

Highland Community College Department of Residential Life Housing Handbook

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Highland Community College

Resident's Handbook

The contents of this handbook were gathered and compiled by the Director of Residential Life for student use and information. **ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE.** You as an HCC resident are responsible for reading and understanding all information in this manual. You will be held accountable for knowing the information in this handbook. This manual is provided to help you enjoy your residential experience and will help you become familiar with our residential halls, services, programs, policies, procedures and staff as well as understand our philosophy and goals while living at Highland Community College.

Each of you must realize that you not only have certain rights as a resident, but **YOU ALSO HAVE RESPONSIBILITIES.** These responsibilities are what you are to realize most of all. Ask questions and seek information from professional and student residential life staff, because you can have a much more enjoyable experience with proper answers to your questions. The Student Housing Office is open 8:00 a.m. – 8 p.m. Monday-Friday. The Director of Residential Life is available during the daytime hours of 8:00 a.m. – 5:00 p.m. Monday-Friday, and when necessary, evening hours. Campus Security is available during the evening hours and, on occasions, the daytime hours. The Resident Assistants (RAs) are student staff members who are responsible for specific areas of residents on campus and are assigned to the designations made on the Residential Life Staff page on this handbook. The RAs can take maintenance requests, answer questions about residential life on campus, assist with roommate mediation if problems arise, and also enforce all rules and regulations as detailed in this manual.

All housing at Highland Community College is apartment-style living. Ellis Hall, Heritage Hall, Rubeti Hall, Cornerstone, Colony Point, Crestview, Scottie Place, Sunflower, Degginger and Highlander are all-male facilities. Prairie Hall, Kansas, Kiltie, Hampton, Hollyoak, Huntington, Hearthford and Claymont are all-female facilities. *The Duplexes and Piper Hall are coed buildings.* As a member of one of these buildings, your community will consist of you, your roommates, all residents who share your building, and all residents on campus. This will be your home for the academic year. The key to building an inviting, positive, pleasant community in which you will spend a great deal of your time is to respect one another, communicate and work together.

Your environment will dictate what type of support you will have in academic performance, social maturity, a sense of belonging and self-understanding. The way you interact with people in your residential community will cause either positive or negative changes for you and those around you. Our hope is that you experience positive changes most of the time and learn from any negative changes which may occur. The number one, most important way to have a successful year is **TO HAVE A MUTUAL RESPECT AND CONSIDERATION FOR EACH OTHER.** Before you act, *consider the impact* of your behavior on the lives of your fellow residents. Always consider them and ask that they do the same for you. You will find people living on campus who have a variety of backgrounds and lifestyles. The interactions you have with them may very well be some of the most interesting and important aspects of your college career. Each person you meet has unique experiences to share that will increase your knowledge or others and can lead to new and lasting friendships. Friends made in college can often last a lifetime.

We have one golden rule in housing at Highland Community College: common sense, common courtesy. If what you are doing or what someone around you is doing violates common sense or common courtesy towards others, you should work to stop such actions either for yourself or by those around you. I am very happy to have you here to share some of your time with us as a resident of HCC and encourage you to speak with me personally if you have questions, concerns, or ideas as to how we can better serve you to be the most successful student you can be and enjoy and learn from your experiences outside the classroom as well.

--Taylor Allen, Director of Residential Life

Housing Requirements

Highland Community College does not require its students to live on campus.

All students living on-campus are required to be enrolled as a full-time student. Full-time status is any student enrolled in a minimum of twelve (12) hours of course work in a semester. If a student living on campus falls below the 12-hour minimum at any time during a semester, he/she will be dismissed from student housing.

Students who are academically dismissed from HCC, will be removed from housing. Students will be re-assigned to housing after they have been officially reinstated. Students are not guaranteed the same housing assignment in which they were removed from. Students will be assigned to whatever housing is open at the time.

