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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 2016-2017 academic year. KAMS is part of the Division of Student Affairs. Being part of Student Affairs will provide a wide spectrum of events throughout the year that will benefit KAMS students. The Student Affairs staff will coordinate many out of class programs and services, including Residential Life, counseling and academic support, career services, first-year-experience, and student activities.

KAMS offers 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 traditional FHSU 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.

KAMS students are required to follow Residential Life, 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 through check-out in May. Students and parents are expected to become familiar with the policies and procedures outlined in this KAMS handbook, the FHSU Student Handbook, as well as the Residence Hall Handbook. FHSU policies are online:

- **FHSU Student Handbook** <http://www.fhsu.edu/studenthandbook/>
- **FHSU Residential Life** <http://www.fhsu.edu/reslife/Forms/>

These documents 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. Discipline is administered according to the judicial system described in the FHSU handbook, with KAMS specific situations addressed by the KAMS staff.

Mission Statement

The mission of 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).
- The opportunity to prepare themselves for leadership roles in mathematics and science-related fields in the state of Kansas.

Objective

The 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 along with civic engagement and community leadership 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 each 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 students to do the same. We have an open door policy in our KAMS offices and encourage the students to visit our offices on a regular basis. Please feel free to contact us with any questions, suggestions, or concerns. KAMS protects the confidentiality of students and parents/guardians. In addition, parents are welcome at the Academy any time.

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
- ♦ Help keep our alumni database updated after students complete the KAMS program
- ♦ Help identify high quality academic opportunities such as summer research experiences

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, Dr. Donald Norwood and Dr. 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 (FHSU) proposal was accepted making KAMS the sixteenth such Academy in the country.

Core Values of KAMS (E³: Excellence, Engagement, and Ethical Actions)

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 unique 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.

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. Become engaged in the community and look for areas to be a leader.

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 FHSU, 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

I. KAMS POLICIES

Policy Highlights

The student's decision to become a member of this unique community constitutes an agreement to actively support KAMS, as well as FHSU's expectations for students. KAMS rules and regulations, along with those of FHSU 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.

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. FERPA details are outlined in the FHSU Student Handbook.

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.

Equal Opportunity - Disability Accommodations

FHSU is an equal opportunity institution and complies with the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act. FHSU 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 FHSU.

Students with disabilities are required to register with the Disability Student Services (DSS) Office to make use of their services and to receive accommodations. The DSS Office and FHSU 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.

KAMS will make reasonable adjustments in its policies for qualified students with disabilities who wish to participate in the program. KAMS will assist with registration and scheduling and work with the DSS Office to furnish certain educational auxiliary aids for students whose disabilities necessitate special accommodations.

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.

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 exit 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 IEP's) or Section 504 Accommodation Plan will need to self-identify to the Kelly Center 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 to the Kelly Center 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 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.

Academic Program Policies

This section of the Student-Parent Handbook describes the Academic Policies of KAMS. 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

KAMS staff, in cooperation with FHSU 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. In each of these situations the student has the opportunity to appeal to the KAMS Appeals Committee (see page 18). Inadequate progress is defined as:

- ♦ A GPA below 3.00 for any single semester and/or
- ♦ A GPA below 3.00 for any single semester if the cumulative GPA is below a 3.00 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 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.
- ♦ Successful appeals process with documentation, development of academic improvement plan.
- ♦ 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 member for information about progress. Unofficial grade reports and academic performance at mid-terms will be communicated to parents by the designated KAMS staff member. KAMS staff members will meet on a regular basis to discuss action plans for each student who may be having difficulties.

Success at the Kansas Academy of Mathematics and Science

All students who accept the invitation to enroll in KAMS 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.
- ♦ Honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential experience.
- ♦ Attend established regular meetings with KAMS staff when deemed necessary.
- ♦ Attend established tutoring sessions.
- ♦ Conduct research as prescribed by KAMS staff.
- ♦ Attend mandatory scheduled colloquia sessions.

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. If a student wishes to pursue an academic appeal, they will need to follow the steps set forth on page 18.

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.

II. ACADEMIC REQUIREMENTS

Curriculum

Curriculum Philosophy

KAMS 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 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 approval from the KAMS staff, may be allowed to enroll in a limited number of non-core elective classes of their interests. Generally speaking a student who is maintaining an appropriate GPA will be considered to enter this type of situation. 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.

The KAMS curriculum is not intended to satisfy all the needs of all students.

The defined core STEM courses may not be substituted for lower level courses for any reason.

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**.

KAMS students do remain enrolled with the sending school each of the two years they are enrolled in the Academy; therefore, they are concurrently enrolled.

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/Health, 1 Unit of Fine Arts, and 6 Units of Electives. Remember to consider the student's local high school's graduation requirements when planning, as the school districts may have unique graduation requirements.

Table 2.
English (4 units, but can be waived to 3)

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
English I	1	ENG 101 Comp I	3	0.5
English II	1	ENG 102 Comp II	3	0.5
		GSCI 376 Apparent/Geosciences: Earth Space Science Research & Writing	3	0.5
		** Departmental Research and Writing Course (spread over 2 semesters)	4	0.5
Total:	2	Total:	13	2.5
Grand Total = 4				

** Title will vary by research department

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

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

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
Fine Arts/Practical Arts	1*	-	-	-
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]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
World History I	0.5	HIST 130 US History before 1877*	3	0.5
World History II	0.5	HIST 131 US History after 1877*	3	0.5
		POLS 101 American Government	3	0.5
		Social Science Elective	3	0.5
Total:	1	Total:	12	2
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]

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
Physical Education/Health	1*	-	-	-
Grand Total = 1				

* Local variations on number of units

Table 6.

