.
- Plan to move in between 10 a.m. and 4 p.m. that day.
- Come to the North-East entrance, where students will receive their room key, other appropriate residence hall keys, a temporary meal card and other important information about move-in procedures, including where to park the car to unload belongings.
- It will be easier to carry smaller, lighter boxes rather than large, heavy ones, so pack accordingly. We recommend packing belongings in containers that can also be used for room storage (e.g., plastic crates, totes, etc.) To minimize the post-move-in clutter of cardboard boxes, consider bringing soft items such as clothing and bedding in bags rather than boxes.
- If students arrive before their roommate, please be considerate about “laying claim” to certain drawers or a certain desk. Recognize that they will need to negotiate how to share space.
- If students have decided to rent a refrigerator, microwave or loft, there will be information available in the KAMS office about how to call and make arrangements for delivery.
- Once students receive their Tiger card they can eat in the cafeteria. This card is obtained on the second floor of the Memorial Union.
- All Academy policies will be enforced immediately upon arrival.
- Check the orientation schedule for special times for curfew and orientation activities during the first few days.

Residence Hall Rooms

Air Conditioners
Custer Hall has window AC units provided by the University.

Appliances
All resident-owned refrigerators in rooms must not be more than eight years old or more than a total of five cubic feet in size. The Residence Hall Association (RHA) has both large and small refrigerators, as well as microwaves, that residents may rent for a minimal fee. Contact the KAMS office for more information.

Electrical equipment is allowed in residence hall rooms (i.e., stereos, hair-dryers, etc.). Because of limited space, it is advised that students wait and consult with her/his roommate to avoid unnecessary duplications. All electrical items should carry the approved “UL” label. Only multiple outlet strips with built-in circuit breakers are allowed.

Microwaves are allowed in student rooms. There may be only one in each room. Microwaves are to be compact and 700 watts or less. All microwaves must be plugged into a power strip extension cord that has a built-in circuit breaker.

Appliances that are considered fire hazards and therefore are not allowed in student rooms include, but are not limited to, torch-style halogen lamps, hot plates, toaster ovens, etc. The Residential Life staff will confiscate non-approved items. Parents/guardians may pick up confiscated items from the KAMS office at the first available opportunity.

Decorating Room
Students are encouraged to customize their rooms in whatever manner makes them feel most at home, provided that all alterations to the physical structure are approved by the RC. If s/he would like to paint their room, they must have the RC’s approval before painting starts. Resident Life will provide complete paint kits and only Residential Life provided paint may be used. Use of any non-approved paint or wall covering will result in damage charges being assessed. KAMS staff has the right to determine the appropriate decoration of rooms, doors, and hallways. No poster, picture, or text can be displayed in rooms, on room doors or on windows that shall entice or promote the use of tobacco, alcohol, illegal or inappropriate drugs, sexual activity, suicide, or violence. All people in posters/pictures must be portrayed in non-transparent clothing. The use of vulgarity, obscenity, and profanity in any form is not acceptable. The final decision to determine what may be publicly displayed lies with the Resident Counselor. The outside of room doors and the outside of windows are considered public viewing areas. Residents are encouraged to be considerate of the other members of the community when displaying material in these areas. Any decorations used must not protrude beyond the doorframe itself. KAMS staff may ask residence to remove items determined to be fire or safety hazards.
Holiday Decorations
If students decorate their rooms or floors for holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the semester, whichever occurs first.
- No candles or any open flame may be used in any floor or room decoration.

Furniture
Every room is equipped with a bed, study chair, desk, closet and a bulletin board for each resident. If a room is missing any furniture, it will be noted at check-in by a staff member. Do not leave room furniture in the hallway. Residential Life will not provide storage for any furniture a resident removes. The furniture that is in dorm rooms upon move-in must remain there all year unless granted permission by a KAMS staff member.

For fire, safety and maintenance reasons furnishings must be positioned in such a way that:

- it does not block heating units;
- the door must open completely and without interference;
- a direct path is open from the doorway to the window; and
- clear visibility of the entire room is accomplished when standing at the door.

These guidelines are not intended to limit the personalization of dorm rooms, but are necessary to insure the safety of occupants and emergency personnel and to maintain KAMS/FHSU property.

Common Area Furniture
All common area furniture should stay in the common area. Removal of common area furnishings is not allowed.

Storage
Storage is not available. All furniture should remain in the room. Summer storage is not available. All items must be removed prior to end of year check-out. KAMS and Fort Hays State University staff members are not responsible for transporting student items (boxes, etc.).

Carpets
A resident may put carpet in his or her room as long as it is not taped or glued to the floor. If it covers more than half of the room, the carpet must have a flame spread rating of 78 percent or less. Carpets and rugs should have non-skid backing.

Lofts
Plans to loft or bunk should be discussed by roommates. Both roommates must agree. All furniture must remain in the student room. Lofts are subject to safety checks by staff at any time. The only lofts allowed are provided by Residential Life, and must be reserved. Details will be available at check-in.

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. Anyone throwing items from a window will face disciplinary action and/or criminal charges.

Damage
Residents are responsible for the condition of their room. Damages, malicious or not, incurred during the school year will be charged to the responsible student(s). Malicious damage will have disciplinary sanctions as well. If individual responsibility cannot be established, both roommates jointly share the financial and/or disciplinary responsibility of any room damage. The following are measures that can be taken to properly maintain rooms and therefore avoid the most common charges:

- use a waterproof mattress pad;
- be careful with walls;
- do not use nails; and
- Rooms should be cleaned on a weekly basis for inspections.
**Student Life**

**Housekeeping**
Each hall provides regular housekeeping services in common areas Monday through Friday. Hall housekeepers will empty trash from designated receptacles and clean bathrooms. Students are encouraged to do their part by cleaning up after themselves in the halls, lounges, and bathrooms. Brooms, dustpans, and some other supplies are available in designated areas. Vacuums can be checked out from the front desk. We expect students to assist in keeping Custer Hall’s public areas and student rooms clean and safe by disposing of trash in the dumpster by the back door. Dumping trash and pizza boxes from rooms in the bathroom or lounge receptacles is NOT acceptable. Individuals or groups of students may lose the privilege of using an area such as the kitchen, study rooms, lounges and game area if that area is not kept clean and orderly. Blatant disregard for housekeeping will result in disciplinary consequences beyond loss of privileges.

**Room Cleaning**
Students are expected to keep their room in a clean and orderly state. This is a health and safety issue. Staff will enter each room once a week and verify that the room meets minimum cleanliness and safety standards. Staff will check all rooms, closets, and refrigerators to prevent problems associated with un-removed trash, piles of dirty laundry, and/or spoiled food. Staff can make unannounced room inspections to monitor room cleanliness and safety. RA’s will be in and out of dorm room on a regular basis as they check on student’s continued well-being. If at any time dorm rooms are not clean, the RA will explain what needs to be done and give the student an adequate amount of time in which to clean it. Any breach of KAMS policy noted during inspections or routine visits to dorm rooms will be addressed through disciplinary procedures. Failure to maintain one’s room in a clean, healthy, and orderly fashion can result in disciplinary consequences.

**Maintenance/Repair Requests**
If a maintenance problem occurs in the student’s room or in the hall, please report it to the RA in a timely manner. It will be helpful if maintenance problems are reported as soon as possible and with as much detail as possible. For emergency repairs, please contact the RC. If students feel that the maintenance issue has not been resolved correctly and/or in a timely manner, please let a KAMS staff member know. Remember, we cannot help unless we are informed of the problem. Maintenance staff may be required to enter dorm rooms to address issues reported or to perform routine maintenance tasks while students are not present. Anytime a member of the Residential Life, Maintenance or Custodial team enters dorm rooms, the staff member will leave notification as to the time of entry and the purpose of entry. All Staff are required to lock the door behind them upon departure. It is important for students to carry their room key at all times to avoid being locked out.

Entry to dorm rooms for maintenance or inspection purposes may occur from time-to-time. Should evidence of a violation of law or policy be in plain sight, the violation will be reported to a KAMS staff member and/or University police for review/action.

**Personal Property and Insurance**
Neither KAMS nor FHSU insure the personal property of students, faculty, or staff against theft, loss, or damage of any kind either on- or off-campus. Therefore, all such property brought on campus shall be at the resident’s own risk. It is strongly recommended that parents/guardians make certain that all valuables are adequately insured through their homeowner’s policy.

**Keys**
Students are cautioned to lock their room door every time the room is not occupied. Students should keep their keys with them at all times. If keys are lost, notify the KAMS office immediately. Should a student fail to notify a KAMS official of a lost key within 24 hours, that student may be subjected to disciplinary action. Students are responsible for paying for the replacement of the keys, and lock change. Students will be charged $50 for the room key/replacement of the lock. The cost for replacement of a mailbox key is $10 and the cost for a pass key is $100. Students failing to return their keys at the time of check out will also be charged the replacement fee.

If a student is locked out, they should go to the desk and ask to be let in their room. Students should be prepared to show their ID. Students may check out a room key for up to 24 hours if they simply locked themselves out or are certain they lost their keys in their room. Students may check out a room key for 5 days ONLY if they left their keys at home.

Students are not allowed to someone else’s room for any reason. Students will be provided with 1 “free lock out” coupon. Once that coupon has been used, a lock-out costs $2.00 from 10:00 a.m. to 10 p.m. and $10 during all other hours.
Identification/Tiger Cards

Students will be issued a Fort Hays State University Tiger photo identification card, which must be carried at all times and presented to KAMS or University officials upon request. Tiger Cards are not allowed to be loaned out or borrowed, with the exception of a sick tray (see Sick Tray).

The Tiger card is required for the check-out of library materials and access to residential life meal plans and cafeteria flexi-cash, tickets for athletic and cultural events, computer labs and HHP recreational areas. Optional uses for the Tiger Card include vending/copy/laundry machine access and Commerce Bank services. Commerce Bank partners with Fort Hays State University providing students a free checking account and ATM/Debit access via their Tiger Card, which can be used as a debit card in many Hays locations.

There is a $10 replacement fee for any card that is lost, stolen, thrown away or mutilated. If a student needs to cancel their Tiger Card or if a Tiger Card is lost, contact the Card Center and/or Commerce Bank. The Fort Hays Tiger Card Center is located on the 2nd floor of the Memorial Union. Commerce Bank is located on the 1st floor of the Memorial Union.

Dining on Campus

Each KAMS student is on the University open access meal plan, which is purchased by the student and/or parent(s)/guardian(s). This plan begins the noon meal the Thursday in August prior to the start of classes. On this plan students have the freedom to eat at any of the Campus Dining locations. This plan allows unlimited, personal access to McMindes dining hall to eat a meal or grab a snack. Fresh fruit, beverages and ice cream are available until 11 p.m.

McMindes Cafeteria Food Service Hours: 7 a.m. - 11 p.m. (Monday – Friday)
10 a.m. - 11 p.m. (Saturday – Sunday)

Union Station Food Service Hours: 7:30 a.m. - 2 p.m. (Monday – Friday)

The Tiger Card functions as a meal card and must be presented at each meal. Once the purchased meal plan money is gone each semester, students and/or their parent/guardian are responsible for food costs. Here are some helpful hints:

- Students need to carry their Tiger Card.
- Shirts and shoes are required in all eating areas.
- Bus their own dirty dishes.
- No shouting, yelling, or foul language will be tolerated.
- If the Tiger Card is lost, contact the Tiger Card office ($10 replacement charge).
- Be courteous to those standing in line; in other words, no pushing or “cutting in line”.

Nutrition

Because KAMS is a residential program at Fort Hays State University, KAMS students will utilize the contracted food service provided by the University. Chartwell’s provides the food service. Chartwell’s does provide nutrition information on all of their foods. Such information, including menus is available on the FHSU on-campus dining website. With the information students learn about nutrition, they will have the opportunity to actively engage in proactive decision-making regarding their diet and nutrition.

