



Independence Community College Residence Life Guidebook 2009-2010

A Guide to Residential Living

Independence Community College is committed to equal opportunity for all students and does not discriminate on the basis on race, religion, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Independence Community College's compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated in the College's *Catalog* and *Handbook*.

Residents are responsible for choices they make. In the presence of a policy violation, you may attempt to stop the violation, contact residential staff, and/or immediately remove yourself from the situation and the vicinity of the violation. If you choose to remain at the scene of a policy violation, you will be included on the Incident Report and may also be held accountable for a policy violation.

Residence Eligibility

All residents are required to be enrolled as full-time students and remain in good academic standing for the duration of the semester to maintain residence in the Residence Hall or Brick units (hereafter referred to as the Residence Halls).

Twelve (12) credit hours of course work constitutes full-time student status. All residents must be between the ages of 17 and 35. All residents are required to have health insurance and to have signed the meningitis form. At least half or six (6) credit hours of classes residents are currently enrolled in must meet on campus (on-line classes do not count).

It is the responsibility of the residents who fall below 12 credit hours to report their standing to the Residence Hall Coordinator or the Dean of Student Services. Students who do not meet the residence eligibility will be requested to vacate the residence halls within 48 hours.

Important Phone Numbers

ACE Center: 332-5423
Campus Security: 331-8558
Residence Hall Coordinator: 332-5411
Food Service: 332-5455
ICC Switch Board: 331-4100

WELCOME TO INDEPENDENCE COMMUNITY COLLEGE

Dear Student:

On behalf of Independence Community College (ICC), Student Services is pleased that you will be attending classes and living in either our Residence Halls. By choosing to live on campus, you have given yourself the opportunity to experience everything that college life has to offer.

You will live with a very diverse group of students, both socially and academically, and you are in close proximity to your classes and all college activities and events. We encourage you to take full advantage of all that ICC has to offer.

The residence halls provide furniture which is the property of ICC. Because of this, ICC has established rules and regulations to ensure the safety, comfort, and a suitable environment for all students. We believe that courtesy and respect for others is essential for an atmosphere that allows students to grow socially, culturally, and academically in a way that is beneficial to everyone.

ICC provides its students with a solid background for academic success and the foundation upon which to build good citizenship. We want each student to enjoy his or her experience here and hope you achieve the success for which you strive. The staff and faculty of ICC are happy to have you here and look forward to spending this year with you.

Our staff and faculty are here to help you, and will be happy to do so in any way. ICC wishes you a great year filled with academic and personal success.

Sincerely,

Max VanLaningham

Dean of Student Services
Independence Community College
(620) 332-5413

FACILITIES AND SERVICES

Activities

All residential students pay a \$50 annual activity/event fee (a portion of the housing deposit) which will be used to help provide various activities for students. These activities will include pizza parties, X-Box competition, and board game tournaments, educational programming, and other social activities. Students are encouraged to watch for flyers announcing these activities.

Computers

Computers for student use are located in the 2nd and 3rd floor lounges of the main Residence Hall. Students needing to use the computers for classroom assignments have priority for this space; otherwise, students are asked to be considerate of others by keeping their time on the computers to a reasonable period (i.e. 20 minutes), if others are waiting. Computers are also available in the Anchor from 8:00 a.m. through 5:00 p.m.

Under no circumstances will the viewing of pornographic sites, gambling sites and/or web sites containing illegal content be tolerated. Students failing to abide by this policy will be subject to a loss of computer privileges, as well as further disciplinary action.

Cyber-Bullying

Cyber-bullying is a serious offense and is defined as harassment. At no time should a student tolerate any type of threat, intimidation, or harassment by another individual via e-mail, text messaging, FaceBook, MySpace, or other means of communication. This offense is strictly enforced and could be reason for college suspension. Students are asked to file an Incident Report and to submitting them to the Residence Hall Coordinator or security.

- FaceBook and MySpace may be monitored by the Residence Hall Coordinator. Any type of photos or language can be used in filing an Incident Report that indicates inappropriate behavior.

Entertainment & Games

The first and second floor lounges have big screen television sets for viewing by our residents. The students in the lounge decide by consensus which shows will be watched. The volume will be maintained at a reasonable level in order to not disturb other residents and the Quiet Hour policy.

Facility/Residence Hall

Students are responsible for keeping their living areas clean, neat, and trash thrown on a daily basis. Students are asked not to throw gum or spit chew on walkways; fines may be applicable, as determined by camera surveillance.

Food Service

All residents are provided with a meal plan consisting of nineteen (19) meals per week. This includes three (3) meals per day on Monday through Friday and two (2) meals per day on Saturday and Sunday.