Science (3 units)

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

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
Science (physical/earth)	1	CHEM 121/121L University Chemistry I	5	1
Science (biology)	1	STEM Elective	3	0.5
Science (chemistry)	1	PHYS 211/211L Physics for Scientists and Engineers I	5	1
		STEM Elective	3	0.5 - 1
		BIOL 180/180L Principles of Biology	4	0.5
Total:	3	Total:	18 - 24	3.5 - 4.5
Grand Total = 6.5				

Table 7.

Mathematics (3 units)

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
Algebra II +	1	MATH 130 Pre-Calculus (if indicated by test placement)	3	0.5
Functions/Statistics/Trigonometry	1	MATH 234 Calculus I	5	1
		MATH 235 Calculus II	5	1
Total:	2	Total:	13	2.0
Grand Total = 4				

+ Assumes Geometry was taken in Middle School - - if not Geometry would also be included in this list. Algebra and Geometry are prerequisites to attending KAMS.

Table 8.

Electives (6 units)

Suggested Courses taken at the High School:	Units:	Courses taken at KAMS:	Credit Hours:	Unit Equivalent:
Free Electives	1	Computer Science Elective (different than Technology class at high school)	3	0.5
Technology	1			
Foreign Language I	1			
Foreign Language II	1			
Total:	4	Total:	3	0.5
Grand Total = 4.5				

KAMS Curriculum

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 a designated KAMS staff member. A mathematics placement test will be used to determine appropriate calculus placement. A student whose scores allow her/him to be placed in Calculus I will have free elective hours during her/his academy program. Students who pre-enroll late may have a different schedule than the majority of the other KAMS students, depending on the availability of courses at time of enrollment.

Table 9.
KAMS Curriculum for a Typical Entering Student:

11 TH GRADE				12 TH GRADE			
Fall Semester		Spring Semester		Fall Semester		Spring Semester	
COURSES:	CH's:	COURSES:	CH's:	COURSES:	CH's:	COURSES:	CH's:
MATH 130 Pre-Calculus Mathematics	3	MATH 234 Analytic Geometry & Calculus I	5	MATH 235 Analytic Geometry & Calculus II	5	Social Science Elective	3
CHEM 120/120L University Chemistry I & Lab	5	STEM Elective	3 - 5	PHYS 211/211L Physics for Scientists and Engineers I	5	STEM Elective	3 - 5
ENG 101 English Comp I	3	ENG 102 English Comp II	3	Elective	3	POLS 101 American Government	3
HIST 130 US History to 1877	3*	HIST 131 US History Since 1877	3*	BIOL 180/180L Principles of Biology	4	Computer Science Elective (computers, graphics art, etc.)	3
GSCI 376 Apparent/Geosciences: Earth Space Science Research & Writing	3			** Departmental Research and Writing Course	1	**Departmental Research and Writing Course	3
Total: 17 CH's		Total: 14 - 16 CH's		Total: 18 CH's		Total: 16 - 18 CH's	

* World History if US History requirements were previously met

** Course title for research and writing determined by the department selected for research and these credits transfer back to the sending school as an English credit

GSCI 376 transfers back to the sending school as an English credit

Colloquia

Each KAMS student is **REQUIRED** to participate in Colloquia during the fall and spring semesters each year. The KAMS staff will indicate required Colloquia. The foundation of Colloquia is to provide information and influence practices which will lead to success at KAMS and beyond. The Colloquia sessions will provide opportunities for KAMS students to interact with Kelly Center staff; FHSU faculty, staff, and departments; 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 and admissions personnel from the Regents institutions to provide early exposure to Kansas opportunities. Colloquium 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. KAMS will cover up to 68 credits and it could be that the course load per a given semester may exceed the proposed schedule.

Research Opportunities

First year KAMS students will be presented with information regarding ongoing or potential departmental research opportunities during the fall semester colloquia and through the office staff. Students will learn much about research during their first semester as they are enrolled in Geosciences: Earth Space Science Research and Writing. Departmental representatives from across all areas of campus (e.g. science, mathematics, political science, agriculture, business, the FHSU Science and Mathematics Education Institute, etc.) will be invited to present information during colloquia meetings. 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.

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 research presentation.

Second year KAMS students will enroll in a Research and Writing Department course during the fall and spring semesters. 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 Regional Science and Engineering Fair, the Regional Junior Academy of Sciences, and/or the FHSU Research Creative Activity Week's poster presentations or another similar event, (i.e. Kansas Academy of Science meeting). These four credit hours are transferred back to the sending school as English/Language Arts credits.

KAMS Program Completion Requirements

For successful completion of KAMS, students must:

- ♦ have a minimum cumulative GPA of 3.0 or complete a successful appeal as described on page 18
- ♦ pass every course
- ♦ complete the required number of credit hours
- ♦ completion of required research

If a student is able to complete any of the requirements earlier than expected because he/she either joined 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, or the student may choose to advance their curriculum. The non-core elective courses must be approved by a designated KAMS staff member and the 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.

Textbooks and Academic Materials

Each student from Kansas will be provided with books and a computer to use while at KAMS. International students are required to purchase their own books and bring their own computer. Computers are distributed when students arrive on campus in August. It is the student's responsibility to pick them up. Students must sign a usage and damage replacement agreement prior to receiving a computer for use during his/her tenure at KAMS. Computers cannot be checked out during the summer. We suggest you provide your own printer or make arrangements to share with your roommate. However, we do provide a printer located at the front desk on 2nd floor of Custer Hall. You will need your computer to hook up to the printer. A color printer is also available at Forsyth Library. Office staff will not print for you.

All FHSU/KAMS computers are purchased through and are under warranty by a contract company. Any damage that happens to the computers needs to be repaired by the contract company. This ensures that the warranties are maintained on each computer. Computer repair costs vary depending on the damage done to the computer. If any damage happens to a computer, the cost of replacement or repair is the student's/parent's responsibility. At the end of each year a computer check in form as well as a textbook check in form must be filled out prior to checkout.