Kitchen

KAMS students may use the Custer Hall kitchenette. Students are required to follow all Kitchen Guidelines when using the facility. KAMS is not responsible for lost or stolen items or food left in the kitchenette.

Personal Computers

The University provides one notebook/tablet computer to each KAMS student. All rooms have internet connections and much of the campus has wireless capability. Students may wish to bring an external hard drive to store non-school related digital information. Recreational use of computers should not take precedence over or interfere with academics. If non-academic use of the computer is deemed to be interfering with the student’s success as a KAMS student, use could be restricted.

Each student, faculty, and staff member at FHSU is responsible for her/his computers and computing equipment utilizing the FHSU network including, but not limited to, maintenance, security enforcement, and anti-virus software. Anti-virus software and definitions must be kept current and up-to-date.
Student Life

Telephones/Cell Phones
A telephone, local service, voice mail and Caller I.D. are provided in each room at no extra charge (residents must provide their own caller I.D. box). Students are expected to be considerate of their roommate in using the phone. Roommates should discuss phone issues and come to an agreement regarding usage before conflicts arise.

Students who own cell phones must be courteous in their usage. Students should either turn their ringers to silent or turn cell phones off at lights out.

Students who do not have a cell phone must use calling cards or call “collect” for long distance calls.

Communication
With so many students living and learning at KAMS and so many activities and events happening, effective communication becomes vitally important. Students will be provided with a message box by the KAMS office in Custer Hall. This is used for messages from staff and other students. Students should check their University e-mail, voicemail, TigerTracks and Custer Hall mailbox on a daily basis. The official means of communication between KAMS staff and students is by Scatcat email, which will be assigned upon acceptance into KAMS.

Bulletin boards are located on all KAMS floors in Custer Hall and throughout buildings on campus. KAMS students should be alert to bulletin board postings and other signage. KAMS staff will post new information periodically. It is important for students to review this information carefully.

Mail Service
Mail is delivered every morning except Sundays and holidays. All packages need to be signed for at the desk before they are given to the resident. Mailboxes are assigned alphabetically. Stamps may be purchased at the KAMS office or Memorial Union. Campus mail is picked up from the University Mail Room every weekday. Campus mail does not require postage. KAMS student’s campus address is:

STUDENT NAME
Custer Hall
Fort Hays State University
HAYS, KS 67601

Each resident will be assigned either a mailbox key or a mailbox combination when s/he moves in. It costs $2 to receive a mailbox combination again or $10 to receive a new mailbox key.

Automobiles and Motorized Vehicles
Each student’s parent/guardian must sign a permission form allowing the student to drive to and from KAMS and while in residence at KAMS. KAMS will only accept the permission form if acceptable proof of age and full licensure is provided.

Parking permits are required for all vehicles parked on-campus. Parking permits need to be purchased in the University Police Department Office, located in the basement of Custer Hall.

Parents/guardians will list names of individuals who may transport the student. Parents/guardians may make additions and subtractions to the permission list in writing (letter / fax / e-mail). KAMS will send the permission list to parents/guardians periodically throughout the year to verify.

Despite parental permission, students may only drive when not required to be at KAMS. Students bringing automobiles to KAMS are subject to all laws and policies applicable to operating and parking motor vehicles on FHSU’s campus. The student is responsible for the safe and proper operation and parking of the vehicle, and in no event will KAMS be responsible for any damage or loss caused by or to a student’s vehicle, whether by accident, vandalism, or otherwise.

KAMS students may only travel with other KAMS students if their parents/guardians have signed the appropriate form to do so. A check-out sheet must be signed when traveling off campus. KAMS is a reasonably secure environment. However, the staff cannot guarantee the whereabouts or destination of students after they sign out with someone on the transportation and visitor permission list.
**Student Life**

**Bicycles**
Bikes may be parked in the bike racks located near the exits of campus buildings. Bikes parked in any other locations will be removed at owner’s expense. Students need to register their bike with the University Police Department free of charge at the beginning of the school year. Students are encouraged to lock their bicycle. In no event will KAMS be responsible for any damage or loss caused by or to a student’s bicycle. Bikes that are not claimed at move out will be disposed of by the University. Wearing a bike helmet is strongly encouraged.

**Distractions**
KAMS is an academically challenging environment. There may also be many social issues that students may not have encountered in previous schools. For these reasons, KAMS recommends that students and their parents discuss the advisability of bringing distractions such as televisions, VCR’s, DVD players, video games, etc.

KAMS discourages students from bringing items that will be distracting or that might disrupt their learning. These distractions may hamper the student’s ability to excel in a challenging environment that emphasizes student development and academic excellence. KAMS expects each student and their parent/guardian to use reasonable judgment when bringing items to campus.

Students should be prepared to return any items to their home that could present significant distractions. The degree of distraction and whether the item may be kept will be in conference with the student, their parent/guardian, and the student’s RC.

KAMS reserves the right to restrict what students are permitted to bring to campus at any time and have the final authority on what the student may or may not bring to campus. KAMS staff will mediate and render a decision in the case of a dispute between roommates about distracting activity.

**Televisions**
Because of the strong academic focus of KAMS and the necessity to take personal responsibility to avoid distractions, television sets in student rooms are discouraged, but not prohibited (see Distractions).

All students have access to TV/DVD viewing in the lounges. The students and RA on each floor must establish guidelines for lounge use. Parameters for floor guidelines must include the need for the environment to be conducive to study, comply with KAMS established study and quiet hours, and mutually agreed upon by the students and RA. TVs will not be on during study hours. Programs may be recorded to be viewed at a later date.

**Audio Systems**
Students are not to play audio systems loudly enough to be heard outside their room. Repeated offenses may result in the loss of audio system privileges. Headphones are a small investment that can alleviate potential problems regarding noise levels and music tastes. Both courtesy and respect go a long way in building positive relationships with roommates and other students.

**Movies and Video Games**
The KAMS staff strives to create a positive atmosphere, free of profanity and negative images. The staff believes that such a positive environment is important for student development, and is also conducive to learning. Thus, use of entertainment movies and video games inconsistent with these general values is undesirable and discouraged.

Students bringing personal or rented videotapes/DVDs or video games into the residence hall must get staff approval before showing any material in the main lounge or floor lounges. Games rated MA (17+) are not permitted in KAMS lounges or public areas. R-rated movies may not be shown in KAMS lounges or public areas. KAMS staff may show R-rated movies in public areas in conjunction with educational programming. Students under the age of seventeen must get parental/guardian permission prior to attending. Students 17 and older may have R-rated movies in their rooms unless restricted by their parent/guardian. NC17 and X-rated movies, video games or internet web-sites are not allowed in KAMS.

**Musical Instruments**
Any student playing an instrument that can be heard outside of the room must comply with courtesy and quiet hour’s policies. Practice rooms are located in the center of the first and second floors of the music wing in Malloy Hall. They are available for use whenever the building is open. Please do not leave personal belongings in the practice room, or leave it vacant for longer than 15 minutes! Practice may be allowed in room 115 (Palmer Recital Hall) or room 126 (large group rehearsal hall) anytime they are unoccupied. To reserve these rooms ahead of time, contact the music department in Malloy 114. If students are ten minutes late, the room must be forfeit the room if someone is waiting to use it.
Student Life

Equipment Checkout
Equipment available for checkout at the KAMS Office includes study guides for physics and calculus, cooking utensils, games, table tennis (if available), pool table equipment (if available), brooms and dustpans, and vacuum cleaners. Parents/guardians, students, and guests who use KAMS equipment, do so at their own risk, KAMS and FHSU will not be liable for any damages or injuries resulting from use of KAMS equipment.

To check out equipment, Tiger cards need to be left at the KAMS Office. Failure to return items in a timely manner may result in loss of equipment privileges. Students will be required to replace the item at full cost for equipment that is returned either partially or fully damaged.

Indoor Recreational Choices
Activities and games designed for indoor play are welcome in Custer Hall. For safety reasons, games or activities traditionally played outdoors or in gymnasiums are not to be played in the hall. Games/Activities prohibited in the hall include, but are not limited to: running in the hallway, rollerblading, skateboarding, having water fights, throwing water balloons or snowballs, wrestling, football, basketball, Frisbee, hacky-sack, etc. Free weights cannot be left unattended in any public space in the hall.

Laundry
Coin and card operated washers and dryers in Custer Hall are located on the KAMS residential floors. Students are responsible for laundry supplies and money or TigerCard to run the machines. KAMS does not provide linen services. Neither KAMS nor the University are responsible for damaged, stolen or lost items. If a machine is out of order, please report it to the KAMS office during business hours or to the RA on duty during evenings and weekends. It is the responsibility of the KAMS student community to maintain a clean and orderly laundry facility.

Vending Areas
Snack and beverage machines are located in the hall. Tiger cards may be used in the machines. Please report machine malfunctions to the KAMS office.

Lost and Found
Items found in or around KAMS should be turned in to the KAMS office. Lost or stolen items should be reported to the RC and University Police. Items left in common areas for more than 24 hours may be collected by KAMS staff.

Library
The Forsyth Library provides a variety of materials to support the academic curriculum, foster learning and encourage personal enrichment. Supplementing these holdings is the Interlibrary Loan Service that obtains books and journal articles held by other libraries. The Center for Ethnic Studies, The Learning Commons, and the Writing Center are located in the library. For additional information, please refer to Forsyth Library on the FHSU website.

Money and Banking
It is not advisable for students to carry large sums of cash with them or left in their rooms. Tiger Cards should be used whenever possible. Personal checks may be cashed at the Student Service Center located in the Memorial Union. An ATM that accepts most ATM cards is available on the main floor of the Student Union, and the C-to-C machine located in the lobby of McMindes Hall can be used to check an account balance or add credit to the Tiger Card. The Tiger Card Center is located in the Memorial Union. Commerce Bank is located in the Memorial Union and provides students a free checking account and ATM/Debit access via their Tiger Card. Students can use the TigerCard to access campus services and ATMs, plus make debit card purchases on campus. There are numerous other banks located in Hays. KAMS does not assume responsibility for monitoring a student’s financial practices nor can we be responsible for theft.

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.

Photocopies
McMindes Hall has the only public copy machine in the residence halls. The coin-operated copy machine is located across from the front desk near the east elevators. Other coin operated copy machines are available at Forsyth Library.
Weekends, Breaks/Holidays, and Orientations

Academic Year
The academic year (August through May) is divided into two semesters:

<table>
<thead>
<tr>
<th></th>
<th>Classes</th>
<th>No Classes (Breaks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester (2009)</td>
<td>August 24 through December 18</td>
<td>Fall Break: November 23-29</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter Break: December 19 – January 12</td>
</tr>
</tbody>
</table>

Closed Weekends
During official University breaks, students are required to return home. In addition to Fall, Winter, and Spring breaks, one weekend per month is designated as a Closed Weekend to allow for home visits. Please refer to the KAMS calendar for dates, as this becomes available. During Closed Weekends and other official University breaks, Custer Hall will close and students will not be allowed to stay on campus. Custer Hall closes at 5:00 p.m., Friday and reopens at 3:00 p.m., Sunday on Closed Weekends. Students may arrive anytime after that as long as they are in the hall before curfew.

We assume students will most likely choose to spend Closed Weekends with their family. If Closed Weekends are not spent with family, students need to make arrangements to stay with a friend’s family or make other arrangements with parental approval. No student may stay on campus, in a FHSU residence hall, or in an off-campus apartment on a Closed Weekend. Parents or guardians are expected to be aware of the whereabouts of their students during Closed Weekends. There are no KAMS supported or sponsored travel allowed on Closed Weekends. Before students leave and immediately upon their return for a Closed Weekend, students must stop at the Front Desk and sign the roster so that we know they are in the building.

Fall Visitation/Orientation
Returning students and their parents may participate in a Fall Visitation day during the admissions process for their second year. This will be an opportunity for tours, questions, and initial orientation regarding academic, financial, behavior and residential expectations.