Meals are **not** served during Thanksgiving, Winter Break, and Spring Break. Hours are subject to change and are posted at the entrance to the campus Dining Hall, which is located on the upper floor of the Student Union. **All residents must abide by the rules of the cafeteria (violations of these rules may result in a suspension of food service privileges):**

- Students should take time to shower after practice and before mingling with the lunch/dinner crowd.
- No athletic cleats are to be worn in the cafeteria.
- Hats are to be removed while students are occupying the dining area.
- Proper clothing must be worn while in the cafeteria; a shirt and shoes must be worn at all meals. Pants or shorts should be pulled up to the waist, as “sagging” is not allowed. Cut or ripped T-shirts with the sides exposed are not permissible for men and women.
- Be respectful and courteous to the cafeteria staff at all times.
- No one is allowed to bring any food or drink into the cafeteria or take any out.
- All food and drinks must be consumed within the cafeteria.
- Food fights, or throwing of food, is strictly prohibited.
- Fighting or pushing one another is strictly prohibited.
- Please refrain from making excessive noise.
- Foul or offensive language is strictly prohibited.
- **When you finish your meal, clean up your dining area** by putting all disposable items in the trash can, silverware in the dishpan, and dishes in the service window.

Independence Community College has taken into consideration the fact that the average student will be absent from a certain number of meals and has adjusted the rates accordingly. It is for this reason that no refunds will be given for meals that are missed.

Game Room Equipment

Game Room equipment is located in the first floor lounge of the Residence Hall. Game Room equipment is for the sole use of ICC residential students and their guests (see “Visitation,” page 17). Game Room equipment is monitored by ICC’s security camera system, and students who damage, break or steal Game Room equipment will be subject to restitution and other disciplinary action.

Keys

Room and mailbox keys are the property of the College. A room or mailbox key that is lost, stolen, or destroyed will result in a replacement fee of \$25.00. All keys must be turned in at Check-Out. **You must keep your keys with you at all times.**

If you are accidentally locked out of your room, you may contact Security (331-8558) or the Residence Hall Coordinator member to open your room. A \$25.00 fee will be charged to your student account by the next morning. The second time a staff member has to open your door, you will be assessed \$35.00; and afterward, you will be charged \$50.00 for every time your door has to be opened for you. If you have lost or misplaced your key, it is recommended that you request a replacement.

Laundry

Coin-operated washing machines and dryers are available in the main Residence Hall. A minimum amount of quarters are kept in the dorm office for coin machines; please ask staff for assistance.

Laundry facilities are provided for resident's use. Machines will be available for use 24 hours a day. ICC will not be responsible for any lost, stolen or damaged clothes. The residents are responsible for the cleanliness of these facilities.

Because these facilities exist for the convenience of residents, abuse of these privileges will not be tolerated. Continued abuse will result in the laundry room being closed.

Do not leave clothes unattended in the laundry machines in the Residence Hall. Any clothes left in the laundry facilities in the Residence Hall may be donated to local charity organizations, or disposed of such property through sale, donation, or in any other manner it deems appropriate; after one week. ICC is not responsible for any lost or stolen items.

Liability

ICC is not liable for theft, loss or damage to any property of the Dorm Residents, including, but not limited to, loss from fire, flood, or wind storm. Further, ICC will not be liable for property left in the building after a student vacates or is expected to vacate. ICC reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate.

Students and their parents are encouraged to carry appropriate insurance through their homeowner's/renter's insurance policy. Information concerning a theft/fire policy offered especially for students was given to you at check-in or is also available upon request.

Mail Key & Service

Mail box keys will be provided to residence hall students. Students will be responsible for returning this key at Check-Out. Replacement costs of \$25.00 per key will be applied to the student account if not turned in or lost.

All mail for students living in the residence hall should be addressed as follows:

Name of Student
861 West College Avenue, Room Number
Independence, KS 67301

Mail is delivered by the Residence Hall Coordinator. Mail is received Monday through Friday, except on federal holidays.

Maintenance

Maintenance personnel will be available for minor repairs and the general upkeep of the Residence Halls and Brick units. Residents are expected to keep their room, residence hall, hallways, and the outside grounds clean.

- Each student is responsible for the cleanliness of his or her room and bathroom (see “Room Checks/Housekeeping”).
- Littering in the hallway and outside the building will not be tolerated. If a student is caught littering, s/he will be subject to a fine and/or community service.
- Trash dumpsters are provided. Student trash is to be placed in the dumpsters. If a student dumps his or her room trash in the trash cans designated for public usage (e.g., the laundry room, lounges, or outside trash containers), s/he will be fined for improper disposal of trash.
- All maintenance requests should be reported on the Work Order Request form, available at the Dorm Office.

Parking Permit

Each student must register their vehicle with ICC to receive a student parking permit. Parking is allowed in designated areas only. Parking tags are required.

Campus Security will ticket or possibly tire boot cars that are illegally parked. Parked vehicles that contain illegal items (e.g., empty/full cans of beer, beer cases, alcohol bottles, drugs, etc.) may cause the owner to be fined and/or disciplined. All vehicles located in ICC parking lots are subject to search.