Students are responsible for providing standard classroom supplies, such as notebooks, printing paper, pens, pencils, index cards, examination books (blue books), laboratory kits, etc. Students will be responsible to pay for damages incurred in the laboratory. KAMS will assist the student with limited approved funding for research.

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. Failure to attend class can have a negative impact on one's grades.

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 KAMS office and the student's faculty member in advance. 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 or pre-arranged absence from KAMS and FHSU.

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

- place the student on academic probation and impose sanctions
- ask the student to return to the sending high school

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 loss of privileges and the possibility of being asked to leave the Academy.

A designated KAMS staff member will be in regular contact with faculty teaching KAMS students to get feedback about student attendance, performance, and behavior. A designated KAMS staff member and other KAMS staff members may make random spot checks to determine class attendance. Attendance reports will be forwarded to the appropriate sending school designee. The sending schools need this information for the KSDE audit.

Class Schedule and Registration

The KAMS Assistant Director/Academic Advisor will register or direct the students to register for their courses. 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 before curfew, unless special permission is granted by a designated KAMS staff member.

A KAMS staff member will also send student's class schedules to sending schools each semester. This also goes to the designated contact person for inclusion for information for the school's KSDE audit.

The Kansas State Department of Education designated personnel assign the codes for each class in which KAMS students are enrolled for curricular mapping information which the sending schools need for reporting purposes. If schools have a question on coding, they should contact the KSDE help desk. If problems are experienced when doing this, please contact the KAMS Director so the situation can be resolved.

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 and the instructor, students may audit an elective class. Auditing a class is subject to the University's policies and procedures. A student does not receive academic credit for the class.

Courses Taken at Other Colleges or Universities

Students who have taken college courses prior to attending the Academy will need to submit an official transcript to the Registrar's office. The Registrar's office will verify whether or not the credits earned will transfer to FHSU.

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 some credits from another institution if those credits meet the criteria established by FHSU. Following admission to KAMS, students must consult with the designated KAMS staff member before taking courses from another institution to confirm acceptability and transferability.

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. On-line courses may only be taken during the summer. Enrolling in online non-core electives requires special permission from a designated KAMS staff member and the cost of the course will be the responsibility of the student and their parent(s)/guardian(s). The exception to this would be if the students schedule conflicts so they are not able to take the required course. In this situation the student would enroll in the virtual class and KAMS would pay for the class. This is with approval from a designated KAMS staff member.

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 (Biology I, Calculus I, Chemistry I, Physics I) required for KAMS completion can be taken during summer school. The only difference in this policy would be if the student had taken equivalent courses in their curriculum at the sending school or concurrently enrolled course while in attendance at the sending school. This situation would require approval by the FHSU registrar and the KAMS staff before credit is granted. It is recommended that courses in fine arts, health, physical education, languages, or computer science be selected since these may be required for admission by some universities. In order to assure compliance and high school graduation requirements, students are encouraged to obtain approval from KAMS and their sending high school. Summer school tuition and fees are the responsibility of the student and/or family.

CLEP

Students with KAMS staff approval may CLEP out of a course. The fee for taking the CLEP test is the responsibility of the student/parent. If the student is unsuccessful with the CLEP test they are responsible to take that class.

Skills Enhancement

Free skills enhancement services are available for KAMS students.

- KAMS office
- FHSU Writing Center (Forsyth Library)
- Smart Thinking Online Tutoring
- Kelly Center Academic Success Programs (tutoring)
- Departmental tutoring (mathematics and science)
- Free online course material (lectures, notes, practice tests, etc.) are also available through MIT, KHAN Academy, and Coursera

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

Standardized Tests

KAMS requires all students to take certain standardized tests such as:

- The Kansas Performance Assessments
- ACT, PSAT and/or SAT
- Other surveys and assessments to evaluate KAMS

Although KAMS students will have taken the ACT 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 FHSU. The scores from any subsequent test needs to be reported to the KAMS office assistant as they are important and we maintain them in our KAMS Data Profile.

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 the Kansas Performance Assessments as these scores go back to the sending school and are very important to them. Practice assessments will be available to each student and for each assessment that needs to be taken. Results from these tests are used in a variety of ways:

- 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 FHSU, the Kansas Board of Regents, the Kansas Legislature, and the Kansas State Department of Education.
- These assessment scores are also maintained in the KAMS Data Profile.

Grades

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. Grade and attendance reports will be sent to parents and sending schools by a designated KAMS staff member. FHSU also posts 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.

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
- Academic Probation

KAMS considers any student whose cumulative GPA (or semester GPA) is below 3.0, to be at academic risk. Students at academic risk may not be 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.

Academic Warning	While on Academic Warning, the student:
<ul style="list-style-type: none">• Semester GPA is less than 3.0 but greater than or equal to 2.75; or• The designated KAMS staff member determines that it is in the student's best interest to be placed on warning.	<ul style="list-style-type: none">• May not be allowed to hold any leadership office in KAMS or FHSU organizations, unless approved by the Director;• May not be allowed to enroll in elective courses.• Must attend skills enhancement sessions/assigned tutoring sessions starting at the beginning of the semester.• Must meet with a designated KAMS staff member once per week.
Academic Probation:	While on Academic Probation, the student:
<ul style="list-style-type: none">• The student's semester GPA is less than 2.75; or• The cumulative GPA is less than 3.0; or• If the student receives a grade of "D" or "U" in any course; or• The designated KAMS staff member determines that it is in the student's best interest to be placed on probation.	<ul style="list-style-type: none">• May not be allowed to hold any leadership office in KAMS or FHSU organizations;• Must meet with the designated KAMS staff member once per week;• May not be allowed to enroll in elective courses.• Also, the student is REQUIRED to attend skills enhancement sessions and/or assigned tutoring sessions starting at the beginning of the semester. Students will be required to provide verification of attendance to tutoring and/or skills enhancement sessions.• A student who is placed on Academic Probation at the end of a semester must earn at least a 3.0 cumulative GPA in the next semester and must not receive a semester grade of "D" or "U" in any course, or he/she may be returned to the sending high school.