Spring Orientation
Once KAMS students are selected, they will be invited for an on-campus visitation in the spring. The students and their parents will participate in a one day orientation that includes KAMS requirements, policies, and expectations. In the morning session, parents and students will attend meetings together. Students and parents will be split into different sessions to complete the orientation. During this visitation period course schedules will be finalized and financial arrangements will be made.

Summer Orientation
Students attending KAMS for the first time will check into the Custer Residence Hall prior to the start of classes to participate in a KAMS orientation session. A dinner for students and parents will be held that evening. A special evening event for parents will be available while students will engage in community building activities and floor meetings. The second day will start with a group breakfast. Starting with the second year of KAMS operations, select senior KAMS students will participate in planning and conducting specific student orientation activities. Senior KAMS students will participate in a panel presentation and question and answer session with the parents of new students. Parents will finish their orientation and a meeting of the Parents’ Association held with KAMS staff. Students will complete their orientation activities. These activities will include tours, informational sessions regarding accessing University resource information, recreational activities, small group excursions within Hays, and social and trust building activities.
**Visitors and Guests**

**Family Weekends**
Parents and families are welcome to visit (see Guest Policy). Fall semester provides a special opportunity for families to visit the Academy and participate in Tiger Weekend activities sponsored by FHSU. Activities may include a KAMS reception and Bar-B-Q, academic department open houses, and other family oriented activities. Custer Hall sleepovers for KAMS siblings of the appropriate age and gender (see Overnight Guests) will be possible. During these weekends, the Parents’ Association may meet with the KAMS staff and conduct business in support of KAMS.

**Guests**
KAMS students of the same gender may visit each other's rooms. Students of the opposite gender may visit only in designated co-ed common areas. With the exception of parents/guardians, all non-KAMS guests must be under the age of 18 and listed on the student’s Parent Permission form, and be signed in and accompanied by their student host at all times. Guests (including parents) are not permitted in a residence hall room without the student. Parents/guardians may add and remove names on the Parent Permission Form by emailing or faxing the changes to the KAMS office (see Parental Permission).

Visitors must sign in at the KAMS office (8:00 a.m. to 4:00 p.m., Monday through Friday) or with the Resident Counselor at all other times. Visitors of the opposite gender are not allowed in dorm rooms or wing. An opposite gender parent /guardian may visit in their student's room, but the RC on duty must be notified at their sign-in and that student must accompany and announce them on the floor. Siblings (under 18) and friends may only visit during non-academic hours, after 5 p.m. Monday through Friday & as designated on Saturday & Sunday.

Guests are not allowed to ride in a KAMS or University vehicle. Special arrangements should be made with the RC on duty regarding transportation options for guests.

Other rules to consider:
- Students serving as hosts are responsible for the actions of their guests while on campus.
- The number of visitors may be limited based on weekend staffing and scheduled activities.
- KAMS staff reserves the right to deny any visitor(s) / guest(s) access to Custer Hall or to ask visitors to leave Custer Hall.
- All visitors must register at the Front Desk and leave ID while they are visiting.
- All visitors must be escorted by the host at all times, including to and from the student’s room.
- Visitors must observe the same rules as Academy students. It is the student’s responsibility to see that their visitors observe all rules. If visitors do not follow rules, that student should call a staff member for assistance to avoid disciplinary action.
- Visitors must exit the building at least 10 minutes prior to curfew.

**Overnight Guests**
If roommates agree, permission for an overnight visit (weekend only) may be granted for a friend or sibling of the same gender as the student over the age of twelve and under the age of 18. Permission from a roommate’s parent/guardian and a student's parent/guardian must be given. All rules that apply to KAMS students apply to guests. Each student may host only one guest at a time. There is only one guest allowed per room. It is the student’s responsibility to see that their guest observes all rules. Guests must check-in at the Front Desk and be escorted by the host at all times. If at any time guest are not cooperating with requests to abide by policies, consult a staff member immediately to help avoid disciplinary action. Hosting and/or hiding an unregistered guest is a serious safety and security violation.

The KAMS staff reserves the right to restrict the number or guests in KAMS facilities or deny guest access to any visitors.

KAMS is not able to accommodate overnight stays in student rooms by parents/guardians, except for floor-sponsored mother/daughter or father/son sleep-over events. The Hays community has motels and other lodging available. The Resident Counselor will make the final decision on all guest requests.

**Housing Payments**
Housing payments can be made in 8 installments (4 per semester). Housing payments should be made through TigerTracks online. For questions about payments, call Student Fiscal Services at (785) 628-4252 or (785) 628-4461.
Housing plans:
Open Access Plan: Open Access provides unlimited meals at McMindes Cafeteria throughout the year (one entry per designated meal times). In addition, OA members enjoy unlimited access between meals for snacks, beverages and more.

Other expenses
The parent/guardian and student will be responsible for personal expenses associated with attending KAMS. Examples of these may include, but are not limited to: elective courses, travel expenses, phone, laundry, clothing, entertainment, etc.

End of Year Check Out
When students move-out of Custer Hall at the end of each academic year or upon withdrawal or being asked to leave KAMS, rooms must be left in the same general condition as it was at move in. KAMS staff has the specific check-out procedure that will be made available to students at the appropriate time. Failure to follow check-out procedures may result in an improper check-out charge being assessed. All charges for damages and/or missing furnishing will be assessed to the resident's Tiger Tracks account. Check-out must be within 24 hours of the student's last exam or by 4:00 p.m. the following day, at the latest, even if a student’s last exam was on Friday.

If a student moves out prior to the end of the academic year, he or she must formally terminate the contract. No check out will be performed without verification of formal contract termination.

Religious/Spiritual Life
KAMS recognizes that students may wish to participate in a faith community and/or attend a house of worship while living in residence. For a current list of FHSU religious/spiritual organizations, please visit: http://www.fhsu.edu/stuorg/rel.shtml. Additionally, the City of Hays has several places of worship, many of which are within walking distance of campus; see http://www.haysusa.com/html/churches.html for more info.

If requested, KAMS will help assist students in connecting with religious organizations in the community; however, KAMS staff will not be responsible for ensuring a student attends religious services.

Shuttle Service
While trying to do all we can to support students’ transportation needs, there are limitations as to the transportation KAMS can provide. The RC or other Student Life staff may schedule excursions into Hays and surrounding areas. These programs will also be planned in advance and students will sign up if they wish to participate.

Regularly scheduled trips in Hays are provided for free by Tiger Transport. Tiger Transport is a service available through Fort Hays State University that shuttles students to various pre-determined locations throughout Hays, including downtown, The Mall and Wal-Mart. The shuttle runs on the hour on Wednesdays (1:00 p.m. – 6:00 p.m.), Fridays (4:00 p.m. – 9:00 p.m.) and Saturdays (10:00 a.m. – 3:00 p.m.) (dates and times are subject to change.). Tiger Transport picks up and drops off students at the mailboxes outside Wooster Hall.

Transportation to and from the Hays Municipal Airport is available by arrangement. Information about this service is available at the KAMS office. All transportation for Closed Weekends or any other travel weekend should be arranged by students and/or their parents or guardians.

KAMS encourages the Parents’ Association to consider providing a shuttle service designed to assist families in transporting their student home for academic breaks and when a closed weekend is scheduled.

Employment
We believe that it is not in the best interest of KAMS students to be employed during the school year in either full-time or part-time jobs. The academic program is rigorous and should be the first priority and primary focus of all KAMS students. Therefore, students may not work or be employed while under the jurisdiction of KAMS and while KAMS is in session. Students may be asked to assist the KAMS office staff with sorting mail, answering the phone and checking out equipment as a service to the KAMS community.
Student Life

Family Emergency
Student, parents and/or guardians are asked to contact the KAMS office in the case of a family emergency such as the death, injury, or major illness of a family member (parent, sibling, grandparent, etc.). If the emergency requires the student leave the Academy and return home the KAMS office and/or RC need to be informed. Parents or guardians will be asked to approve the student’s travel plans. The KAMS senior staff member who is on duty must approve the student’s request before they can leave. We strongly recommend that students be picked up by an adult family member or use public transportation rather than be allowed to drive when upset. Verification of the emergency may be requested in some instances.

If classes are missed, a designated KAMS staff member will notify faculty members. KAMS staff can be relied on to assist in whatever way we can to help to ease the crisis.

KAMS reserves the right to seek further verification of the situation, and the person(s) signing this document hereby grant KAMS permission to discuss pertinent custodial/parenting issues with any person necessary to seek verification. KAMS may demand verification in the form of documentation.

IMPORTANT NOTE:  Please help us be prepared to assist in an emergency. If parents or guardians travel frequently or will be out of Kansas for an extended period of time, please be sure to give the KAMS office emergency contact information for an adult family member or an adult friend of the family who will be in Kansas. If family addresses and phone numbers (home or work) change during the year, notify the KAMS office immediately, so our records are up-to-date.

Fundraising and Solicitation
Recognized FHSU and KAMS student organizations can conduct fundraising if the activity has been approved through the appropriate process. FHSU student organizations must acquire approval through the Center for Student Involvement and KAMS student organizations must acquire approval through the KAMS Residence Counselor. The fundraising activities must follow specific procedures.

Unauthorized 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 reported to the KAMS office. It is against University policy for anyone to solicit, peddle, canvas, or otherwise contact faculty, staff, or students for any purpose not specifically approved in advance by University authorities. The sale of products and/or services by individuals, partnerships, corporations, or other such entities not associated with or related to the University is prohibited. Door-to-door solicitation is never approved.

KAMS Alumni Follow-up
It is essential that KAMS alumni stay in touch with us after completion and keep us posted about what they are doing. Alumni are encouraged to join the KAMS Alumni Association, and to drop in for a visit when back on campus.

Student Behavior

Required Study Hours
Courses at the Kansas Academy of Mathematics and Science are likely more demanding than those at the student’s home school. KAMS students are expected to study a minimum of 20 hours per week for the normal course load of credit hours. Students need to plan to study more if taking more than 18 credit hours or are having difficulty with a class. Custer Hall is intended to be a living and learning environment conducive to study. To help students manage their time and reach their full academic potential study time is required. It is a breach of policy to talk on the phone or play games, including computer games, during Required Study Hours. Students who have study sessions or required lab hours need to make arrangements with the RC.

At the end of the first semester, 1st year students may petition to be released from one or more nights per week, month, semester of required study and 2nd year students may petition at any time during the semester (see section on Study Privileges). In order to receive a reduction in required study time the student must have a demonstrated pattern of appropriate academic and residential conduct. The parents, RC, designated KAMS staff member and student will discuss whether or not the student has evidence of sufficient self discipline and maturity. The student may be released from required study, up to five evenings per week, Sunday-Thursday. Signatures from the parents, RC and designated KAMS staff member are required, specifying criteria.
Check-In

KAMS expects students to comply with check-in policies at all times. There are no exceptions to this rule. Any breach of check-in will result in disciplinary procedures. Parents and University Police will be notified once a student is 1 hour late for any check-in or curfew check. Check-in procedures apply to all students, including those 18 years of age or older. See also Sign Out/Sign In for Off Campus.

After Class Check-In, 4:00 p.m. – 6:00 p.m.
Each first year student (and second year students without Senior Privileges) have an after class check-in and are required to check-in with the KAMS staff member on duty in the KAMS office or the KAMS RC between the hours of 4:00 p.m. and 6:00 p.m. on Monday – Friday. The exact time that a student checks into the office is determined by his/her class schedule. Details of this process will be provided during orientation. If a student signs-out to travel off the campus after 4-6 p.m. check in, s/he must return and be checked back in by 8:00 p.m., unless it is for an approved event. Signing out on a group sign-out sheet does not meet the 4:00 p.m. – 6:00 p.m. check-in responsibility to sign-in.