Room Checks/Housekeeping

Independence Community College reserves the right to check all rooms for cleanliness, safety, and security. Room cleanliness checks will be made by the Residence Hall Coordinator and staff on a regular basis. During this check, staff members will inspect for the following: dirty bathroom, old food that has been left out, trash in trash cans, floors not swept, and general uncleanliness.

Students failing to keep their rooms clean will be subject to fines, community service and/or more serious disciplinary actions.

Maintenance staff members may enter rooms, as necessary, to conduct safety inspections of rooms, as well as to provide requested and general facility maintenance. The Residence Hall Coordinator will also conduct random room checks and may enter if there is probable cause that there is a violation of state or federal law or Independence Community College policy.

Roommate Relationships

All students deserve a good roommate relationship, but it requires consideration, assertiveness, and respect. Many times, roommates hesitate to be assertive with each other, afraid that their behavior will seem aggressive. If you make constructive, straightforward statements about your needs and wishes, you are not being aggressive.

Roommates need to be clear and honest in communication with each other. This is essential to all good relationships. Students wishing to receive assistance with roommate conflicts are encouraged to contact Residence Hall Coordinator.

Student ID's

Students are required to carry their student ID's at all times. Student ID's may be acquired in the Student Union, at the Welcome Desk. **The first ID is free with replacements costing \$10.00, payable to the Business Office.**

Student ID's are requested by security upon entering the main Residence Hall. Visitors must produce a form of ID that is kept until the visitor leaves.

RESIDENCE HALL POLICIES

Alcohol, Illicit Drugs, & Tobacco

Alcohol and illegal drugs are strictly forbidden on the campus of Independence Community College. If a student is caught with alcohol or with alcohol containers on display or in the trash, the student will be subject to disciplinary action. This includes cardboard boxes that held beer or other alcoholic beverages.

Your body is also considered a container. **All Residence Hall students are subject to drug testing through-out the year.** If a student is caught with illegal drugs, the Montgomery County Sheriff will be notified and s/he will be subject to disciplinary action as well as civil action. Students caught chewing/spitting tobacco, smoking cigarettes, cigars, or blunts inside the residence halls or ICC facilities, or burning incense may be subject to disciplinary action. Students with drug related paraphernalia may also be subject to civil action.

Tobacco Free/Smoke Free Campus Policy

All Independence Community College facilities exclusively owned, leased, or managed by the college are designated as smoke free/tobacco free.

- Students, staff, faculty, and patrons may use tobacco or tobacco related products outside facilities in such a way as not to create secondary health problems for those using college facilities.
- All students, staff, faculty, and patrons may expect a smoke free/tobacco free environment in vestibules, classrooms, the theatre, offices, vehicles, field house, and service areas.
- Designated smoking areas are to be located 25 feet from any ICC building.

Assigned Check-In Time

All residence hall students will receive specific information regarding check-in procedures with their admission information.

- Students must bring a receipt or student account statement from the Business Office for the \$150.00 deposit, prior to room check-in.
- Students may pick up a parking tag from the Welcome Desk or Dorm Office to receive parking privileges. It the parking tag must be returned in good condition at Check-Out.
- Students must complete all Housing Packet materials prior to Check-In. If submitting the packet information prior to check-in, complete the form and mail the Room Reservation Form with the \$100.00 dorm deposit and the \$50.00 activity fee (One check for \$150.00); see application materials for more details.
- Students must fill out the Check-In Sheet (Room Condition Report) marking condition of listed items. Students should make sure to have all checks marked on their Check-In Sheet as this is used to charge the occupant(s) for excessive damage or items such as missing screens.
- Students must sign for the Student Handbook/Residence Guidebook and keys on the Verification Form.
- Parents should verify that homeowners insurance covers personal items in case of loss, theft, or damage. Information for an inexpensive renter's insurance policy for student residents has also been provided for your consideration or may be requested. Independence Community College assumes no liability for loss, theft, or damage to any property of the student, including loss due to acts of God.
- Students are asked to provide their own mattress pad and to bring two sets of fitted sheets.
- Students, upon arrival and appropriate Check-In, must insure mattress pad and sheets are placed on mattress.
- Students must leave a form of ID when utilizing the College's dolly and/or moving cart. Dolly/cart not turned in appropriately will be charged a \$10.00 fine.

Assigned Check-Out Time

- Students **must** make an appointment to check out with the Residence Life Coordinator member at least **24 hours in advance** if moving out during the semester, or as directed if moving out at the end of a semester.
 - The student will be notified of any damages or charges to be assessed.
 - Charges will be applied against the student's room deposit and/or student account.