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 (unless successful completion of the appeals process).
- ♦ Any student who earns less than a 2.75 in any semester (unless successful completion of the appeals process).
- ♦ A student who receives a grade of U in any course (unless successful completion of the appeals process).
- ♦ If it becomes impossible for the student to complete the Academy's core curriculum in time to finish with their entering class.
- ♦ Documented cases of academic dishonesty.
- ♦ A student is not attending class regularly as determined KAMS staff.

Appealing

A general appeal occurs when a student receives a GPA lower than 3.0. In this situation, a student can appeal to the KAMS Appeals Committee. There are instances when the GPA falls low enough that FHSU will place the student on Academic Probation/Suspension. When this happens the student will receive a letter from the KAMS Director in regard to this probation/suspension. If this occurs for a second semester the student will receive a dismissal letter from the University.

After receiving the dismissal, if a student wishes to pursue an academic appeal, they will need to complete the following steps:

- ♦ Fill out the appeals form.
- ♦ Submit documentation and/or written explanations that clearly states the reasoning of the appeal and circumstances surrounding the appeal.
- ♦ Submit an outline on how the student plans to be successful at improving their GPA, which needs to include some specific steps and actions the student will personally take to improve their GPA.

If the appeal process is successful, the KAMS staff will send out a formalized Academic Improvement Plan that the student and his/her parents will need to review and agree to. To do this, both parties will need to sign the agreement form and return to KAMS by the date provided.

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 a 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

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 GPA. 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 GPA, 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. An exception to this could occur if the student has completed additional courses and the repeated course would still keep them within the 68 hours covered by KAMS. This situation would need approval by the designated KAMS staff member. If taken during the academic year, these will be treated as an elective course.

When continuing education after leaving KAMS, students and parents must 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 calculation than the GPA calculated by KAMS and FHSU.

Pass/Fail Option

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

Official Transcripts

Student's or parents/guardians requesting an official transcript need to contact the FHSU Registrar's Office and pay 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 their senior year. A 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. When requesting a letter of recommendation, it is necessary to provide a copy of the student's resume and any information about where the letter is to be written. This resume needs to be developed during the student's junior year. 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.

III. Student Life

Policies & Procedures

KAMS Honor Code

Each student at KAMS shall be honor bound to strive for their own personal and academic best, and will agree to the following code: We will be socially mature as well as active participants within the KAMS community. We will support our fellow classmates so that they may succeed as well. It is imperative that each student strive to be a leader that has the ability to forge a path for others to follow. Further, we will uphold the Honor Code by ensuring that others are held accountable for their dishonorable actions. We belong to an institution dedicated to the pursuit of learning in a safe and secure environment. Thus, we must put our heart, soul, and spirit into upholding the Honor Code that safeguards this pursuit.

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 Center for Student Involvement offers leadership and enrichment opportunities; there are also a multitude of opportunities through Residence Life, the hall council, clubs, organizations, the university, and the community;
- 3. Support** - provided by the Division of Student Affairs, the Kelly Center, as well as the KAMS Staff.

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.

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 Hall Director need to be informed. Parents or guardians should approve the student's travel plans. The KAMS staff would like to know of travel plans prior to the student's leaving. It is also equally important to let the Residential Life staff know what is happening and what the plans are. 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 Student Affairs 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.

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 ASAP, so our records are up-to-date.

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. We encourage KAMS students to be active in the community by taking on leadership roles.

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 classroom that include student reflection on the experience.

Diversity

The KAMS community encourages an atmosphere of openness, tolerance, and appreciation for the rich diversity that each individual brings to the community. Quality diversity 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 and gender 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. This includes the FHSU cheerleading squad and the dance squad. Tryouts for any extracurricular activity are subject to KAMS staff approval. 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 <http://www.fhsu.edu/intramurals/>

Cunningham Hall is part of the total Health, Physical Education and Recreation/Athletic complex at FHSU. Cunningham Hall houses Health and Human Performance (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 at no cost. Some of these areas would need to be scheduled for use.

Student Organizations and Clubs

Students will be able to form and join student organizations with common purposes that are consistent with the philosophy, rules and regulations of KAMS and FHSU. For a current list of FHSU student organizations, please visit <http://www.fhsu.edu/csi/>. 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.

Additionally, please note:

- ♦ KAMS students cannot join fraternities or sororities nor attend their functions unless they are academic recognitions with a group that is in good standing by FHSU standards.

Work

After a KAMS student's first semester, they may ask about the opportunity to work. In certain situations with an approved GPA, students may be allowed to work a minimum number of hours after mid-term of their first semester in KAMS. In all cases this work must be approved by a designated KAMS staff member. The KAMS staff can convey what the acceptable GPA must be for the student to be approved to work. We encourage students to find work on campus and will assist student(s) with this process if possible.

Living in Custer Hall

Room Assignment

New students are assigned rooms by Residential Life 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. Males and females will not be allowed to share rooms. Students are strongly encouraged to contact their roommate once they find out who he/she is so they can become acquainted. It is a good idea to discuss what items each roommate is bringing so that their room is not cluttered with duplicate items.