Sign-In/Sign-Out – Off Campus
While KAMS cannot guarantee knowledge of all students’ whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, what time they will return, and thus have a way of reaching the student in case of an emergency. We expect students to adhere to sign-out / sign-in procedures when going off campus and use these procedures at all times. There will be a sign-out/–in form at the Custer Hall desk. Students cannot sign-out in advance; they need to go to the Custer Desk and sign-out immediately prior to going off campus. Students must indicate sign-out time, where they are going, the expected return time, and who they will be with. Students must sign-in immediately upon returning to the hall. A student may not sign-out or sign-in for another student. Any breach of sign-out / sign-in procedures will result in disciplinary procedures. Students that realize they will be returning later than they expected need to call and notify the front desk at Custer Hall. Please note that failing to call and/or breaching curfew will result in disciplinary action (see curfew). NOTE: The Director, RC or designee may revoke sign-out privileges for disciplinary reasons. Sign-outs may also be suspended or limited at the request of a student’s parent/guardian or KAMS staff.

Curfew
In order to promote and maintain a positive living and learning environment, KAMS will enforce the following curfews:

<table>
<thead>
<tr>
<th>Acceptable Study Hour Locations:</th>
<th>Unacceptable Study Hour Locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAMS student rooms</td>
<td>KAMS kitchen</td>
</tr>
<tr>
<td>KAMS study rooms</td>
<td>KAMS laundry room</td>
</tr>
<tr>
<td>University library</td>
<td>KAMS main lounge</td>
</tr>
<tr>
<td></td>
<td>Student Union and other buildings on campus</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hall Curfew</th>
<th>Room Curfew</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular</strong></td>
<td><strong>Extended</strong>*</td>
</tr>
<tr>
<td></td>
<td>(only for students with privileges)</td>
</tr>
<tr>
<td><strong>Sunday to Thursday</strong></td>
<td><strong>Friday to Saturday</strong></td>
</tr>
<tr>
<td>8:00 p.m.</td>
<td>10:30 p.m.</td>
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<tr>
<td>9:00 p.m.*</td>
<td>10:30 p.m.</td>
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</tbody>
</table>

* Length of curfew extension is at the discretion of the Resident Counselor, but typically it is no more than one hour later than the regular curfew; see Extensions and Procedures below.

**Students must be in their 2nd year of KAMS to request extensions.**

The following rules apply to curfew:
- Students must return to Custer Hall before Hall Curfew;
- Students must be in their room for Room Curfew;
- Students are not allowed to exit the building after curfew and must remain in the building until the doors are unlocked at 6:00 a.m.;
- Students are not allowed to leave their floor after curfew; and
- Students may be subject to regular room and/or bed checks.
Curfew Extensions
KAMS staff may take students out of Custer Hall after curfew for special activities/events. In such cases, students must comply with KAMS staff instructions.

Realizing some academic and student activities may require an extension of curfew: students must complete an Extension of Curfew Form at least 48 hours in advance and submit it to the Residence Counselor. The opportunity to extend curfew in order to attend an approved special event is a privilege that must be earned (See Privilege System). The length of the Curfew Extension is at the discretion of the Resident Counselor, but typically it is no more than one hour after the usual curfew for that evening.

Curfew Procedures
The entrance doors will be locked at curfew. If a student arrives late they are expected to report to the Front Desk immediately. If s/he knows that they are going to be late, we expect them to call the Front Desk as early as possible and let a staff member know their whereabouts and expected arrival time. This courtesy call will not mean that the student is exempt from a disciplinary response for violating curfew, but it is important so that Academy staff can anticipate their arrival. If the student is still missing from the hall one-hour after curfew, parents or guardians, the Resident Counselor, the KAMS Director and the FHSU Police will be called.

Courtesy Hours
Courtesy Hours imply that whenever a staff member or another student request that noise be reduced, the request will be complied with out of courtesy to the other person. This could include vocalization, music, TV, etc.

Privilege System
Students may earn the privilege to extend curfews and check ins. Privileges are earned when 2nd year students demonstrate appropriate behavior and have a 3.0 GPA or higher from the previous semester. Students must submit a request form including parent/guardian signatures to the RC and designated KAMS staff member.

Privileges may be reduced or revoked at any time if:
- a parent requests that privileges be terminated;
- the privileges cause friction between roommates that cannot be resolved;
- the student’s academic performance or behavior decline; and/or
- the RC or designated KAMS staff member determine that the privileges are not in the student’s best interest.

Privileges may be reinstated after the student meets all conditions for eligibility after the conclusion of the semester.

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<th>Sign-Out / Sign-In</th>
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<td>Study Hours</td>
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<td>Quiet Hours</td>
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<td>Courtesy Hours</td>
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Students With Privileges:

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<td>Room Curfew</td>
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<td>Study Hours</td>
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Quiet Hours
During quiet hours, students’ doors should be closed if they are listening to music, watching TV or having a conversation. The volume of any activity should be kept at a low level. Study and sleep are essential to success at the Academy. The following expectations have been established with the intent of providing an atmosphere that is conducive to study, to the fulfillment of important obligations, and to protect the rights and needs of all students. It is expected that students will respect other KAMS student’s right to sleep or study. It is also expected that students manage their time to insure a healthy amount of sleep for themselves.

Sunday – Thursday.............8:00 p.m. - 8:00 a.m.
Friday – Saturday............Midnight - 10:00 a.m.
During Finals....................23 Hour a Day Quiet Hours beginning with Saturday at Midnight, with the Relief Hour being from 6 p.m. to 7 p.m.
(Note: even though it is a Relief Hours Courtesy Hours remain in effect).

At all times, noise should be within reasonable levels to support an atmosphere conducive to study. Musical instruments are not to be played in student rooms, unless it can be done without being heard outside of the room at any time. Compliance to any reasonable request to lower the noise level by a staff member or another student is expected. Stereos are not to be played loudly enough to be heard outside the student’s room. Repeated offenses may result in the loss of stereo privileges.

A staff member may enter a resident’s room to shut off an alarm clock. Excessive occurrences may result in disciplinary action.

Programming
The Kansas Academy of Mathematics and Science employs a programming model that responds to the needs of developing adolescents. The components of the model are educational and social in nature.

Programming may be developed by KAMS student organizations, residential life, or the FHSU campus community, and may include colloquia activities. This program model is designed to develop the whole student. More importantly, these programs will help the academically talented adolescent become truly prepared for the next chapter in their formal education at a college or university after their completion of the Kansas Academy of Mathematics and Science.

All students, parents, and KAMS staff must be mindful that participation is required for any of the programming to be meaningful. Engagement is a core value. KAMS staff will provide educational programs that are engaging and participatory in nature. KAMS students are encouraged to be active participants in programming. KAMS students will be encouraged to assist in developing appropriate programming, with direction.
Student Life

Examples of programming include:

**Educational Programming** is designed to help students learn outside of the classroom, to promote diversity, wellness, intellect, and citizenship and to help students become independent thinkers and productive members of the community.

**Cultural Programming** promotes cultural awareness, acceptance, and broadens horizons.

**Wellness Programming** promotes emotional wellness (awareness and acceptance of one’s self/image) and physical wellness (awareness of self-care, health, and fitness).

**Intellectual Programming** stimulates mental activities, encourages creativity, and develops a sense of personal values and ethics.

**Citizenship Programming** explores personal responsibility and encourages students to contribute to their community in meaningful ways.

**Social Programming** is designed to create a sense of community within the Academy by promoting companionship, compatibility, and sociability among the students. To help students build meaningful and interdependent relationships.

**Mandatory Floor Meetings**

Floor meetings are mandatory informal gatherings of all students living on the same floor. The Resident Advisor on that floor facilitates these meetings. The purpose of a floor meeting is to disseminate information, to discuss any problems that may have arisen, to celebrate achievements of floor residents, and, in general, to provide a weekly opportunity for floor neighbors to discuss how things are going with regard to community living. Floor meetings will be held weekly.

**Service Learning, Volunteerism and Civic Engagement**

Being a successful KAMS student means contributing meaningfully to the world around him/her, fellow students, FHSU and the Hays community, their country, and their environment. Civic leadership calls on the development of citizen leaders who are committed to making our world a better place. In its simplest form, civic leadership encourages us to not only be responsible for ourselves, but more importantly, to take responsibility for those around us. This approach to leadership development operates on the basic assumption that all of us have the ability to serve as leaders, and therefore, should participate in civic action for the purpose of making a difference in our communities.

KAMS students are encouraged to volunteer in community involvement and engagement activities. These activities may be sponsored by KAMS or FHSU student organizations, FHSU Tigers in Service, or through individual initiatives.

Service learning differs from volunteerism because service learning engages students outside of the classroom to enhance their academic learning and growth while simultaneously benefiting the community. The experience is closely related to the academic goals of the class that include student reflection on the experience.

KAMS student organizations that include community service projects must submit brief descriptions of the proposed activity for approval to the Resident Counselor. Project proposals must include a description of the project, who is participating, where the project is going to be held, and how the project will be accomplished. Project leaders are responsible for developing the project by coordinating with individuals both on and off campus. The Resident Counselor will give final approval on the number of hours, process, and procedure for all community service projects. The RC will also notify the KAMS staff as to the details of the project.

**Multiculturalism**

The KAMS community encourages an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community. Quality multicultural experiences are essential for functioning effectively in our global society. We consider mutual respect, an ethic of openness, and harmonious coexistence to be important values. Through the living and learning experiences at KAMS, we celebrate diversity as an opportunity to broaden our cultural experiences, enhance understanding of other cultural perspectives, and value each person’s heritage.
Athletics
KAMS students will be able to participate in the wide variety of FHSU intramural activities, including sports. However, National Collegiate Athletic Association (NCAA) regulations do not allow KAMS students to join FHSU athletic teams, and the Kansas State High School Activities Association (KSHSAA) does not permit KAMS students to participate in state sanctioned high school athletics.

Intramural Activities
Intramural and wellness activities are offered as part of FHSU and KAMS programming and may include such activities as basketball, golf, soccer, volleyball, tennis, a 5K run, racquetball, bowling, softball, Frisbee golf, PlayStation Tournament, billiards, table tennis, ping pong, chess, card and other table games. Other events may be added as more student interests are indicated. For a complete list of current intramurals offered and the description of each, please visit www.fhsu.edu/hhp/intramurals/activities.shtml.

M.C. Cunningham Hall is part of the total Health, Physical Education and Recreation/Athletic complex at FHSU. Cunningham Hall houses HHP offices, classrooms, a swimming pool, four full-sized gymnasiums, eight handball/racquetball courts, a weight room, two dance studios, and a wrestling room. These facilities are available for KAMS students to utilize on a drop-in basis.

Student Organizations and Clubs
Students will be able to form and join student organizations of common purposes that are consistent with the philosophy, rules and regulations of KAMS. Membership in student organizations is an important part of a KAMS student’s experience. KAMS student organizations provide opportunities for all students to grow mentally, physically, socially, and spiritually. Students have a responsibility to conduct the activities of the organization in a manner that is compatible with the mission of KAMS and FHSU.

Students will also have access to membership in FHSU student organizations upon individual approval by the RC and KAMS staff. For a current list of FHSU student organizations, please visit http://www.fhsu.edu/stuorg/list.shtml. KAMS staff may limit or restrict involvement in certain clubs and organizations, especially if a student is not in good academic standing or is having difficulties in student life. Additionally, please note:
- KAMS students cannot join fraternities or sororities nor attend their functions; and
- the Kansas State High School Activities Association (KSHAA) specifies that any non-athletic activities can not include any competition at the League or State level.

Definition & Requirements of a KAMS Student Organization
KAMS students who want to form a student organization, must submit this request in writing to the KAMS Director. The request will be given appropriate consideration and then either approved or denies by the KAMS Director. In order to be recognized, student organizations must have a minimum of five members with two of those members being officers, a faculty/staff advisor, and a current copy of the organizations constitution and bylaws. Organizations shall not have membership requirements based on gender, race, creed, national origin, or physical handicap.