- Students will not be allowed to check out until all of the above checks-out requirements are met.
 - Failure to check out properly will result in a fine of \$250 that will be charged to the student's account. The fine allows for throwing trash, repairing damages, and cleaning the room.
 - Any items left in the room after check out may be donated to charity or disposed of in a manner appropriate.
 - Rooms must be returned in the condition in which it was received.
 - Do not leave your trash bags and garbage in the room, as you will be charged for the removal.
 - Do not make holes in the walls or doors, as you will be charged for the repair.
 - Do not leave your microwave, TV, or refrigerator; as you will be charged for the removal.

Bulletin Boards

Bulletin boards are used to communicate information to students. All postings, flyers, and brochures must be approved by the Residence Hall Coordinator or by Student Services before posting. Signs **may not** be hung by students and/or student groups on walls, doors, in stairwells, or in windows of students' rooms.

Cameras & Videos

Cameras and videos are fun to have for your college experience; however, if such equipment is utilized to film pornographic situations, the equipment will be confiscated and disposed of as deemed appropriate. Students are reminded that filming porn is illegal as is taking the film from room to room to be viewed. In situations such as this, the Sheriff's office will be called and dealt with as a civil matter.

Care of Rooms

Students are responsible for the cleanliness of their rooms. Announced room cleanliness checks will be made by the Residence Hall Coordinator members on a regular basis. During this check, staff members will inspect for the following: dirty bathroom, old food that has been left out, trash in trash can, floors not swept, and general uncleanliness. Students failing to keep their rooms clean will be subject to fines, community service and/or more serious disciplinary action. Students interested in avoiding room cleanliness checks may choose to sign up for an optional housekeeping service provided by ICC for a nominal rate.

Students are not permitted to remove window screens, other than in case of fire. Students will be charged for screen and frames if cut or destroyed. Only maintenance personnel may remove window screens. Students may not hang any items (blankets, etc.) outside of their room window or have any part of any item hanging outside of their room window.

Students must leave their rooms in the condition in which they were found at the beginning of occupancy. They will be inspected by the Residence Hall Coordinator member before moving out using the Room Inventory Form completed by residents at the time of their arrival (e.g., Check-In Form) and at the time of their departure (Check-Out Form). Please be

thorough in checking your room prior to the form being turned in, as you will be held responsible for items not checked appropriately on the Check-In Form.

All furniture within the room must remain in the room throughout occupancy unless arrangements are made with the Residence Hall Coordinator. Furniture found in residence hall lounges is, under no circumstances, to be brought into individual student rooms. Students bringing residence hall lounge furniture into their room will be subject to disciplinary action.

No furniture, hanging object, or other impediment may be placed in a student's room in a way that prevents easy escape or prevents clear line-of-site from the hallway into the student's room.

Any damage to a room, common area, or its furnishings will be assessed to the student(s) responsible for the damage. Any damage in which personal responsibility cannot be determined will result in all roommates or suite-mates being charged on a prorated scale. Students who voluntarily report that they are personally responsible for damage may not be subject to disciplinary action, and may be expected to pay for all repairs. The costs will be charged to the student's account.

Damages

Damages within a room will be charged to all the student(s) assigned to the room, unless someone else is found responsible or takes responsibility for the damage. If the identity of the person responsible for damage of ICC property in public areas cannot be ascertained, the residence hall staff may prorate the cost to repair such damages among all or any portion of the residents of the hall, as the Residence Hall Coordinator or Dean of Student Services may deem as fair value. All charges will be applied to the student account.

Decoration of Rooms

- Students should use common sense and tasteful decorating practices when decorating their rooms.
- Public display of items that are offensive to other residents or housing staff (e.g., pornographic material) will not be permitted.
- Displays and/or collection of alcohol containers, full or empty, are strictly prohibited within the residence halls.
- The decoration of rooms must conform to the regulations set forth by the state fire marshal.
- Materials that can permanently damage the walls or floors should not be used for pictures, posters, or other decorations. Only masking tape should be used to hang items to walls.
- Students may not hang any items (blankets, etc.) outside of their room window, on the street side of the mini-blinds, or have any part of any item hanging outside of their room window.
 - No foil should be used on the glass of the window.

- Mini-blinds are provided for your privacy. If mini-blinds are damaged, a replacement fee of \$10.00 will be charged and prorated for roommates.
- If you have curtains or would like to use a flat sheet for a curtain, a curtain rod should be installed.
- A work order should be filed through the Dorm Office. A curtain rod may be purchased at the local store or from Dorm staff.
- No furniture, hanging object, or other impediment may be placed in a student's room in a way that prevents easy escape or prevents clear line-of-site from the hallway into the student's room.
- Lights in college light fixtures should not be tampered with by students. If the light is burned out, contact maintenance and they will replace the light.
- Vents are not to be covered or tampered with in any way. Softening sheets attached to the vents will be viewed as tampering. To address room smells it is recommended that the student use "plug-ins" and/or air fresheners.
- The Residence Hall Coordinator and/or the Dean of Student Services have the right to require students to make changes in the arrangement of their room if deemed unsafe, offensive or potentially damaging to the facility.