Packing List:

Essential items:

- Photo identification - Driver's license or state-issued ID card and FHSU ID card
- One set of nice clothes for KAMS special events, including a coat & tie for male students and a dress, skirt outfit or pants suit for the female students
- Linens-sheets 80" twin XL size, towels, blankets, pillow, bedspread, etc.
- Alarm clock
- Laundry items-laundry hamper, detergent, iron, etc.
- Backpack
- Raincoat, umbrella and a winter coat. (gloves and a hat are recommended)
- Desk lamp or floor lamp (NO Halogen bulb lamps)
- Address book with contact information on family/friends
- Surge protector
- School supplies including appropriate graphing calculator
- Comfort items-whatever will make the student feel at home (e.g., family photos)

Unessential items, but nice to have:

- Popcorn popper-choose either the hot air type or one with an enclosed heating element.
- Microwave and/or mini-fridge
- 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 (reminder: if gaming becomes too much of a distraction or grades are not up to required levels, we reserve the right to limit gaming and/or ask students to return their gaming equipment to their home)
- Televisions/DVDs/VCRs. Note: there is a TV 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. There are university offices below our 4th floor south wing so anything loud during the day should be avoided.

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

Residence Hall & Life on Campus

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.

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.
- Be careful with room furniture.

Maintenance

Anytime a member of the maintenance team, etc. enters a dorm room(s) they will be accompanied by either a Residential Life staff member. The maintenance personnel 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 and TigerCard 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 or Residential Life staff member for review/action.

Personal Property and Insurance

Neither KAMS nor FHSU insures 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. We have not, and do not expect to have, theft issues.

Confiscated Items

If any item needs to be confiscated by a staff member, the item(s) will be able to be picked by the student or parent when the student returns home. The item will be stored in the Hall Director's office or another designated space. Any illegal items confiscated will not be returned. When contraband or suspected contraband is found, the item(s) will be confiscated and turned over to the University Police. Any item turned over to the University Police will be noted in writing.

Kitchen Use

The provided kitchen areas are a privilege. Students are responsible for cleaning up after themselves immediately after use. If kitchen areas are not kept clean, the use of the kitchens areas can be temporarily discontinued. This could include shutting off the electricity and water to the room, rendering it unusable.

Any food or supplies, which are kept or left in the kitchen, are considered community property and might be used by any student at any time although students are to be respectful of other student's possessions. If a student does not wish to have his or her items utilized by other students, they must keep their items in their rooms. It should also be noted that should electricity be shut off, staff may exercise the right to throw away items that may have spoiled.

Any dishes left in the sink or on the counters (dirty or clean) may be collected by the staff and will be kept in the Hall Director's office. Students may reacquire their property by contacting the Hall Director or designee who may keep the items until a specified time.

Identification/Tiger Cards

Students will be issued a FHSU Tiger photo identification card (TigerCard) 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. Other uses for the Tiger Card may include vending, copying, etc.

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, they need to contact the KAMS office **immediately** as this is the student's only access through the security system. They also need to contact the Card Center. The Tiger Card Center is located on the 2nd floor of the Memorial Union. Once a Tiger Card is lost and replaced, the previous card, if found, cannot be reactivated.

Dining on Campus

Each KAMS student is on a meal plan, which is part of the room and board fee through Residential Life. It is recommended that all KAMS students sign up for the Open Meal Access plan. This is a requirement for first year KAMS students. For dining times, refer to the Residential Life handbook.

The Tiger Card functions as a meal card and must be presented at each meal. Each meal plan allows a certain amount each semester for Dining Dollars, which can be used at the Memorial Union or at Starbucks. Unused dining dollars from the 1st semester will roll over to the 2nd semester. However, dining dollars not used in the 2nd semester will not transfer to any other semesters. Here are some helpful hints:

- Students need to carry their Tiger Card.
- Shirts and shoes are required in all eating areas.
- Bus 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".
- Keep track of "dining dollars" since they are limited each semester.
- Use up all dining dollars by the end of the 2nd semester.

Personal Computers

The University provides one notebook/tablet computer to each Kansas student. International students are required to purchase or bring their own computer. All rooms have internet connections and almost all 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. (Refer to the FHSU Handbook for further information on proper internet use). Most students have an additional computer for non-academic use. Be sure any downloads are legal as the FHSU officials will note any illegal downloads, etc. and Residence Life will be contacting you in that event. There is usually a fine involved as well as other disciplinary measures by the Student Conduct Board.

Telephones/Cell Phones

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.

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 mailbox in Custer Hall. **Students should check their University e-mail, personal e-mail and Custer Hall mailbox on a daily basis.** The official means of communication between KAMS staff and students is by FHSU email, which will be assigned upon acceptance into KAMS. **Many times staff also rely on texting students as a speedier means of communication. Please make sure we have an accurate phone number on file. It is a good rule of thumb for KAMS students to check in with the KAMS staff on a daily basis.**

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. Residential Life, as well as the KAMS staff, will post new information periodically. It is important for students to review this information carefully. Use of social networks and/or other electronic means of communication may be used to provide information to students and/or parents.

Mail Service

Mailboxes will be assigned to each KAMS student. Mail will be delivered and put in the addressee's mailbox by 3:00 p.m. When packages arrive a block will be put in the student's mailbox. When students are off campus (i.e. Winter Break) sometimes packages will be located in the KAMS office and a note will be sent to the student. Stamps may be purchased at the Memorial Union Information Center. Campus mail does not require postage. KAMS student's campus address is:

Post Office
STUDENT NAME
1 Custer Hall
Custer Hall Room #
HAYS, KS 67601

Fed Ex/UPS
STUDENT NAME
Custer Hall Room #
420 Custer Drive
Hays, KS 67601

Each resident will be assigned a mailbox combination when he/she moves in. If combinations are lost or forgotten, students need to contact their RA or go to the Hall Director's office for their combination. The KAMS office does not have access to these.

Automobiles and Motorized Vehicles

Students bringing automobiles to KAMS are subject to all laws and policies applicable to operating and parking motor vehicles on FHSU's campus. The speed limit on campus and toward the downtown area is 20mph. The student is responsible for the safe and proper operation and parking of the vehicle, and in no event will KAMS or FHSU be responsible for any damage or loss caused by or to a student's vehicle, whether by accident, vandalism, or otherwise.