Student Code of Conduct

By entering into a contract with the College for student housing, you agree to follow the standards set by the College and to follow basic principles for living in a group setting. The following are breaches of the agreement:

- Violation of College/housing policy
- Violation of federal, state, or local law
- Any behavior which physically endangers any person (including self-endangerment)
- Conduct which violates the rights of others to an educational atmosphere (educational environment)
- Conduct which denies the human and/or Constitutional rights of others (including that which is motivated by racism, sexism, or other forms of discrimination)
- Vandalism or willful destruction of property
- Insubordination to College authorities (including failure to identify oneself to College officials or produce and/or surrender College ID to College officials upon request)
- Possession or use of a College key without prior authorization from a College official
- College keys are not to be reduplicated under any circumstances
- Misuse of College property or use of College property without prior authorization from a College official
- Failure to report violation(s) which occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities
- Failure to comply with the terms and conditions listed on the HCC Housing Contract

Incident Reports

Incident reports can be written by any HCC student or staff member. Incident reports are used to document occurrences on campus such as crime, student injury, loss of property, damage to property, vandalism, fire alarm and behaviors that could or do violate HCC policies and/or values. They could also be used to provide a written report and account of events. All incident reports should be filed and submitted to the Director of Residential Life or Campus Security. Students should submit incident reports immediately following any incident that is important for the College to know. These reports will be kept confidential, but may be shared with the Vice President of Student Services if the incident violates the rights of the person(s) making the report or other residents. If a disciplinary hearing is called, the reporter may need to present information about the incident to the Student Conduct Officer (see Disciplinary Process).

Student Housing Disciplinary Process

See 'Student Rights and Responsibilities' in the HCC Student Handbook located on our website, www.highlandcc.edu

HCC CAMPUS FINE SYSTEM

The fine system is designed to promote campus safety and help protect your rights as an HCC student. Fines will be charged to particular resident(s) on campus when evidence shows that that particular resident(s) is responsible for an action or violation of housing policy. When a violation of housing policy has occurred within an apartment or around an apartment and no person(s) will take responsibility, charges will be assessed to all residents within that apartment or at that apartment building. Any costs due to fines can be worked off at a rate of minimum wage through work assigned by the Director of Residential Life as available. The following list is fines, which can be assessed to residents on campus. This list is not all-inclusive and may be amended as deemed necessary.

HCC POLICY VIOLATIONS/FINES:	COST
Violating an educational environment (including visitation, noise violations, etc.).....	\$0 - \$100
Trash removal when left outside apartment (per bag).....	\$0 - \$100
Destruction of College property (does not include replacement and labor costs).....	\$0 - \$300
Tampering with Florescent Lights.....	\$0 - \$100
Insubordination to College authorities (including student staff).....	\$0 - \$300
Disorderly Conduct.....	\$0 - \$300
Furniture found outside of apartments (does not include replacement costs if damaged).....	\$0 - \$100
Failure to pass Health & Welfare Check.....	\$0 - \$100
Unauthorized room change.....	\$0 - \$100
Unlocked apartment when residents are not present.....	\$0 - \$100
Pets on campus (including feeding outside animals).....	\$0 - \$300
Possession of Prohibited Item.....	\$0 - \$400
Discharging a fire extinguisher (except in emergencies).....	\$0 - \$300 + Restitution
Damaging or dismantling smoke alarm (includes removing battery).....	\$0 - \$300 + Restitution
Smoking on campus (includes marijuana smell).....	\$0 - \$400
Use of chewing tobacco on-campus.....	\$0 - \$400
Damaging, Tampering with or removing wireless router.....	\$0 - \$300 + Restitution
Possession of Drugs/Paraphernalia.....	\$0 - \$400
Dangerous Weapons.....	\$0 - \$400
Alcohol violation (1 st offense).....	\$0 - \$300
Failure to Complete Alcohol Quiz.....	\$0 - \$400
Alcohol violation (2 nd offense).....	\$0 - \$400
Door unlocks (3 rd offense & on).....	\$0 - \$20

END OF SEMESTER CHECKOUT VIOLATIONS/FINES:	COST
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Trash cleanup (by amount or time; may be assessed in combination of)	
Small.....	\$40.00
Medium.....	\$65.00
Large.....	\$90.00
Extra Large.....	\$115.00
Improper housing checkout.....	\$75.00
Failure to return furniture to original arrangement (at check-out).....	\$50.00

Illegal possession of firearms*, dangerous weapons, and illegal substances (drugs, alcohol, etc.) and paraphernalia will result in disciplinary action. The results of a disciplinary hearing may range from warning to dismissal from the College. Students will also be subject to regulatory procedures of local, state, and federal laws.