Drop Box

A Drop Box is provided at the Dorm Office so that you may drop off Work Order Request forms, Incident Reports, and suggestions.

Electric Appliances

The safe operation of electrical appliances is the full responsibility of the student. Cooking may be done in microwaves and other cooking appliances that do not contain open flames or exposed heating coils.

Use of other electrical devices such as refrigerators, radios, stereos, tape recorders, hair dryers and razors are permitted providing such devices are plugged within the room and do not exceed the amperage limits of the circuits within the room. All electrical devices must be unplugged during semester breaks.

Unauthorized appliances include, but are not necessarily limited to unauthorized dangerous electrical appliances and flammable materials such as those listed below:

- Air Conditioners
- BBQ Pits/Lighter Fluid
- Candles
- Deep Fryers
- Electric Potpourri Pots
- George Foreman Grills
- Incense Burners
- Kerosene/Electric Heaters
- Sun Heating Lamps
- Toasters

The College reserves the right to confiscate any of these items and dispose of them as deemed appropriate. Only multiple cord outlets with surge protection will be allowed in rooms. Extension cords are not recommended, and in no case should multiple cords be used.

Fighting

Fighting at anytime, anywhere on campus or inciting a fight is strictly prohibited. Students found fighting will be subject to disciplinary action; and may be reason for disciplinary or immediate college suspension.

Fire Alarms

Tampering with fire equipment and causing false fire alarms affects the safety of every individual on this campus. The act of tampering with any fire alarm/equipment is subject to criminal prosecution as well as college disciplinary action. If ICC is unable to determine the identity of the student(s) involved, the college reserves the right to fine or otherwise sanction an entire floor, building or all residents as it deems fit.

Firearms/Explosives, Incendiary, or Corrosive Materials

Firearms, ammunition, and other weapons, or items that resemble weapons, are not permitted anywhere on the grounds of Independence Community College. Additionally, no corrosive, flammable or explosive materials may be stored or used on campus. This includes, but is not limited to: fireworks, acid, gasoline, kerosene, oil, firearms, gun powder, blasting caps, flares, lighter fluid, and automotive batteries. Items will be confiscated and destroyed; they will not be returned. Violation of these regulations may result in immediate suspension from college residence halls.

Footwear/ Clothing

For health and safety reasons, footwear and shirts should be worn in all lobbies, lounges, and public areas. Cleats are not allowed to be worn in the building.

Gambling

Gambling is strictly prohibited in the Residence Halls, either in person or through the use of the computers provided by the college in Residence Hall lounges or any campus location with computers.

Grievances with Other Residents

Students are encouraged to resolve problems directly with each other whenever possible. If problems persist, the student is encouraged to seek out the Residence Hall Coordinator. All grievances will be taken seriously and resolved as quickly as possible.

Health & Welfare Checks

The Residence Hall Coordinator and/or designee may enter the premises of the residence halls without notice. The staff member and/or designee will knock once, call out "Residence Staff," unlock the door, announcing "Residence Staff" before entering. This "health and welfare check" allows for the staff to check for trash that could cause bugs to infest, cleanliness, damage to walls and floor, and general hygiene issues. Any illegal items will be

confiscated if located in the refrigerator or in plain view and the student(s) charged for the violation.

Housing during Breaks/After Announced Closing

ICC's Residence Halls close during announced dates (listed on contract) during the Holiday Break in December and after Graduation in May. Although housing is available during Fall break, the Thanksgiving holiday, and Spring Break, food service is not available.

Students who choose to stay after scheduled closing dates must receive prior permission to do so from the Residence Hall Coordinator and/or the Dean of Student Services. Students staying after scheduled closing dates will be charged \$25 per day. Students who attempt to remain in housing after scheduled closing dates without gaining prior permission to do so will be subject to immediate removal, the normal \$25 per day charge, and additional sanctions including, but not limited to, fines.

K-9 Search

ICC reserves the right to provide for a K-9 Search to be conducted of the Residence Halls, without notice. All students are asked to leave the buildings and not allowed to return until given specific permission to enter; this will require that a staff member accompany you to get your specific item from the room (e.g., books, purse, coat, etc.). Where misdemeanor drugs are found, the Sheriff's office will conduct the investigation and take charge in booking. All illegal items will be confiscated. Locked foot lockers or other locked items will be opened by the "owner" for purposes of the search.

Meetings (Hall Meetings/Floor Meetings)

It is the responsibility of all residents to attend announced hall, floor meetings or educational programs held by the Residence Hall Coordinator and/or the Dean of Student Services. The purpose of these meetings and/or programs will be of an informative nature about events or opportunities of which each student should be aware of or have knowledge about. During the floor meetings, students are encouraged to participate in the discussions and ask questions.