There are two categories of student organizations:
1. **Interest Groups** – a group of students that has been formed for a common purpose or cause lasting for one academic semester.
2. **Recognized Groups** – a group of students that has been formed for a minimum of one academic semester and that meets all the requirements of a student organization.

Types of Interest/Recognized Groups:
- Academic
- Cultural
- Governance
- Service
- Social

Health

Health Services
The FHSU Health Center is located in the lower level of the Memorial Union. Student Health services are provided on a first come, first served basis. No appointments are necessary for routine visits. The Health Center staff provides health care in a clinic setting to all students. Nurses, nurse practitioners and a medical doctor staff the clinic.

Fees are charged for the services. Student Health Service fees will be billed to the student’s account or are payable at the time of the visit. Due to the reduced fee schedule, it is not feasible for the Student Health Center to file insurance claims. However, at the time of the student’s visit they will be given a copy of the bill that may be sent to the student’s insurance company for possible reimbursement.
If a student becomes sick or injured during the day, they may visit the FHSU Health Center on their own. Students who become aware of a health problem during other hours should contact the KAMS office or on-duty RA/RC, rather than wait until morning. Students should never hesitate to seek medical help for themselves or another student, even if the injury or illness is the result of a policy violation or an emotional disturbance. Students can arrange for a sick tray if they are unable to go to the cafeteria to eat due to illness or injury. (See “Sick Tray.”)

Procedures for Treating Minors
During Orientation for new KAMS students, parent/guardian and students will be informed of the requirements for obtaining health care at the Student Health Center, when the student is under the age of 18. Generally, students over 16 but less than 18 may consent to treatment and care if a parent/guardian is not available. For students who are less than 16, parents will be asked to sign a form authorizing KAMS to consent to care and treatment of the student, if the parent/guardian is not available and/or it is impractical for the parent to be consulted.

Procedure for dealing with health emergencies
In case of emergency, call 911 or go to:
Hays Medical Center Emergency Room
2220 Canterbury
Hays, Kansas 67601
Ph: (785) 623-5000

Students need to contact a KAMS staff member immediately if they become aware of a health emergency. This is especially important if they have called 911, so that an on-duty KAMS staff member can open and clear the lobby for emergency personnel to get through. If at all possible, before going to a hospital emergency room alone, students should contact the on-duty KAMS staff member who can escort or meet the student there.

Sick Tray
If due to illness or injury a student is unable to go to the cafeteria to eat, a sick tray can be arranged to be brought to their room. A sick tray allows for food to be transported outside of the cafeteria. The student’s TigerCard will need to be given to an RA who will arrange for a sick tray.

KAMS Immunization Requirements
Fort Hays State University requires all KAMS students to receive the meningitis vaccination. If the student chooses not to have the vaccine, parents must sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not have their student vaccinated. It is highly recommended that students have current tetanus and Hepatitis B series vaccines. Students should also have received a tuberculosis test within the past year. Students must provide documentation of immunizations as required by Kansas Immunization Law prior to attending KAMS. An immunization certificate (officially referred to as a Kansas Certificate of Immunization or KCI), signed by a physician or health department representative, must be provided listing the month, day and year that vaccines were given. All required immunizations must be completed prior to arrival at KAMS in August. Records from the student’s previous school must be transferred to KAMS prior to moving into Custer Hall.

Health Insurance
Families are strongly encouraged to obtain health insurance for students. Students not covered by their parent’s policy may wish to subscribe to a student insurance policy. Fort Hays State University offers two different health insurance plans for students, spouses, and their dependents. The plan that is provided by Mega Life and Health Insurance Company is offered to all Board of Regents universities through the Kansas Insurance Commission. This plan is offered to students, spouses, and their dependents. For eligibility, benefits, coverage, premiums, or other benefits, stop by the Student Health Center for brochures. Students may also visit the United Health Care Web site http://www.studentresources.com.
Student Life

Medical Leave of Absence
Students that develop medical problems requiring an absence from the Hall or classes for more than one week, may request a medical leave of absence from the Academy. Student must notify the Director and provide documentation by a physician. Written conditions regarding the student’s departure and return must be agreed upon by the student, parents or guardians, FHSU, and be approved by the Director of the Academy prior to their departure. In an emergency, parents or guardians may make a request for medical leave on the student’s behalf. The student’s physician must also provide documentation permitting a student’s return to school and describing limitations, if any. Procedures for making up work will be determined on a case-by-case basis.

Medications
KAMS is prohibited from dispensing and/or administering any type of medication - even a simple aspirin. Students are permitted to keep their own medications in their room and in their originally labeled containers - whether it is medication attained through a physician’s prescription or over-the-counter. Students are prohibited from sharing medications with other students. The sharing of both over-the-counter and prescription medication will result in disciplinary action. It is also a violation for students to possess and/or take prescription medication that is not prescribed to that individual student. Students that have medication schedules are expected to follow them. Conduct issues that arise from failure to adhere to the medication schedule will be addressed through disciplinary action.

Counseling Services
In order to assist students to the adjustment to KAMS and to help with emotional and/or personal problems that may develop, confidential counseling services are available at no cost to the student or to their family. Services are provided to KAMS students by the Kelly Center and/or the Psychology Department on the FHSU campus. Both daytime and evening appointments are available. Contact the Kelly Center at (785) 628-4401. If more information is needed, contact any KAMS staff member.

While students will be able to resolve most of the difficulties they experience with the assistance of their Residential Counselor, parents, friends, or staff members, there may be times when social/emotional issues interfere with the adjustment to the KAMS academic and/or residential program.

Social/emotional issues that may intervene with a student’s adjustment to KAMS may include, but are not limited to:

- homesickness
- lack of time management and/or study skills
- anxiety
- depression
- inability to concentrate
- family crises
- stress
- relationship difficulties
- low self-esteem
- potentially self-destructive behaviors (drug and alcohol use, self-injury, eating disorders).

All communications between a student and the FHSU Psychologist are confidential. No disclosure of information shared by the student will be made without the consent of the student. The only exception to confidentiality is when the Kelly Center or Psychology Department believes that there is clear and imminent danger to the student or others, and must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities.

The Kelly Center and Psychology Department and all KAMS staff are mandated by law to report any cases of suspected child abuse. Any KAMS or FHSU employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the proper legal authority. At times, the Kelly Center or Psychology Department may talk with the student’s RC, RA, parents, teachers, KAMS staff, etc. If parental contact is to be made, the Kelly Center or Psychology Department will, if possible, inform the student, prior to making contact. In some circumstances, it may be preferable for parent conferences to occur with the student present.

Parents and school staff may contact the Kelly Center or Psychology Department to share their concerns about a student. When contacted, the Kelly Center or Psychology Department will discuss a student’s progress in general terms, but will not disclose any specific information shared by a student in confidence without the student’s permission or knowledge.
Student Life

Behavior Expectations

Attire
Because students represent not only themselves but also the Academy both on- and off-campus, KAMS students are expected to wear appropriate clothing whenever leaving their wing or floor. This includes all common areas of Custer Hall, KAMS offices, all FHSU facilities and in the community. Examples of inappropriate attire include clothing that is revealing, promotes illegal activities, advertises any alcohol product or controlled substance, or is disruptive.

Staff members have the full authority to determine the appropriateness of attire. If a staff member believes a student is dressed inappropriately, that student, will be expected to change clothes if asked to do so. If there is a disagreement regarding the request, the Director will make the final decision. If the Director is not on campus, then the student will be expected to change clothes as requested and, if there are still concerns, then s/he should talk to the Director about it at the next available opportunity.

Public Displays of Affection (PDA)
KAMS students are expected to conduct themselves in a manner that a reasonable adult would find offensive. Handholding, a brief kiss, or a friendly hug is acceptable. Students are expected to be respectful of others and to comply promptly and politely with any person’s request that a public display of affection is ceased. Not being in a “dating” relationship or being of the same gender does not alter the PDA restrictions. Students will be subject to a disciplinary response if inappropriate behavior is observed, including but not limited to, anything that appears to be:
- Lying next to each other and touching in any way (including the sharing of blankets and pillows, for example).
- Sitting or lying on top of one another,
- Sitting on or laying one’s head in the lap of another,
- Interacting in a way a staff member determines to be inappropriate.

KAMS staff has the responsibility to use their judgment in asking students to cease any behavior they determine to be PDA. Failure to respond to such a request immediately will escalate the situation to a more serious disciplinary matter. The Disciplinary Procedure will correspond to the gravity of the PDA situation.

Ethical Use of Computing Resources Policy
FHSU provides computing resources and worldwide network access to its faculty, staff and students for legitimate administrative, educational and research efforts. As a member of the FHSU electronic community it is the student’s responsibility to use computing resources ethically and responsibly. Access to FHSU computing resources is a privilege and should be treated as such.

Responsibilities include:

1. In making appropriate use of the FHSU computing resources, each user must accept the responsibility for his/her behavior and:
   - Protect his/her user IDs from unauthorized use, recognizing that each individual is responsible for all activities on his/her user IDs.
   - Access only files and data that s/he owns, s/he has been given authorization for or that are publicly available.
   - Use only legal versions of copyrighted software in compliance with vendor license requirements.
   - Be considerate in his/her use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data (spamming), wasting computer time, connect time, disk space, printer paper and toner, manuals and other computing resources.
   - Be aware that e-mail is public and is evidence. Be very cautious about what is put into an e-mail message because it may be retrieved and used in a court of law.
Student Life

2. In making appropriate use of computing resources, individuals will NOT:

- Use another person’s files or data without permission.
- Use computer programs to decode passwords or access controlled information.
- Engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, spamming or damaging files.
- Make or use illegal copies of copyrighted software, music, videos or other media or store such copies on FHSU systems or transmit them over FHSU networks.
- Use e-mail or message services to harass, intimidate, threaten or otherwise annoy another person by use of bigoted content which poses an imminent threat to the life or safety of the person or persons receiving the communication.
- Disclose his/her passwords or use another person’s user ID or password.
- Use the FHSU systems for commercial use or personal gain, for example, performing work for profit or advertising in a manner not authorized by FHSU.
- Install or operate computer games on University-owned machines for purposes other than academic instruction.
- Post web pages that contain material that is illegal or promotes illegal activity (i.e. gambling, obscenity, sexual harassment).
- Mask the identity of an account or machine. This includes sending mail that appears to come from someone else.

KAMS has licensed all the software installed on computers. It is illegal to duplicate or copy the software. Students are not allowed to load any software for which they do not own the license. Do not load any other operating system on the computer.

Consequences of Misuse
Misuse of FHSU computing resources is unacceptable, and users will be held accountable for their conduct. Students found to have committed infractions of this policy may lose FHSU computing privileges and additional sanctions may be imposed by KAMS.

Residence hall networks are designed to support multiple client applications. The use of residence hall network ports for server applications such as web servers, chat servers, or networked games that impact the operation or performance of the network will result in the disabling of the network port. The use of static IP addresses in the Residence Halls is considered abuse. Running servers of any type is prohibited in residence hall rooms. Using “sniffer” software is also considered network abuse. Any network abuse will result in disabling of the network port and could result in disciplinary or legal action.

Repairs of the student’s KAMS computer may result in service charges. Abuse of the network, or the removal of a hard disk, or the opening of the computer case or wall jack will be subject to disciplinary action and/or fines.

Safety

Crisis Plan
Parents should provide their emergency contact information to KAMS staff who will ensure it is entered into the emergency notification system, so that parents will receive the same notification sent to students in emergency situations.

Campus Safety
The FHSU University Police Department provides 24-hour campus security and offers comprehensive safety programs designed to promote a safe environment. The Center of Public Safety is located in the basement of Custer Hall.