*In accordance with HCC Weapon's Policy.

Violations of Educational Environment

Noise Violations

Quiet hours are from 9:00pm through 8:00am daily. During quiet hours, no noise (voices, television, radio/stereo, musical instruments, etc.) may leave your room. At all other times, keep in mind that you are living with and near others. The city of Highland quiet hours begin at 9:00pm daily, and will be enforced by local officials.

Courtesy Hours

Living in a shared community requires cooperation and courtesy from everyone so that one's personal behavior does not disrupt the opportunity of the other students to live, study and sleep. Courtesy hours are in effect at all times. All HCC students living on campus are expected to be considerate of other students' right to study and sleep comfortably. Excessive noise and/or disorderly conduct are never acceptable at any time. If a student or HCC staff member reasonably asks you to lower your noise level, you **MUST** comply with their request.

Acceptable noise cannot be heard outside of apartment or disturbs other residents. Unacceptable/Excessive noise is sounds that can be heard outside of an apartment and disturbs the apartment or apartment complex. Unacceptable/Excessive noise includes, but not limited to: stereo/computer speaker noises, yelling/screaming inside or outside of an apartment, hitting balls or any other items against walls, floor or ceiling repeatedly, playing a musical instrument, loud television noises or noises generated by a group of people. Please be considerate of your neighbors.

23-Hour Quiet Hour

During finals week, a 23-Hour quiet hour will go into effect. 23-Hour quiet hour begins 1 day before the first day of finals and end after all finals are complete. While 23-Hour quiet hour is in effect, all noise is required to be kept at a level that does not interfere with the sleeping and studying of any other student in any apartment or room. In other words, noise (loud music, musical instruments, televisions, yelling, screaming or any other loud noises) should not be heard outside of your apartment at any time, with the exception of the loud hour; which is between 7:00pm and 8:00pm. During the loud hour, students can make any noise within reason and blow off steam from the stress of finals.

If any student or HCC staff member asks you to be quiet, you **MUST** honor their request. Noise policy will be strongly enforced. Students will receive a noise violation for any noises heard outside their apartment.

The time and duration of the 23-Hour quiet hour will be determined each semester by the Director of Residential Life and signs will be posted prior to exam dates.

Guests in Housing

Room visitation hours for all campus housing are from 9:00am to 1:00am Sunday through Thursday and from 9:00am to 2:00am Friday through Saturday. All overnight guests (must be the same sex) of students living on campus must be approved by the Director of Residential Life prior to the guest's stay. ***Students living on campus may not stay overnight in other apartments on campus.*** Traffic in and out of the apartments after visitation hours will not be tolerated. Exceptions may be made at the discretion of the Director of Residential Life or Campus Security in situations where academic work is being exhibited. All guests must follow HCC policy even if they are not a student. Students are responsible for making sure that their visitors are aware of HCC policies. Students are also responsible for any HCC property that their guests destroy. Guests who violate HCC policy will be asked to leave campus immediately.

Noxious Odors

A noxious odor is ANY odor or aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: cigarettes, cigars, pipe smoke, incense, perfume, marijuana smell, air fresheners, un-emptied trash cans, large amounts of dirty laundry, dirty dishes, or unclean rooms, bathrooms, and apartments. When a noxious odor can be localized to a particular room, the resident(s), and/or guests of that room will be in violation of an educational environment and appropriate action will be taken.

Unlocked apartments

Apartment doors and windows are to be locked at all times when residents are not present. Leaving an apartment unlocked and assessable when not present is not only irresponsible, but is a violation of an educational environment and appropriate action will be taken. Entering and exiting through windows is also not tolerated.

Trespassing

If a student or non-HCC student is instructed to not be in or around campus housing and the person is found in or around campus housing; the local law enforcement will be notified and the person will be removed from campus and the College may exercise the right to press charges for criminal trespass.