The meetings are designed to help and guide YOU. Take advantage of this opportunity! If you are not able to attend a floor or hall meeting, you **MUST** contact your Residence Hall Coordinator in advance to make them aware of your reason for absence and to arrange to receive any information you are going to miss. Failure to bring your absence to the attention of staff in advance of the absence could be reason for disciplinary action.

Personal Security

- **Any time the Residence Hall Coordinator or any Independence Community College staff member asks for identification, you must present it.**

- All entrances into the residence halls are locked 24-hours a day. Room keys will open specified residence hall entrances. The propping open of outside doors is strictly prohibited and violators will be subject to a fine and/or community service.
- Keep room keys with you at all times. You will be asked to show identification before you are let back into your room, and you will be subject to a charge (see “Keys”).
- Independence Community College (ICC) is not responsible for stolen property. The staff and law enforcement officials will assist in filing the proper theft reports and conducting criminal investigations.
- It is the individual student’s responsibility to ensure that rooms are locked and personal items are secured at all times. This includes locking the bathroom doors.
- Please remember that although you may feel you know and trust your roommate and the people whom you share a bathroom with, they may have guests that are not as trustworthy.
- Secure all money, checks, credit cards, ATM cards, and postage stamps at all times.
- Independence Community College is not responsible for any items stolen from individual rooms, common areas, the laundry room, or vehicles in the parking lot. If a student requests for the video surveillance equipment to be viewed, he or she may be charged \$25.00 per hour for the Residence Hall Coordinator to view the video (there is a minimum of a one hour charge).

Pets

All pets are strictly prohibited in the residence halls. Stray animals should not be fed or brought into the Resident Hall. You will be fined for having an animal and for the cost to clean and/or shampooing of living areas.

Quiet Hours

Residence hall quiet hours are necessary to preserve an environment conducive to the study and rest of the students.

Quiet Hours are to be observed from **10:00 p.m. until 10:00 a.m.**
Sunday through Thursday.

Quiet Hours are to be observed from **12:00 a.m. (midnight) until 10:00 a.m. on Friday through Saturday.**

Any observed or reported violation of the stated quiet hours will be dealt with immediately. A written warning will be issued for the first violation. If the noise persists, a sanction will be imposed.

During finals week and other times designated by the Residence Hall Coordinator, there will be **twenty-four hour Quiet Hours**. These dates will be posted in the Residence Halls.

- **Violations of Quiet Hours**

- Be courteous of other residents.
 - Noise such as music, television, and individuals talking should not be heard in the hallway.
 - Refrain from excessive noise in the game area.

- Stereo speakers in student windows.
- Calling out windows or carrying on conversations from windows.
- Yelling or loud noise in the hallways.
- Loud noise or talking outside the Residence Halls.
- Excessive loud knocking on residence doors.
- Slamming doors.
- Dribbling basketballs in hallways or common areas. (Dribbling basketball in the residence halls is never permissible.)
- Other actions observed by the Residence Hall Coordinator that would be deemed inappropriate by a reasonable group of citizens.
- List does not include all possible offenses.

Courtesy hours are in effect at all times. If your music or noise from your room can be heard at the end of the hallway, in the parking lot, or across the pond, it is too loud. You are encouraged to assert yourself and contact the Residence Hall Coordinator when necessary. This is an academic environment and students need to be able to study or sleep during the day.

Room Changes/Switching

The Residence Hall Coordinator reserves the right to require or refuse a change in rooms by a student at any time for reasonable cause. **Under no circumstances should a student change rooms without permission from the Residence Hall Coordinator.**

If a student moves to another room, “switches rooms” without the permission of the Residence Hall Coordinator, s/he will be charged a cleaning fee of \$50.00; and will be required to move back to the student’s original room. Keys should **never** be exchanged without informing Dorm staff due to a breach in your personal security.

No request for a room change will be considered for at least two weeks into the semester and must be put in writing with stated reason for the request. Only in emergency situations, as determined by Dorm staff, will a room change be approved prior to the two week period.

Solicitation, Advertising, & Operating a Business

Residence hall rooms are for student living only, and all residents or outside agencies are strictly prohibited from using their rooms, the building, or college-owned grounds for any commercial purposes.

In order to protect students' right to privacy and their need for undisturbed study, door-to-door solicitation or recruitment of any type is prohibited without prior approval from the Dean of Student Services.

Advertising of any type is not permitted in Residence Halls other than on designated bulletin boards permitted in the Residence Hall posting policy. Recognized college organizations

may sell tickets or goods at tables displaying the name of the organization in the Residence Hall public areas after receiving approval from the Residence Hall Coordinator.