The FHSU Police will take whatever steps are reasonable to insure the safety and well being of the KAMS and the University community. They will also develop and maintain programs and lines of communication with the KAMS community to insure individual protection, as well as, that of KAMS /FHSU property and assets.
The FHSU Police Department enforces federal, state and local laws as well as KAMS and University regulations. The FHSU Police Department is staffed with certified law enforcement officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as held by other state certified peace officers.

Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to KAMS staff or to the FHSU Center of Public Safety. Emergency calls from the residence hall for fire, police, or ambulance assistance should be directed, if time permits, through the Residence Hall Staff on duty. Otherwise, call 911.

The following are some safety precautions to keep in mind:

- Keep room door locked at all times.
- Never leave keys unattended.
- Never leave large sums of money in dorm rooms.
- Permanently label all personal belongings.
- Do not lend room key to anyone.
- Do not leave purse, bag, or backpack unattended.
- Do not walk alone at night on- or off-campus.
- Walk on public walkways that are well lit.
- Be aware of surrounding activity around when outdoors, even in the company of others.
- Report persons acting in a suspicious manner to the staff.
- Never prop doors open.

The RAs and RC will demonstrate and practice appropriate responses for KAMS students to use in the event of severe weather, fire or crisis situations. In the case of emergencies on-campus that pose an imminent threat, everyone who has provided emergency contact information will receive an immediate alert by telephone, text message (if they have a device that accepts text messages) and e-mail. Students are required to provide the telephone number and the e-mail address where they wish to be notified in the case of an emergency. Although the screen will indicate there is a choice to opt-out of the emergency notification system, ALL KAMS STUDENTS MUST PROVIDE EMERGENCY CONTACT INFORMATION. The RC will follow-up to make sure KAMS students have provided this information. Any questions regarding inputting or updating emergency contact information should be directed to the CTC Helpdesk.

**Smoking/Incense/Candles/Miscellaneous Safety**

All residence halls are smoke free. Use of incense and/or open flames in the residence halls is prohibited. Candle warmers are permitted and encouraged. Flammable liquids, commercial-use toxic materials, and explosives (i.e. fireworks) are not permitted in the residence hall at anytime. For health and safety reasons, students may not have open flames (including all candles and incense), halogen or other lamps shown to be fire hazards, pets (except fish), archery equipment, darts, martial arts equipment, weapons, etc. in resident rooms or common areas.

**Fire Alarms and Fire Safety**

In the event of fire, fire drill, or any other emergency situation, students should immediately follow the approved evacuation routes out of the building every time the alarm sounds.

- Residential Life staff will evacuate students according to predetermined emergency exit routes.
- Students will line up outside according to their floor assignment, and each RC will take roll of his/her respective floor.
- Students will not be permitted to enter the building until an all-clear signal is given by Campus Safety and relayed to KAMS students by a KAMS staff member.

Keep the following procedures in mind in the event of a fire:

- Walk; do not run! Be particularly careful in staircases. Do not use elevators!
- Wear shoes.
- Proceed directly to the assigned place of safety. Do not attempt to salvage personal belongings.
- Close doors and windows upon leaving rooms.
- Before opening a closed door, feel it to see if it is hot. When it is hot, attempt to find another exit route.
- A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If there are any questions about the procedures, contact the KAMS RC immediately.
Student Life

Each residence room has a smoke alarm. Custer Hall is equipped with a complete state-of-the-art smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense against the members of the residential community. Offenders are subject to sanctions up to and including criminal prosecution. Tampering with fire safety equipment (including but not limited to: fire extinguishers, sprinkler heads, smoke detectors, and fire alarms) is considered a federal offense and may result in a $250 fine and disciplinary sanctions including a student being asked to leave KAMS.

Tornado and Severe Weather Procedures
Tornado and severe weather procedures will be followed for drills and actual events. When a tornado or other severe weather is reported, or during a drill, KAMS students are to follow the procedures as articulated by the KAMS staff and move in an orderly manner to the designated location within the building for shelter.

- Take a blanket or a pillow and a flashlight if they are immediately available.
- Close door.
- Evacuate floor and proceed to the designated area in Custer Hall.
- Sit on the floor and assume storm position if necessary (head down and tucked between knees).
- Students will remain in the designated area until staff gives the all-clear signal.
- In the event of a tornado, follow directions from KAMS staff or University Police. Only hall staff may issue an all-clear message or any further information.

Failure to follow instructions may result in disciplinary action.

Entrance and Exit Doors
All Custer Hall exterior entrance and exit doors are secured from 8:00 p.m. to 8:00 a.m. DO NOT prop open any outside door. This action may permit non-residents or animals to enter the building. If a resident or guest is caught proping open an outside door, they will face disciplinary action.

Residents are not allowed to use Emergency Exits unless there is an emergency or an official fire or tornado drill. Resident Advisors will demonstrate the alarm and security systems on move-in day to KAMS residents. A secure and safe living community is important for all KAMS students. An emergency phone is located at the main entrances for assistance after hours.

Privacy, Search and Seizure
KAMS has a responsibility to maintain standards of behavior that are reflected in its regulations, policies and local, state and federal statutes. Further, the ages of the students coupled with the unique environment in which they are living results in students having less of an expectation of privacy than they otherwise may have. Therefore, when there is reasonable suspicion to believe that violations of KAMS or FHSU policy or criminal law are occurring, a search of a student's person or property (including book bags, purse, personal computer, residence hall room, etc.) may be authorized by the Director or designee.

Residence Hall Room Entry and Search
The use of a passkey by KAMS or University personnel to enter residential rooms for normal non-emergency conditions such as maintenance and room inspections, or in cases involving the immediate safety of occupants is to be expected. Any illegal or prohibited item discovered during such situations could be confiscated and may result in a disciplinary action, criminal prosecution, or both. In cases involving an authorized search of the student's residence, at least two adults shall be present, and the student(s) shall be present if possible. Those conducting the search will knock on the door of the room in question first and will then identify themselves. If they are not immediately admitted, a passkey may be used to gain entry. Staff will use reasonable measures to locate the students whose room is being searched.

Confiscated Items
When contraband or suspected contraband is found, the item(s) are confiscated and turned over to University Police.

Personal Search
A KAMS staff member of the same gender shall be present when a personal search is conducted by KAMS staff or University Police.
Law Enforcement Officials
Students are advised that the University Police Department or other law enforcement agencies may be notified of student misconduct. The RC should be contacted upon law enforcement arrival. Law enforcement officials wishing to contact students at the Kansas Academy of Mathematics and Science for any reason should be directed to the KAMS Director during the school week and to the University Police officer on duty during the weekends. A KAMS staff member should accompany the officer(s).

Gambling
Kansas state law prohibits any gambling on state property. The residence halls are state property; therefore no gambling is allowed anywhere in Custer Hall. Raffles are considered gambling. Therefore, student organizations may only hold events that ask for a suggested donation in return for an opportunity to win an item or service.

Weapons/Explosives
Weapons, ammunition and explosives (including fireworks) may not be brought to KAMS. Possession or use of these prohibited items is sufficient cause for a student to be asked to leave KAMS. Any KAMS or FHSU employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the proper legal authority: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms, or other weapons as defined in current law.

Tobacco Use/Smoking
KAMS is a smoke and tobacco free environment. PLEASE INFORM GUESTS WHO SMOKE OR USE SMOKELESS TOBACCO OF THIS POLICY. Possession of tobacco products by KAMS students, while under the jurisdiction of KAMS, is prohibited. KAMS staff members are prohibited from the use of tobacco products when in a supervisory role and/or when transporting students.

Alcohol, Drugs and Drug Paraphernalia
Kansas law prohibits underage use of alcohol and/or the use of illegal drugs. The Kansas Academy of Mathematics and Science is a Drug-Free environment. KAMS students cannot possess, use or be under the influence of intoxicating substances such as alcohol, illegal drugs, or prescription drugs which have not been prescribed to the possessing student for treatment of a documented physical or emotional illness or injury.

Possession of drug paraphernalia or empty alcoholic beverage cans or bottles is expressly prohibited. The Academy interprets “possession” broadly. Possession can mean students were in the same room (or car or public area) in which alcohol, illegal drugs, empty alcohol containers, or drug paraphernalia has been found, whether or not s/he was using alcohol or drugs. Misuse, possession or effective control with intent to misuse the items listed above is also a violation of this policy. In the case that a student comes across a fellow student who is under the influence of an intoxicating substance and needs help, seek help for that student.

Disruptive and Threatening Behavior
Disruptive or threatening behavior is that which puts at risk the safety or health of one or more people, including the individual engaged in such behavior. This behavior includes, but is not limited to:

- unruly conduct;
- menacing gestures;
- suicidal ideation;
- loss of emotional control;
- emotional trauma or instability;
- bullying (verbally or cyber-bullying);
- physical threats;
- eating disorders; and/or
- untreated physical conditions including but not limited to injuries, illnesses or pregnancy.

In those situations where disruptive behavior is exhibited by an individual student or group of students, the Kelly Center or Psychology Department and the KAMS Director will take immediate action to determine if the student(s) may remain on campus and, if so, under what conditions. All incidents of disruptive behavior should be reported to the RC, the KAMS staff, the Kelly Center or the Psychology Department. In determining the outcome of these situations, the Kelly Center or Psychology Department may require the student(s) to undergo a wellness assessment.
Student Life

This assessment will be ordered in concert with the parent/guardian. The assessment will be performed utilizing consent given by the parent/guardian on the “Permission to Treat” form. Individuals experiencing any threats to personal safety or disruptive behavior are expected to inform any of the aforementioned KAMS or FHSU personnel or the University Police Department. Failure to disclose information about these or any similarly related events or circumstances may result in disciplinary action.

Sexual Harassment and Assault

FHSU is committed to an environment in which students, faculty, administrators and academic staff can work together in an atmosphere free from all forms of harassment, exploitation or intimidation. It is the policy of FHSU to prohibit harassment of individuals on the basis of their status, which includes race, color, religion, gender, national origin, sexual orientation or a physical or mental disability. The protection afforded by this policy applies equally to all segments of the University community (i.e. students, unclassified personnel, classified personnel, and employees of associated corporations).

Sexual harassment, sexual intimidation and sexual assault have absolutely no place in an academic environment, will not be tolerated, and are expressly prohibited. It shall be a violation of this policy for anyone in the KAMS community to harass, intimidate or assault another person through conduct or communication of a sexual nature. For complete definition of sexual harassment and assault, refer to the policies in the FHSU Student Handbook or online at www.fhsu.edu/judicial/harassment.shtml and www.fhsu.edu/judicial/security.shtml#assault.

Students who have been subject to sexual harassment, intimidation or assault should report their complaints immediately to a faculty member, any KAMS staff member, administrator, or the University Police. The person receiving the complaint shall immediately inform the KAMS Director, who will initiate an immediate investigation and take appropriate action as necessary.

See also the University’s Campus Safety Policy, which may be found at: http://www.fhsu.edu/policies/. This policy should be approved by May, 2009.

Restricted Areas

Student’s personal safety is very important. Use common sense. Avoid being alone in alleys, parking lots, stairwells, basements, and other isolated areas in and around buildings. Walk in groups after dark. Certain areas have been designated as restricted or off-limits in order to reduce the possibility of danger.

Campus

Unless an exception is granted by the RC, KAMS students are not permitted to enter the residential floors in other residence halls and are not allowed to visit the room of non-KAMS students, off-campus apartments/houses or Greek houses. Rare exceptions to this policy may be granted by the RC in special situations such as when a sibling of a KAMS student is residing in a residence hall or Greek House. The RC will impose whatever conditions or restrictions that appear reasonably necessary given the situation. KAMS students are allowed only in the public areas of other residence halls, including study lounges, West Hall Chuck’s Place, the Memorial Union, buildings where classes are being held and the cafeteria in McMindes Hall.