Trash and Items Left Outside

Trash and other items left outside will not be tolerated. If College personnel clean up items left outside, students will be assessed charges for this work (see Fines). Any other items (including towels, shirts, shoes, etc.) are found left outside, these items will also be disposed of as trash and charges for cleanup may be assessed. If College property is found left outside, the items will be removed and charges will be assessed (see Fines). If the trash found around a particular building includes alcohol beverage containers, full or empty, and/or alcohol boxes, all apartments within that building will be checked for alcohol as soon as this trash is discovered in accordance with the rules of entry into the apartments where a violation of campus policy and probable cause apply. If trash is left on the porch, both apartments on that level will receive a fine.

Community Trash

The apartment complex you live in is your community. Please be proud of your community and help keep it clean. Often residents of each community throw trash, cigarette butts and empty cans and bottles outside of their apartment complexes. This causes maintenance to have to focus much more on keeping student housing areas clean than is necessary. Therefore, a community trash fine has been implemented. This means, that each community will be held accountable for the trash found outside their apartment complex (includes the lawn areas outside of apartments). Residents will share a fine.

Tampering With Florescent Lights

The florescent lights in each apartment can never be removed or replaced with black lights at any time. Students who remove florescent lights or replace the florescent lights with black lights will receive a fine. Students should contact the Housing Office any time a light in their apartment needs replaced.

Destruction of College Property

Damage to, the defacing or vandalism of any college property caused by any student living on or off campus will be considered destruction of property. Students who damage, deface or destroy college property will receive a fine and repay the college the cost of destruction to said property. Legal charges may also be pursued by the college. Examples of destruction of property include, but not limited to: defacement of trees, lawns (includes driving on them with vehicles & pouring grease on them), sidewalks and buildings (includes writing on apartment doors); deliberately starting fires.

Fire Extinguishers

Each apartment on campus has a fire extinguisher available for student use in the event of a fire. Prairie and Piper Halls have fire extinguishers located in the hallways on each level. Whenever students use a fire extinguisher in the case of a fire, they need to report the incident to the Security Office. Students who use a fire extinguisher for purposes other than a fire will receive a fine plus restitution. Students will also receive this fine if they fail to report their use of the fire extinguisher because of a fire.

HCC Furniture

No HCC furniture is to be left outside of any apartment or apartment complex at any time. If chairs are left out on the porch, the residents of that apartment (s) will receive a "furniture left outside of apartment" fine.

Pet Policy

HCC prohibits animals of any kind (except fish) inside or outside of student apartments. Any animal discovered in an HCC apartment will result in a fine regardless of if the residents own the animal (exceptions for emotional support animals in accordance with college policies). Students will receive a pet fine if animal feces is discovered anywhere in the apartment at any time.

Should an employee of HCC discover a pet that is not allowed by the College (cats, dogs, reptiles, etc.) in the student housing area, the employee has the authority to remove the pet and place it with the Brown County Humane Society.

HCC Smoking and Tobacco Policy

The Board of Trustees prohibits the use of all tobacco products (cigarettes, cigars, loose leaf tobacco and smokeless tobacco) on the campus of Highland Community College.

Therefore, use of chewing and smoking tobacco is prohibited inside and outside of any apartment, apartment complex, and parking lot in HCC student housing as well as any building or parking lot on the campus of Highland Community College. Any use of smoking and chewing tobacco on campus will result in a fine.

Students will be fined for the smell of smoke inside an apartment, which indicates smoking in the apartment has occurred. Any evidence of smoking discovered inside or outside of any HCC apartment on campus will also result in a smoking violation. This policy also includes the smoking of marijuana (which is an illegal drug) and chewing tobacco spitting containers. Students will receive a smoking fine for the smell of marijuana inside any HCC apartment.

Illegal Occupancy (aka Squatting)

All students living in HCC student housing must have completed and submitted a housing contract and housing deposit of \$150.00. HCC students who have not submitted a housing contract and/or housing deposit are not allowed to live in HCC student housing under any circumstances. Students are prohibited to allow any HCC student not assigned to students housing to live or stay long term in their apartment. Students living in HCC housing who allow to students to live illegally (squat) in their apartment will be subject to disciplinary action. The illegal occupant will be charged for the days in which he/she lived in housing at a \$19.00 a night rate.