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. At that time, students need to note the campus areas to park as some areas are specific and will result in tickets being issued.

Motorcycles

Students with motorcycles on campus will need to follow the same procedures as having a vehicle on campus.

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. NOTE: There are offices located below the KAMS residence halls.

Video Games

Video games are not recommended, however they are not restricted. Students need to manage their gaming time appropriately. If gaming becomes a distraction and grades are negatively affected, KAMS reserves the right to limit gaming time and/or to request that the gaming system be returned home.

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, students must forfeit the room if someone is waiting to use it.

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. Board games can be found in the lounge.

Lost and Found

Lost or stolen items should be reported to the Hall Director.

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 leave large sums of cash in their rooms. Tiger Cards should be used whenever possible. 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. KAMS does not assume responsibility for monitoring a student's financial practices nor can we be responsible for theft.

International students must be 17 years and 6 months old to open up a bank account without a co-signer. This is done through Commerce Bank, main branch located at 2200 Vine Street. All other banks (including the Commerce Bank on campus) require a student to be 18 years of age to open up an account without a co-signer.

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 they were at move in. Residential Life staff has a specific room check-out procedure that needs to be followed. Once a student knows when they will be checking out, they must make an appointment with the designated KAMS staff to check-in computer and accessories, books, and supplemental supplies. Failure to follow check-out procedures may result in an improper check-out charge being assessed. All charges for damages and/or missing furnishings 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 5:00 p.m. on Friday, if their final exam is 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.

International Student Note: International students will need to coordinate storing of personal items over the summer break. All stored items need to be in a plastic tote type container or suitcases and everything must be labeled. All items with the exception of the plastic totes need to be in plastic trash bags. Payment for storage is the responsibility of the students and the amount for the summer storage will be divided between the students. This is really a fairly nominal fee. As we prepare to start up the new year, items will need to be picked up from storage.

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/findanorganization/>. Additionally, the City of Hays has several places of worship, many of which are within walking distance of campus; see <http://haysusa.net/Index.aspx?NID=163> 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

Regularly scheduled trips in Hays are provided at no cost by the Access Van. The Access Van is a service available that shuttles students to various pre-determined locations throughout Hays, including downtown, Big Creek Crossing, and Wal-Mart. The Access Van schedules are posted throughout the FHSU campus. There also a taxi service that is available; however, there is a charge when using this.

Access Van #	785-628-1052	Convenience Cab #	785-301-2221 (\$5/ride)
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Transportation to and from the Hays Municipal Airport is available by arrangement. Information about this service is available at the KAMS office. Please visit with the KAMS Director about this travel. All transportation for any other travel should be arranged by students and/or their parents or guardians.

International Student Note: International students will need to coordinate all arrival and departure schedules at any break with the KAMS Director. Travel needs to be planned at designated times and within a day of finals schedules being completed.

Weekends, Breaks/Holidays, and Orientations

Academic Year

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

	Classes	No Classes (Breaks)
1st Semester (2016)	August 22 - December 16	<u>Fall Break</u> : November 21 – November 27
	Finals December 12 – 16	<u>Winter Break</u> : December 16 – January 16
2nd Semester (2017)	January 17 - May 12	<u>Spring Break</u> : March 20 - 26
	Finals May 8 - 12	<u>KAMS Completion Ceremony</u> : May 6

Orientation

Students attending KAMS for the first time are required to check into the Custer Residence Hall the Wednesday prior to the start of classes to participate in KAMS and FHSU orientation sessions. 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.

International Student Note: International student orientation will begin approximately a week prior to the regular orientation schedule. A few needs are provided by the International Student offices, but students will also need to secure food for the dormitory as food services do not begin until the Thursday of regular orientation. Food can be purchased at the union, but Dining Dollars will not be in effect until the Thursday date.

Visitors and Guests

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 approved, 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 with the Hall Director or the on-duty RA. Visitors of the opposite gender are not allowed in dorm rooms or wings. An opposite gender parent /guardian may visit in their student's room, but the Hall Director or RA on duty must be notified at their sign-in and that student must accompany and announce them on the floor. Siblings and friends may only visit during non-academic hours, after 5 p.m. Monday through Friday and as designated on Saturday and Sunday. An exception to this would be parents on move-in and move-out days. At all times these guests on a floor of a different gender must be announced (i.e. "Man on the floor". This is in respect to the other residents of the hallway. The only other time when opposite gender guests would be able to be on a wing would be for tours of room on KAMS "Preview Day" or a Residence Hall special activity such as "Holiday" room decorating contest. Opposite gender guests would still need to be announced and can only be present at the designated times.

Guests are not allowed to ride in a KAMS or University vehicle. Special arrangements should be made with the Hall Director or RA 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 and Residential Life 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 designated check-in area.
- 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
- Visitors must exit the building at least 10 minutes prior to curfew.

Overnight Guests

If roommates agree, permission for an overnight visit may be granted for a friend or sibling of the same gender as the student. Permission from a roommate's parent/guardian and a student's parent/guardian must be given and a form must be filled out (form located in the KAMS office). 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 designated check-in area and be escorted by the host at all times. If at any time guests are not cooperating with requests to abide by policies, they will be asked to leave. Hosting and/or hiding an unregistered guest is a serious safety and security violation. Residential Life does allow overnight stays in student's rooms by a parent of the same gender. The Hays community has motels and other lodging available and many of them offer special rates to families of FHSU students, simply inform these participating motels that you are here for a FHSU event. The Hall Director will make the final decision on all guest requests.

Expenses

Housing Payments

Housing payments are due on the 15th, made in six installments (August, September, October, January, February, and March). Housing payments should be made on-line through Tiger Tracks (no paper bills will ever be mailed). For questions about payments, call Student Fiscal Services at (785) 628-5251.