Community

Students are prohibited from entering or being on the premises of all liquor stores, tobacco shops and tattoo parlors. KAMS students are not permitted to be in an establishment in which alcohol is the primary form of refreshment or entertainment. Some establishments also serve food, but KAMS students are not permitted where the majority of sales come from the sale of alcohol. If a student is unclear whether an establishment is off-limits, the wisest course of action would be to ask an Academy staff member prior to entering. Although the following establishments serve food, they are off-limits, even for University-sponsored activities. The ONLY exception to this policy is in the event parents/guardians take their child to these establishments.

- Establishments in Hays which primarily serve alcohol, and are therefore off-limits, include but are not limited to:
  - Home Party Club
  - Chuck’s

- Establishments in Hays which serve food, but are off-limits, include but are not limited to:
  - Golden Q
  - Horseshoe
  - Judge’s Bar and Grill
Establishments in Hays which are not off-limits, but have restricted hours, include but are not limited to:

- Applebee’s (prohibited after 7:00 p.m.)
- Coffee Rules (prohibited after 7:00 p.m.)
- Gella’s Diner / LB Brewing Company (prohibited after 7:00 p.m.)
- Gutch’s (prohibited after 7:00 p.m.)
- Neighbor’s Bar and Grill (prohibited after 7:00 p.m.)
- Other Side Grille and Bar (prohibited after 7:00 p.m.)
- Professor’s (prohibited after 7:00 p.m.)
- T-Bones Bar and Grille (prohibited after 7:00 p.m.)
- Thirsty’s Bar and Grill (prohibited after 7:00 p.m.)

Lying
Blatant lying, lying by omission, 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.

Hazing
Hazing is strictly prohibited at Fort Hays State University. Any student participating or involved in hazing activities will be subject to disciplinary action for violation of this policy. Hazing is defined as any action taken or situation created, whether on or off University premises, as part of initiation to or continued membership in a student, social, or fraternity organization, that endangers the life or health of a member, that has the potential to cause bodily or emotional injury or that produces mental or physical discomfort, embarrassment, harassment or ridicule. Hazing consists of a broad range of behaviors that may place another person in danger of physical or psychological harm, and includes activities that demonstrate disregard for another person’s dignity or well-being. Even when demeaning or embarrassing behaviors do not appear overtly harmful in themselves (or as where the participants appear to engage in them willingly) they may constitute hazing if they are part of an organization’s or group’s initiation or membership activities or if such activities are a part of the organization’s or group’s traditions or rituals. The determination of whether a particular activity constitutes hazing will depend on the circumstances and context in which that activity is occurring. Anyone participating in, witnessing, or involved in hazing is responsible to report the incident to KAMS staff. Additionally, members of student organizations should consult with their sponsor before planning or carrying out any selection process or induction ceremony for members or officers or other activities.
KAMS Conduct Code

Conduct Code Philosophy

All students selected for KAMS are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The conduct code is designed to help ensure the health, safety and well being of each member of the KAMS community. This conduct code is written to articulate clear boundaries for student behavior, identify examples of behaviors for which disciplinary action is possible and set forth the disciplinary process.

Enrolling in KAMS is a privilege, not a right. All students are expected to contribute to the well being of the community and to accept personal responsibility for their own actions. Expectations for ethical behavior parallel those for high academic achievement. Ultimately, KAMS expects high levels of Excellence, Engagement and Ethics from all members of the community.

When implementing the Conduct Code, KAMS will:
- set high standards for student behavior;
- help students learn and grow;
- balance individual and community rights; and
- apply policy and procedures fairly and equitably.

KAMS recognizes that there may be occasions when some students will not act responsibly and maturely, will violate the standards of acceptable behavior, will breach policies and expectations, and will make poor decisions. When a student displays irresponsible behavior, s/he will be subject to disciplinary action. Depending upon the degree of responsibility and the number of incidents in which a student has been involved, a student may be sanctioned, including but not restricted to loss of social privileges, community and financial restitution, being asked to leave KAMS and other consequences, as discussed below. Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations may be asked to leave KAMS. In the event that they are allowed to remain a member of the community, they should expect to independently demonstrate behaviors that meet the highest expectations.

The parameters of this handbook do not exclude or limit the administration's ability to make rules for the governing of the operations of KAMS or to usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. School officials will determine what constitutes a violation of school policy as outlined by the KAMS Student-Parent Handbook, as well as the FHSU Student Handbook. The KAMS Director has the authority to make decisions and rulings above and beyond those outlined in this handbook.

Discipline vs. Punishment

Discipline is a means of fostering the growth of students toward responsibility to themselves and the community. The primary objective of the KAMS disciplinary code is to maintain a responsible and orderly environment in which student success can be maximized. Disciplinary action taken by KAMS has both correction and consequences of behavior as its goals.

Discipline is intended to make students responsible for their own behavior. It is a process in which the inappropriate behavior is identified and acceptable standards of behavior are determined. In discipline, it is important to strive to change the behavior, not personal characteristics.

Punishment is often the most direct response to inappropriate behavior, but rarely the most effective. Punishment concentrates on negative consequences of inappropriate behavior rather than explaining how the behavior affects the entire wing, floor, or hall community. The pain of punishment often results in the individuals feeling that his/her self-worth has been attacked. This in turn leads to resentment and desire to avoid getting “caught.” Many times a “contest of wills” develops between the student and the staff member. Additional negative responses appear that are a defiant escalation of the original undesirable behavior.

Our goal is to help students realize their responsibility for their own actions and how their actions may affect others. We are then trying to teach our students what is appropriate and inappropriate behavior. Our goal is not to punish a student for a minor rule violation, though punitive sanctions may be an element of the overall sanction.
KAMS Conduct Code

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>PUNISHMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement that problem exists</td>
<td>Denial of problem</td>
</tr>
<tr>
<td>Responsibility for behavior lies with individual</td>
<td>Responsibility lies with staff</td>
</tr>
<tr>
<td>Adult to adult interactions</td>
<td>Adult to child interactions</td>
</tr>
<tr>
<td>Strive to change inappropriate behavior</td>
<td>Punitive action taken for inappropriate behavior</td>
</tr>
<tr>
<td>Calm</td>
<td>Emotional</td>
</tr>
<tr>
<td>Collaborative</td>
<td>Authoritative</td>
</tr>
<tr>
<td>Dignity left intact</td>
<td>Humiliating</td>
</tr>
<tr>
<td>Conveys to student how his/her actions affect</td>
<td>Concentrates on the negative action</td>
</tr>
<tr>
<td>the community</td>
<td></td>
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</tbody>
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General Expectations for Student Conduct
KAMS expects each student to conduct himself/herself responsibly and maturely, to respect the rights and property of others, and to fully participate in the unique experiences that KAMS offers. Each student is expected to:

- Respect the rights of every student, staff and visitor to KAMS and FHSU;
- Refrain from any defamatory or obscene remarks, make statements damaging others or statements that are harassing to others;
- Behave in ways that do not interfere with the education of others, and which do not interfere with the educational process of KAMS;
- Know and follow the applicable policies and expectations of KAMS as set forth in the Student-Parent Handbook and by KAMS staff;
- Know and follow the applicable policies and expectations of FHSU;
- Abide by all federal, state and local laws or ordinances;
- Respect one’s self and others, and behave in a manner that acknowledges the privilege of attending KAMS;
- Maintain one’s highest level of success in all aspects of KAMS life; and
- Uphold the KAMS core values of Excellence, Engagement and Ethical Actions (E³).

Violations
Specific examples of misconduct for which students may be disciplined include participating in, encouraging others to participate in, failing to report, or aiding and abetting the following:

A. Behavior that threatens or compromises the health, safety and well being of oneself. Examples include, but are not limited to:
   - Violation of the Chemical Use Policy;
   - Breach of visitation regulations;
   - Breach of curfew;
   - Breach of automobile usage policy;
   - Breach of check-out / check-in expectations;
   - Breach of sign-out / sign-in expectations;
   - Inability to adjust to the demands of KAMS as evidenced by a continuing pattern of misconduct and breach of KAMS regulations;
   - Breach of safe and sanitary living environment;
   - Breach of continued enrollment contract or probationary conditions;
   - Public display of affection;
   - Sexual intimacy with another person while under the jurisdiction of KAMS.

B. Behavior that threatens or compromises the health, safety and well being of others. Examples include but are not limited to:
   - Coercive behavior;
   - Propping open doors or otherwise impairing the security of the residence hall;
   - Unauthorized possession and/or use of KAMS keys; attempted, actual break-in, or unauthorized entry into KAMS offices or other off-limits areas;
   - Sale, possession, creation or use of weapons, including but not limited to firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives (including fireworks), other objects used as a weapon, or "look alike" weapons;
KAMS Conduct Code

- Speech or action that clearly incites or leads to physical violence, rude and disrespectful behavior toward any student, faculty member or staff member, use of vulgar or obscene language, either oral, nonverbal, electronic, written, or through a third agent (This includes, but is not limited to, demeaning or harassing statements related to a person’s race, gender, sexual orientation, ethnic origin, religion or disability);
- Physical altercation or threat of harm to another person;
- Participating in or encouraging hazing, be it on or off campus;
- Tampering with fire, safety and security alarms and/or equipment (subject to immediate $250 fine for first violation, $10,000 for 2nd violation as per state/federal law);
- Participation in any unauthorized club or gang activity, including but not limited to the display or possession of gang symbols, soliciting others for membership, requesting the payment of dues or insurance, or other forms of protection from any individual, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property.

C. Behavior that obstructs, disrupts, or interferes with the rights, responsibilities or obligations of others. Examples include but are not limited to:
- Theft of, or damage to, property owned by KAMS, FHSU, or any member of the KAMS community (This includes the unauthorized moving of another’s private property from one location to another.);
- Malicious or harmful pranks to persons or actions that misuse, abuse, or vandalize individual or KAMS or FHSU property (misuse or abuse is described as behavior which could reasonably be expected to result in damage to the property).

D. Behavior that obstructs or disrupts the orderly educational or administrative operation of KAMS. Examples include but are not limited to:
- Disorderly, obscene, violent, or excessively noisy behavior;
- Refusal or failure to comply with the reasonable instructions or directives of any KAMS and/or FHSU personnel in the performance of his/her duties;
- Knowingly furnishing false information to KAMS or FHSU faculty or staff members (verbal, written or electronic);
- Forgery, alteration, as well as use, receipt or possession of KAMS or FHSU documents without proper authority;
- Engagement in academic dishonesty including, but not limited to, plagiarism, giving or receiving help during an examination, obtaining copies of tests or scoring devices prior to an examination;
- Knowingly making a false fire alarm or any other false and disruptive rumor or report;
- Intentional misuse of KAMS equipment including telephones, cable TV systems, or computers;
- Unauthorized possession or use of automobiles while under the jurisdiction of KAMS;
- Unauthorized possession of pager.

E. Violation of any local, state or federal law.
Violations of local, state or federal laws will be reported to the appropriate authorities.

F. Violation of any expectation, rule or regulation that may be established by student development staff, faculty, administration, or other supervisory personnel.
Appropriate KAMS personnel will make added expectations via memorandum, email and/or assembly.

Students breaching any of the violations noted above will be subject to disciplinary action up to and including restitution, educational sanctions, restriction of privileges, disciplinary warning, disciplinary probation, or being asked to leave KAMS. Students and parents/guardians are advised that law enforcement agencies may be notified of student's misconduct. For certain violations, including drug and weapons violations, it is a legal requirement that KAMS notify law enforcement agencies.
Chemical Possession and Use

Sanctions/Consequences
The following consequences are regarding chemical possession and use by Kansas Academy of Mathematics and Science students and will be imposed with the sole intent of providing a healthier, safer environment for our students.

A. Definitions:

“Smoking materials” include:
- cigarettes;
- cigars;
- chewing or dipping tobacco;
- pipes; and
- hookahs and filters.