Theft

Theft of any kind is not tolerated at Highland Community College. Theft is defined as the act of stealing; the wrongful taking and carrying away of the personal goods or property of another. Therefore, unauthorized possession of college property and/or the stealing of the property of another HCC student and/or HCC staff member will result in immediate disciplinary actions and/or legal action.

Insubordination

Insubordination is defined as any student who does not obey (or defiant) a reasonable request of a college official or is disrespectful to **ANY** college official (this also includes Resident Assistants). Examples of insubordination (but not limited to):

- verbal disrespect or use of profanity towards a college official
- refusal to obey a reasonable request of a college official

Disorderly Conduct

Disorderly conduct is defined as any student demonstrating any act, which interrupts, hinders, agitates or deprives any resident and/or HCC staff member of the peace and quiet to which they are entitled. Examples of disorderly conduct consists of (but not limited to) the following:

- Use of obscene language
- The blocking of public ways
- The making of threats
- Fighting/Physical Altercation
- Intimidation of an HCC student or staff member
- Public drunkenness (throwing up outside, fighting, etc. while intoxicated)
- Urinating in public

Possession of Dangerous Weapons

Students are prohibited from possession any dangerous weapon and/or items while living in Highland Community College Student Housing. Examples of include, but not limited to, pellet guns, explosives, martial arts weapons, knives longer than 4 inches (not including a kitchen knife unless used as a dangerous weapon). Students found in possession of dangerous weapons and/or items will receive fine. Students will also have a disciplinary hearing.

Alcohol Policy

Highland Community College is a dry campus. Alcohol is prohibited on HCC campus. HCC does not approve of underage drinking. Students found in possession of alcohol on HCC campus will receive an alcohol violation. An empty container or box constitutes an alcohol violation. The alcohol and/or empty containers will be confiscated and non-residents of the apartment will be documented and asked to leave. All non-HCC students will be asked to leave campus immediately. Every HCC student present in the apartment at the time that alcohol is discovered will receive an alcohol violation regardless of if they were drinking or not. Students who do not live on campus are not exempt of the HCC alcohol policy. They will also receive an alcohol violation. Notification of the violation and consequence will be issued to students by campus mail.

HCC Alcohol Violation Disciplinary Process

First Alcohol Violation:

First alcohol violation will result in a fine and student must participate in and pass a quiz through the Student Conduct Office. Students have four weeks to complete the quiz. Failure to complete and pass the quiz by the deadline given by the Student Conduct Officer will result in a fine.

Second Alcohol Violation:

Second alcohol violation will result in a fine. Students will also be required to meet with the HCC counselor. The counselor will determine the number of sessions that students will have to attend. A second violation may result in community service, dismissal from housing, or even dismissal from the College. Failure to satisfactorily participate and/or attend counseling sessions will result in receiving an additional fine.

Third Offense

A third alcohol violation will result in a fine. It may also result in community service, dismissal from housing or even dismissal from the College.

Possession of Illegal Drugs/Paraphernalia

Highland Community College does not tolerate the use of illegal drugs. The possession, use or sale of illegal drugs is prohibited on campus. Students found in possession of illegal drugs and/or paraphernalia of any type will receive a fine. Student will also enter the student conduct process pending the amount, intent or use of illegal substance. Those not living in student housing, but who are on campus in possession will be fined.

Maintenance on campus

Highland Community College has a full-time Maintenance staff that works throughout the year to establish and to maintain the most comfortable living environment possible for HCC residents. Students are encouraged to report all maintenance issues promptly to the Director of Residential Life or Housing Office personnel between 8:00am and 3:00pm. Please report problems outside of those hours to a Resident Assistant or to Campus Security personnel to be addressed the following day. Making a maintenance requests permits Maintenance staff to enter apartments even when residents are not present unless explicitly stating that you do not want Maintenance to enter your apartment without a resident being present. This will likely prevent necessary work from being done in a timely manner, but is an option if residents make such a request.