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, clothing, entertainment, etc. The washers and dryers are free to operate.

Student 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, is disrespectful 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 KAMS Director will make the final decision. If the KAMS Director is not on campus, then the student will be expected to change clothes as requested and, if there are still concerns, then he/she 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 inoffensive. 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; being in a "dating" relationship or being of the same gender does not alter the PDA restrictions. Laying on a couch in the lounge areas, etc. in close proximity is not permitted.

Curfew/Required Study Hours

Curfew

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

	BUILDING CURFEW	ROOM CURFEW	WING CURFEW
SUNDAY - THURSDAY	10:30 PM	11:00 PM	11:00 PM
FRIDAY - SATURDAY	11:00 PM	1:00 AM	1:00 AM

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 or unscheduled room and/or bed checks.

Curfew Procedures

The entrance doors to Custer Hall will be locked at 4:30 p.m. Monday thru Friday and all day on Saturday and Sunday. Students will need to use their building key to gain entrance. If a student arrives late for curfew, they are expected to report to the Residential Life on-duty staff member. If a student knows that they are going to be late, we expect them to call (**text messages will not be accepted**) the Hall Director or RA as early as possible to let them 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 staff can anticipate their arrival. Make this call to the Residential Life "on call" phone. If the student is still missing from the hall one-hour after curfew, parents or guardians, the KAMS Director and the FHSU Police will be called.

Students are not allowed to sign-out for the night unless written permission from a parent is given to a KAMS staff member, the Hall Director or one of the RAs and this would be limited to Friday and Saturday evenings.

Curfew violations will be handled on a case-by-case basis. These are handled by the Hall Director and at times in conjunction with the KAMS Director. Any disciplinary steps assigned by the Hall Director are to be completed in a timely fashion.

Required Study Hours

Courses at KAMS are likely more demanding than those at the student's home school. KAMS students are expected to study a minimum of one hour per week per credit hour for the normal course load of credit hours. As a general rule of thumb, it is suggested that students study between 2-3 hours per credit hour of class. 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. Students will be informed as to the hours of documented study time they are responsible for. An adult in the facility where study time is taking place must sign the study time documentation. The study hours will be monitored by the KAMS staff.

At the end of the first semester, 1st year students may petition to be released from the documented study time. In order to receive a reduction in required study time the student must have demonstrated a pattern of appropriate academic and residential conduct.

Acceptable Study Hour Locations:

- KAMS student rooms
- University library
- Kelly Center
- Tutoring sessions (building as assigned)
- KAMS Tiger Den
- Custer Hall First Floor Study Area by elevator
- 2nd floor Custer Hall Conference Room if not in use

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 appropriate personnel 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-Out

Each KAMS student is required to sign-out when leaving the building after 4:30 pm whether off campus or on campus. Details of this process will be provided during orientation. If a student signs-out to travel off campus or out of the building after 4:30 he/she must return before curfew.

Off Campus Sign-in/Sign-out

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. The sign-out/in notebook will be at the Custer Hall help desk located on 2nd floor. Students cannot sign-out in advance; they need to sign-out immediately prior to going off campus. Students must indicate sign-out time, where they are going, the expected return time, and whom they will be driving/riding 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 Hall Director or on-duty RA. Please note that failing to call and/or breaching curfew will result in disciplinary action (see curfew). Texting is not an accepted method of notification. RA's and the Hall Director's phone will not have texting capabilities. Even though Hays is a safe community, we encourage students to be in the company of another KAMS student while traveling off campus or on campus after dark.

Courtesy Hours

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

Mandatory Floor Meetings

Floor meetings are mandatory gatherings of all students living on the same floor. The Hall Director or a 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 an opportunity for floor neighbors to discuss how things are going with regard to community living.

Health

Health Services

The FHSU Student Health Center is located in the lower level of the Memorial Union. The Student 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.

Student Health Center hours:

♦ 8 a.m. – 4:30 p.m. (Monday-Friday)

Doctor's Office hours:

♦ 10:00 a.m.- noon (Monday-Friday)

If a student becomes sick or injured during the day, they may visit the FHSU Student Health Center on their own. Students who become aware of a health problem during other hours should contact the on-duty Residential Life staff member rather than wait until morning. Students should never hesitate to seek medical help for themselves or another student. 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.")

If there are not any appointments available at Student Health, Hays offers a Convenient Care Walk-In Clinic. This clinic is located at 2501 E. 13th street; 785-261-7065. Hours are Monday through Friday from 8:00 AM – 7:30 PM, Saturday from 9:00 AM – 4:30 PM, and Sunday from 12:00 PM – 5:00 PM.

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 those students parents will be asked to sign a form authorizing KAMS staff 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 Health Emergencies

In case of emergency, call 911 or go to: Hays Medical Center Emergency Room
2220 Canterbury
Hays, Kansas 67601
Phone: (785) 623-5000

Residential Life and KAMS staff members have access to the Medical Forms book, which contains all of the appropriate medical information to get the student admitted to a clinic or hospital. If the student needs medical assistance after 4:30 PM, Residential Life staff have been instructed to call 911.

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 or the Hall Director who will arrange for a sick tray.

KAMS Immunization Requirements

FHSU requires all KAMS students to receive the meningitis vaccination. If the student chooses not to have the meningitis vaccine, parents must sign a waiver indicating their knowledge of the risks of bacterial meningitis and their decision to not have their student vaccinated. If the student is 18 years of age, he or she are also able to wave the form but a form must be signed. 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. There will be a health official on campus on move-in day who will administer the vaccination if preferred (this can be more expensive than at a local health clinic). Records from the student's previous school must be transferred to KAMS prior to moving into Custer Hall. There must be some kind of a form for each student, whether it is a Waiver Form or an immunization record. If there is not, student accounts will be put on hold at the end of the semester and this prevents students from enrolling in classes for the next semester and possibly graduating. **These requirements are state law and will be adhered to.**

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. FHSU offers two different health insurance plans for students, spouses, and their dependents. The plan that is provided by United Health Care 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>.