“Use” means:
- consumption; or
- being under the influence of alcohol or other prohibited substances while under the jurisdiction of KAMS.

“Alcohol or other prohibited substances” is defined to include:
- all alcoholic liquor and beer;
- all controlled substances under the Controlled Substance Act (except when prescribed for the student by a licensed physician for treatment of a physical or emotional injury or condition);
- all cannabis under the Cannabis Control Act;
- any “look-alike” substance;
- inhalants; and
- mood altering chemicals.

“Possession” includes:
- the use of the student’s person, clothing, and supplies, as well as, KAMS property including the student’s room for the storage of an item; and
- the production of or attempted production of alcohol or other prohibited item is also considered possession.

“Paraphernalia” includes:
- empty alcohol bottles or cans; and
- drug articles including pipes, papers, scales, non-prescribed syringes, or other materials (including those that are home-made) for drug use, storage, or disguising.

B. Wearing clothing or displaying materials (posters, etc) that promote/advertise tobacco, alcohol, or other illegal chemical substances will result in students being asked to change or remove the item. Failure to cooperate will result in additional disciplinary action.

C. The purchase, possession, use, sale, and/or distribution of any tobacco product or smoking materials on University property or when under the jurisdiction of KAMS may result in:
- Disciplinary Warning;
- Disciplinary Probation;
- Being asked to leave KAMS and FHSU.
[Note: This applies even for students who are 18 and older.]

D. Possession, use, distribution, sale or intent to distribute or sell alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use will result in being asked to leave KAMS and forfeiture of all rights thereof.
Disciplinary Action
Disciplinary action is used to help bring positive changes in behavior, to help teach responsibility and accountability, to promote respect for the rights of others and to protect the student or other members of the KAMS community. In taking disciplinary action, staff members shall exercise their best professional judgment and shall be fair and non-discriminatory. KAMS personnel will determine appropriate discipline that may include actions ranging from warnings, conferences, telephone calls home, loss of privileges, referral and community service to probation, suspension, being asked to leave KAMS, or any combination thereof. Multiple offenses occurring in a single incident or within a short period of time will be viewed more seriously. Being asked to leave KAMS is possible for first offenses, even for students with good prior records. Parents/guardians of students who have repeated violations may consider returning their student to his/her home school before a recommendation from KAMS (for the student being asked to leave) becomes necessary.

Classes of Violations
First offenses may warrant Level 2 or Level 3 discipline. Likewise, the latest of multiple offenses involving the same student may warrant Level 1 discipline. However, multiple offenses, whether similar in nature or not, may warrant Level 3 discipline in the reasonable judgment of the RC in consultation with the KAMS Director.

Level 1: Informal Reprimand
In the course of successfully fulfilling their responsibilities, Residential Counselors and other Kansas Academy of Mathematics and Science staff may need to correct behavior that is contrary to community standards. Staff will have a conversation with the student(s) involved to attempt to discontinue the behavior. One or more of the Level 1 sanctions listed below may be imposed.

Level 2: Documented Discipline
When a staff member determines that disciplinary action less than probation, suspension or being asked to leave KAMS is appropriate, staff members will assign a sanction to the student as part of a conduct review session with the student. The goal of the conversation and sanction are to correct and modify unacceptable behavior and to help the student to accept accountability for his/her actions. The sanction and the conduct that gave rise to it will be documented, with such documentation being placed in the student’s file with KAMS.

Level 3: Advanced Administrative Hearing – (RC & Director)
When more serious misconduct, or multiple instances of misconduct occur and it is determined that probation, suspension or being asked to leave KAMS may be the appropriate sanction for the incident in question, the Kansas Academy of Mathematics and Science shall follow formal disciplinary procedures. The RC, in consultation with the KAMS Director, shall issue a written notice to the student of the action, or conduct of the student at issue and the proposed sanction. Sanctions for formal discipline are included in Level 3 of the Sanctions section. Parents/guardians will be informed of all formal disciplinary incidents prior to the hearing and due process will be afforded to the student. The Administrative Hearing referenced herein is not available for proposed suspension or being asked to leave the Academy for poor academic performance of the student.

Disciplinary Sanctions
Level 1 sanctions include, but are not limited to:
- verbal warning and conversation;
- limitation or loss of privileges;
- in-room suspension;
- restriction of visitors;
- assigned service; and/or
- parental conference.

Level 2 sanctions include all sanctions in Level 1 and include, but are not limited to:
- writing and reflection assignment;
- restitution;
- program presentation (or bulletin board);
- written warning; and/or
- one or more Level 1 sanction(s) alone or in combination with one or more Level 2 sanction(s).

Level 3 sanctions include all sanctions in Level 2 and include, but are not limited to:
- disciplinary probation or suspension (other than temporary suspension referenced below; and/or
- asking the student to leave the Kansas Academy of Mathematics and Science.
**KAMS Conduct Code**

**Temporary Suspension**
When a student’s presence on campus poses a danger to self, others, or to property, or poses an ongoing threat or disruption to the educational process, the student may be suspended until such time as the investigation and/or hearing is held and a decision is finalized. The decision to suspend a student will be made by the KAMS Director or designee and a hearing will follow as soon as possible.

**Voluntary Withdrawal**
Students may (with or without support of their parent/guardian), at any time during the investigation up to the time at which the letter recommending the student leave the Academy is mailed, request permission to officially withdraw himself/herself from the Kansas Academy of Mathematics and Science. Request for withdrawal does not guarantee withdrawal status and may or may not terminate any pending disciplinary proceedings.

**Hearing Procedures**
In all cases where Level 3 discipline is proposed, the student will:
- Have an opportunity to hear the charges.
- Have an opportunity to choose to have a hearing or to have the case adjudicated administratively.
- Have an opportunity to be informed of the disciplinary sanctions.
- Have an opportunity to appeal disciplinary sanctions.

If a student chooses a hearing, they will continue to abide by the standards of Excellence, Engagement and Ethical Action until such a time as the hearing takes place.

If a student chooses to have the case adjudicated administratively, the student may discuss the RC’s recommended sanction with the Director, who will make a final decision on the matter. No further appeal following this decision is available.

The student may be asked to return to the sending district and depending upon the violation; the sending district could institute separate procedures to suspend or expel the student. KAMS procedures are not necessarily the same as those the sending district is required to follow.

The Kansas Academy of Mathematics and Science will afford students the following rights and process regarding any proposed Level 3 sanction. (This formal process may not be utilized for Level 1 and/or Level 2 sanctions.)

- A hearing officer will be selected by the Director. The hearing officer will be a KAMS staff or faculty member. However, any KAMS staff or faculty member who has been previously involved in the matter or who has previously made any recommendations regarding sanctions in the case shall be disqualified to serve as a hearing officer.
- FHSU Legal Counsel will be invited to the hearing.
- The hearing officer shall provide written notification to the student in question of the particular misconduct of which s/he is accused, as well as the basis for the accusation and the recommended sanction. The hearing officer will set a time and location for the hearing. A parent/guardian is encouraged to attend the hearing either in person or via the telephone.
- The student shall be given an opportunity at the hearing to explain his/her version of the facts to the hearing officer, and to bring forward any evidence and/or witness(es).
- The hearing officer may invite any person deemed appropriate for the hearing to provide testimony.
- The student shall be given an explanation of the evidence against him/her, and an opportunity to present his/her version of the incident.
- The student has the right to legal counsel at his/her own expense; however, legal counsel is present to advise the student, and counsel does NOT have the right to cross-examine witnesses, introduce evidence, or make opening or closing statements.
- The student has the right to make a statement or present witnesses on her/his behalf.
- The student has the right to review the documents being used as basis for the allegation and recommended sanction.
- The hearing will be recorded by mechanical or electronic means with all the costs of such recording to be paid by KAMS.
- The hearing officer will issue a written report of the officer’s findings and conclusions based on the evidence presented at the hearing. Such findings and conclusions will include any sanctions deemed by the hearing officer to be warranted based on the evidence presented at the hearing.
KAMS Conduct Code

**Appeal**
Within fourteen (14) days following the hearing, the student and the student’s parents/guardians will be notified of the results of the hearing and provided a copy of the hearing officer’s written report. This notification will also contain notice of the right to appeal. The parent/guardian shall have the right to appeal the decision to the Director of the Kansas Academy of Mathematics and Science.

**General Appeals Procedures**
If a student (with or without the assistance of their parent/guardian) wishes to appeal a decision, a letter of appeal must be given to the Director of the Kansas Academy of Mathematics and Science within 3 working days following written notification of the decision.

The letter of appeal written by the student must state a detailed account of basis for appeal. An appeal hearing is not a rehearing of the entire case. An appeal hearing is held only for the following reasons:
- to determine whether the evidence presented at the hearing substantiated the violation;
- to determine whether the consequences are appropriate for the violation;
- to verify that the decision was consistent with the weight of the evidence;
- to verify that the prescribed process was followed during the investigation and subsequent hearing; and
- to consider new information that has surfaced since the hearing that could have direct bearing on the case.

The Director shall review the record of the hearing and hearing officer’s decision and no later than 14 days following receipt of the appeal, the Director will issue a written decision that consists of one of the following actions:
- overrule the hearing officer;
- modify the decision of the hearing officer or the sanctions imposed in some way; or
- uphold the decision of the hearing officer.

If the Director overrules the decision of the hearing officer, the Director may either order a new hearing before a different hearing officer on the issues or under the circumstances identified in the Director’s written decision, or may simply vacate and make null and void the decision of the hearing officer. The decision of the Director shall be the final decision of KAMS. The student may resort to external processes to further challenge, if desired, the Director’s decision.

**Appeals Procedures for Being Asked to Leave KAMS**
In an appeal involving a hearing officer’s decision imposing recommendation for the student to leave the Academy as a sanction, the general appeals process outlined above will be adhered to, with the following additional steps:
- Upon receipt of the appeal, the Director shall appoint an appeals committee comprised of a minimum of three (3) FHSU faculty and/or staff members who are not involved in the disciplinary situation at hand and who did not serve as the hearing officer. A KAMS staff member will contact the student and their parent/guardian regarding the date, time, and location of the appeal hearing.
- At the appeals hearing, the student will have an opportunity to make a statement regarding their appeal. The appeals committee may seek additional input in their deliberations from KAMS staff or the student. The committee may not consider any evidence not presented at the hearing, unless the evidence has surfaced since the conclusion of the hearing, and the committee by majority vote deem it necessary to the fair outcome of the appeal to consider the new evidence.
- The decision of the committee is final.

**Reversal (of being asked to leave KAMS) on Appeal**
In the event that the Recommendation (that the student leave KAMS) Sanction is dismissed entirely, KAMS will:
- support a student’s reasonable request to their faculty to make up academic work;
- provide the student with reasonable accommodations to make-up work missed; and
- provide services to the student consistent with services provided to other students.

Requirements of the student’s behavior may include, but are not limited to:
- mandatory tutoring;
- removal or restriction of privileges; and/or
- required assigned service.
Certification of Acknowledgement

This form verifies that each parent and student, identified below have received a copy of the handbook and agree to abide by its rules and regulations, appears below. This form must be signed by each KAMS student and her/his parent/guardian and be on file with KAMS prior to attending classes.

We hereby certify that we have received a copy of the Kansas Academy of Mathematics and Science Student-Parent Handbook. While there will be opportunities during the spring orientation or fall orientation to have rules and regulations articulated and clarified by KAMS Staff, it is our responsibility to read and seek understanding of the Handbook. As a member of the KAMS Community, we agree to abide by the policies, procedures, and codes set out by KAMS and Fort Hays State University. We further understand and agree that acceptance into the Kansas Academy of Mathematics and Science is for a one-year academic period only. Subsequent acceptance for the second year is by invitation.

Student Name (print): ________________________________

Student Signature: ________________________________ Date: ______________

Parent/Guardian Name (print): ________________________________

Parent/Guardian Signature: ________________________________ Date: ______________