Sports in the Residence Halls

Due to the potential for injury and excessive damage to carpets, flooring, and other furnishings, running, wrestling, throwing and/or dribbling of balls, and the use of bicycles, roller blades, skateboards, wearing of cleats, and other similar items are strictly prohibited in the residence halls. Sports equipment that is used in the hall will be confiscated. Athletic equipment is not to be brought to the dorm; and may be fined.

Storage

Students must check out of their rooms at the end of each semester; Fall and Spring. This allows for maintenance, damage checks, and repairs to be conducted during breaks.

Storage may be provided by ICC for \$25.00 per month. Clothing and other items must be able to fit into three (3) medium-sized totes which should contain a paper inside with your name, cell number, and room number. This same information must also be attached on the outside of the tote and taped closed with packing tape. This also applies to small refrigerators and microwaves that are stored. The Dorm staff reserves the right to keep items within the same room or to move to a general storage area until your return.

Your student account will be charged for the storage fee on a monthly basis. For unclaimed totes and small appliances, ICC reserves the right to donate to local charity organizations, or to dispose of such property through sale, donation, or in any other manner it deems appropriate; after two weeks of unclaimed property. ICC is not liable for theft, loss or damage to any property of the student, including, but not limited to, loss from fire, flood, or wind storm. Further, ICC will not be liable for property left in the building after a student vacates or is expected to vacate. All appropriate paperwork must be completed.

Tornado Watches/Warnings

Because tornadoes are common in Kansas, residents are encouraged to watch local newscasts or listen to local radio during inclement weather. In the event a tornado warning is received, students should take cover immediately. Students in the Residence Hall should go into the bathroom and close the doors. If there is no time for students in the Brick units to come into the Residence Hall, they should take cover in an interior location away from windows.

UA Testing

If a student's behavior comes in, or there is an overriding health concern, a staff member may request to have a student US tested. If it is an issue of safety a parent may be called without a Student Release Form being on file (FERPA).

Visitation

All visitors to the Residence Hall and Brick units must be signed in at the Residence Life Office or at the desk provided at the main entrance to the Residence Hall. Overnight guests

of residents in Brick units must also be signed in. Appropriate hours of visitation by all visitors of the Residence Halls and Brick units are as follows:

Sunday through Thursday – 10:00 a.m. through Midnight
Friday and Saturday – 10:00 a.m. through 2:00 a.m.

- **Rules for Visitors**

- All visitors in the Residence Hall and overnight guests in the Brick units must be signed in and show proper identification (student identification, drivers license, or any government issued photo identification).
- Minors under the age of 18 **will not** be allowed in the Residence Halls or Brick units, unless accompanied by a parent or legal guardian. All unaccompanied minors will be removed from campus and the proper authorities will be notified.
- Residents will be held responsible for the conduct of their visitors.
- Visitors must remain with their hosts at all times while in college Residence Halls and in the Brick units. Visitors who are outside of the host's room and who are not with their host will be asked to leave campus immediately.
- **Same gender** overnight guests who are properly checked in with Residence Hall Coordinator may stay for no more than three (3) consecutive nights and not more than once in any twenty-one (21) day period without prior approval from the Dean of Student Services.
 - Hosts of overnight guests found to be in violation of this policy will be charged \$25.00 per day for the guest's days in residence beyond what has been signed-in and approved by the Residence Hall Coordinator.
 - An overnight guest's intent to remain past established visitation hours must be communicated at the time of check-in. Consecutive and overnight guests will be allowed only if permission is obtained from all residents of the unit.

Weapons

Other items beyond a gun, num chucks, knives, canes, bee bees, and compressed air for the gun are considered weapons and will be confiscated and disposed of as deemed appropriate. The student is subject to disciplinary actions.

Waterbeds

Because of their excessive weight, pressure on structural points, and potential for leaks, waterbeds are not permitted in college housing.

Windows & Blinds

Students are asked not to hang sheets or aluminum or other materials in their windows. All blinds are functional when you check-in. If you break your blind, you will be charged \$10.00 to install a new set.

RESIDENCE LIFE DISCIPLINE PROCEDURES

Minor Residence Hall Incidents

Minor Residence Hall incidents refer to behavior in and around Residence Halls that includes violations of the following policies and regulations: visitation, quiet hours, some cases of destruction of property, with some cases involving safety and security, and littering. This list is representative and not all-inclusive.

Note: Distinctions between major and minor Residence Hall incidents is at the discretion of Independence Community College, but a normal standard is that major incidents can lead to suspension from the residence halls and/or full college suspension.