International Student Note: International students must have health insurance. Any questions in regard to this, please contact the Student Affairs office at (785) 628-4176 and visit with Marnie Kohl.

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. Students 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. Student Affairs will notify faculty if a student needs to have a medical leave of absence.

Medications

KAMS and the Residential Life staff are 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 appropriate staff need to be notified if a medication is considered a "controlled substance".

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 on the FHSU campus. Both daytime and evening appointments are available. Contact the Kelly Center at (785) 628-4401.

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)
- ♦ lack of sleep

All communications between a student and the FHSU Kelly Center 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 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.*

Safety

The following are some safety precautions to keep in mind:

- ♦ Do not loan your Tiger Card to others.
- ♦ 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 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 Hall Director will demonstrate and practice appropriate responses for KAMS students to use in the event of severe weather, fire or crisis situations.

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, Residential Life 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, Residential Life staff, 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.

Personal Search

A Residential Life and/or KAMS staff member of the same gender shall be present when a personal search is conducted by staff.

Weapons/Explosives

Possession or use of these items is sufficient cause for a student to be asked to leave KAMS.

Tobacco Use/Smoking

Effective, July 1, 2016, FHSU and KAMS are a smoke and tobacco free environment. Possession or use of these items is sufficient cause for a student to be asked to leave KAMS. To view the policy, please click <https://www.fhsu.edu/uploadedFiles/about/Initiatives/tobacco-free/tobaccofree.pdf>

Alcohol, Drugs and Drug Paraphernalia

Kansas law prohibits underage use of alcohol and/or the use of illegal drugs. KAMS 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 or use of these items is sufficient cause for a student to be asked to leave KAMS.

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 he/she 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. Possession or use of these items is sufficient cause for a student to be asked to leave KAMS.

Whenever there is any reasonable suspicion of alcohol or drug abuse, the Director or the Director's designee will be involved in addition to law enforcement. The investigation may include a search. A drug sniffing dog may be brought in to check rooms and/or student vehicles.

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 Division of Student Affairs, the Kelly Center, Residential Life, Student life and/or the KAMS Director will take immediate action to determine if the student(s) may remain on campus and, if so, under what conditions

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

KAMS students are not permitted to enter the residential floors in other residence halls and are not allowed to visit the rooms of non-KAMS students, off-campus apartments/houses or Greek houses. KAMS students are allowed only in the public areas of other residence halls, including study lounges, Wiest Hall, the Memorial Union, buildings where classes are being held, and the cafeteria in McMIndes Hall.

Community Safety

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 at an event or in an establishment in which alcohol is the primary form of refreshment or entertainment. The ONLY exception to this policy is in the event parents/guardians take their child to these events and/or establishments.

Establishments in Hays, which primarily serve alcohol, and are therefore off-limits, include but are not limited to:

- ♦ Chuck's
- ♦ On the Rocks
- ♦ Sip n Spin
- ♦ The Rose
- ♦ Toby Jugs

Establishments in Hays, which serve food, but are off-limits, include but are not limited to:

- ♦ Horseshoe
- ♦ On The Rocks
- ♦ Sip n Spin

Event(s) in Hays, which serves food, but is off limits to KAMS students:

- ♦ Oktoberfest

IV. 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.

General Expectations for Student Conduct

KAMS expects each student to conduct him/herself responsibly and maturely, to respect the rights and property of others, and to fully participate in the unique experience 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 to others or statements that are harassing to others;
- ♦ Behave in ways that does not interfere with the education of others, and which does not interfere with the educational process of KAMS;
- ♦ Know and follow the applicable policies and expectations as set forth in the KAMS Student-Parent Handbook, the FHSU student Handbook, the Residence Hall Handbook and by KAMS staff;
- ♦ 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).

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, he/she will be subject to disciplinary action thru the Student Affairs Judicial system (see the FHSU Student Handbook for details or FHSU judicial web-site at <http://www.fhsu.edu/judicial/>). Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations may be asked to leave KAMS. If these were to occur, the resultant action of the student being asked to leave KAMS would be dealt with by the KAMS Director.

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. KAMS and FHSU officials will determine what constitutes a violation of school policy as outlined by the KAMS Student-Parent Handbook, the Residence Hall 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.

Parents will be advised of any documented code of conduct violations that involves their son/daughter. Exception to this notification would be if multiple violations were to occur in a single incident or incidents taking place in a short time frame.

Specific examples of misconduct that are unique to KAMS for which students may be disciplined are:

- ♦ Breach of curfew (floor or wing);
- ♦ Breach of curfew (off floor, out of building or off-campus);
- ♦ Unauthorized use of elevators;
- ♦ Breach of check-out / check-in & sign-in/sign-out expectations;
- ♦ Sexual intimacy with another person while under the jurisdiction of KAMS;
- ♦ Wearing clothing or displaying materials (posters, etc.) that promote/advertise tobacco, alcohol, or other illegal substances;
- ♦ Misuse of KAMS or FHSU property;
- ♦ Possession of pornographic materials;
- ♦ Improperly registered guest in the commons area;
- ♦ Being in an off-limits area

Dismissible Offenses unique to KAMS include:

- ♦ Multiple offenses of any of the above misconduct or any FHSU identified situations of misconduct;
- ♦ Tampering with the elevator;
- ♦ Tampering with the security system;
- ♦ Facilitating the presence of unauthorized persons in the residential wings;
- ♦ Being in an unauthorized residential wing;
- ♦ The purchase, possession, use, sale, and/or distribution of any tobacco product or smoking materials;
- ♦ Possession, use, distribution, sale or intent to distribute or sell alcohol, other illegal/inappropriate chemical substances, or paraphernalia for drug use.