Minor Residence Hall Incident Procedure

1. The violator is cited on an Incident Report form for a minor residence hall violation; forms are located at the Dorm Office or Student Services Welcome Desk.
2. The Incident Report form is submitted to the Residence Hall Coordinator or the Dean of Student Services.
3. After reviewing the Incident Report form, the Residence Hall Coordinator or other designated housing professional staff member will assign a penalty and notify the violator(s) of this penalty through a summons letter.
4. Student meets with the Director of Student Services to discuss the violation for the investigation and/or provide witnesses.
5. A Follow-up Letter is sent to inform the student(s) of the violations and the sanctions that they are responsible for.
6. Any fines assessed will be placed on the “Responsible” or “Partially Responsible” student’s account.
7. All students living in the suite or unit may be charged equally if on an Incident Report or through investigation, one individual cannot be ascertained as being responsible.
8. Students who were not in violation of a College policy will receive a letter stating that they are “Not Responsible.”
9. All letters should be maintained by students should any questions arise.
10. The Residence Hall Coordinator reserves the right to assign a fine amount at the end of a semester when it would be impossible to locate students who may have left the Residence Hall. This letter is kept in the student file.

Major Residence Hall Incidents

Major Residence Hall incidents refer to behavior in and around Residence Halls that includes repeated minor incidents, behavior that is inconsistent with the Student Code of Conduct and/or violations of the following policies and regulations: harassment, cohabitation, possession or use of alcohol or illicit drugs, threatening behavior, physical violence, unauthorized entry or use of a residence hall, trespassing, theft, vandalism, destruction of property, and disobedience or disrespect towards a member of the Residence Hall Coordinator. This list is representative and not all-inclusive.

Note: Distinctions between major and minor Residence Hall incidents is at the discretion of Independence Community College, but a normal standard is that major incidents can lead to suspension from the residence halls and/or full college suspension.

Major Residence Hall Incident Procedure

1. The violator is cited on an Incident Report form for a major residence hall violation.
2. The Incident Report form is submitted to the Residence Hall Coordinator or the Dean of Student Services.
3. After reviewing the incident report form, the Residence Hall Coordinator may conduct and make a ruling and, where deemed necessary, assigning a sanction(s).
4. Any fines assessed will be placed on the violator's student account.
5. In those situations when there is a "disciplinary" or "college" suspension is the sanction the alleged violator(s) may accept the ruling as handed down or appeal the sanction.
6. In not accepting the ruling, the violator may request an appeal with the Dean of Student Services, in writing, and within 48 hours of receipt of the Follow-up Letter.
7. An Appeal Hearing may include a designee from the Student Progress Committee, and/or the Head Coach, or organization advisor.
8. The decision of the Dean of Student Services is final.
9. All letters should be maintained by students should any questions arise.
10. Residence Hall staff reserve the right to assign a fine amount at the end of a semester when it would be impossible to locate students who may have left the Residence Hall. This letter is kept in the student file.

Penalties for Residence Hall Violations

Independence Community College recognizes that each individual situation is unique, occurring under varying conditions. The following penalties may be implemented individually or in any combination thereof.

This list is representative and is neither all-inclusive nor binding.

- Creative Discipline – Procedures designed to correspond to the individual and the circumstances surrounding the particular case.
- Evaluation/Counseling – Requiring the violator to obtain an evaluation and/or counseling from the appropriate professionals for a designated time period; paid through family or personal health insurance.
- Fines – Requires the violator to pay a monetary penalty. This figure may be in addition to any payments to be made for damages. These penalties are charged to the student's account.
- Disciplinary Probation – A penalty that is usually combined with one or more other penalties, when any other violations during this probationary period has occurred; will be grounds for dismissal from the Residence Halls or full college suspension (e.g., disciplinary suspension and college suspension). If inclusive of a monetary amount, this will be charged to the student's account.
- Compensation – Restitution for damages, to persons or property, caused by the actions of the student.
- Dining Hall Suspension – Mandatory removal from the dining hall for an assigned period of time and under such conditions as deemed necessary. Meals may not be obtained

through the dining hall in any manner during this period. A refund of charges will not be given.

- Community Service – A specific number of supervised work hours assigned by ICC staff either on campus in areas such as housekeeping, or maintenance, and grounds upkeep.
- Residence Hall Suspension – Mandatory removal from the Residence Halls or Brick units. Students given residence hall suspension will **not** receive a refund of charges for the semester during which the sanction was passed down.
- College Suspension – Mandatory removal from Independence Community College. Students given college suspension will not receive a refund of charges for the semester during which the sanction was passed down.

Appeals

Students are always encouraged to appeal their judicial decision, if they feel that a decision is unjust. Students wishing to appeal their judicial decision are encouraged to consult the College's Student Handbook for clear guidelines concerning judicial appeals. Students are also welcome to contact Residence Hall staff or the Dean of Student Services for questions concerning the process for an appeal.

Prosecution

When a student violates a local, state, or federal law as well as college policy, the student is subject to criminal prosecution at the discretion of the appropriate law enforcement agency.

This Residential Life Guidebook may be subject to change without notices. The College reserves the right to change, modify, or alter this Guide to Residential Living. When reasonably possible, the college will attempt to communicate changes to students in writing. For a complete description of the college's conduct procedures, students are encouraged to consult the ICC Student Handbook.