All aspects of the housing, including all furniture, are the property of Highland Community College and, therefore, only HCC maintenance personnel are to make necessary repairs. **STUDENTS ARE NOT ALLOWED TO MAKE THEIR OWN REPAIRS!!** Maintenance will make repairs concerning notified issues as soon as possible. Sometimes, parts or items must be ordered and thus repairs or replacements cannot be made immediately. Please be patient and understand that these situations will be prioritized and handled as soon as possible. In the case of damage to any aspects of housing, fines, replacement charges, and labor will be assessed and added to responsible student accounts. Damage to the apartments and furnishings will be assessed to the occupants at the time the damage is discovered.

Damages

Students are responsible for any damages that occur to any HCC property inside and outside of the apartment for which they are assigned. The student shall reimburse HCC for all damages to any housing structure, or loss of any fixtures, furnishings, or personal property furnished caused by negligence on the part of the student or his/her guest. Students are encouraged to report damages as they occur.

Students who do not assign responsibility before or at checkout for damages discovered by HCC housing or maintenance staff, all residents will be held responsible. In other words, if no one takes responsibility for damages everyone will be held responsible.

Students are not permitted to attempt to fix any damages themselves. Students will receive a damage charge even if they attempt to fix damages. Students are encouraged not to attempt to hide damages at checkout. The Director of Residential Life conducts thorough inspections of all apartments after all students have checked out of housing.

The following is a list of item costs that will be assessed when items are damaged while students are residing on campus, when found to be at the fault of a resident or residents. **IMPORTANT NOTE: As for fines, if no student takes responsibility for damages to HCC property, charges will be divided and assessed to all residents in each apartment or each bedroom.**

DAMAGE ITEM PRICE SHEET	Costs
Hole in Wall and/or Ceiling	
Small (2" or less).....	\$100.00
Medium (2" to 6").....	\$150.00
Large (6" to 12").....	\$200.00
Extra Large (12" and above).....	\$250.00
Door Stop on Jamb.....	\$20.00
Door Locks (irreparable).....	\$200.00
Door Latch.....	\$35.00
Door Jamb	
Wooden.....	\$75.00
Metal.....	\$200.00
Door replacement	
Wooden.....	\$100.00
Metal.....	\$200.00
Door and Jamb	
Wooden.....	\$175.00
Metal.....	\$400.00
Door Reinforcement kit.....	\$35.00
Broken Electrical Outlets.....	\$25.00
Ceiling Light Covers/Fixtures.....	\$25.00
Broken Ethernet Ports.....	\$25.00
Mini-blinds (all sizes).....	\$25.00
Towel Rack.....	\$25.00
Bathroom Shower Rod.....	\$25.00
Hole/Burn in Carpet (small).....	\$50.00
Stain on Carpet (small).....	\$15.00
Broken Window.....	\$150.00
Smoke Alarm (replacement when broke).....	\$40.00
Red Horn Fire Alarm.....	\$35.00
Closet Shelf.....	\$25.00
Wooden Chair.....	\$150.00
Commons Area Table.....	\$350.00
Couch.....	\$925.00
Lounge Chair.....	\$400.00
Desk.....	\$350.00
Dresser.....	\$450.00
Desk/Dresser Unit.....	\$800.00
Closet Box (Ellis only).....	\$800.00
Bed Frame	
Wooden (repairable).....	\$150.00
Wooden (irreparable).....	\$300.00
Metal (repairable).....	\$25.00
Metal (irreparable).....	\$200.00

Mattress (standard and extra long twins).....	\$125.00
Keys (per set).....	\$80.00

Additional charges may be assessed when additional keys or changes to locks must be made to protect the safety of other residents. If keys are bent or broken, return the bent/broken key to the Director of Residential Life for a free replacement. Any problems with locks should be reported immediately for repair. **IMPORTANT NOTE:** LOST KEYS SHOULD BE REPORTED TO THE DIRECTOR OF RESIDENTIAL LIFE IMMEDIATELY TO PROTECT THE SAFETY OF THE STUDENT AND OTHER RESIDENTS IN THE APARTMENT AS WELL AS THE SAFETY OF THEIR BELONGINGS AND COLLEGE PROPERTY.

Heating and Air-conditioning Units

Each apartment has individual heating and air units, with Ellis Hall having one in each bedroom and one in the commons area. To ensure the usability and quality of service of these units, students need to take responsible measures to make certain that they run well and consistently. Students should, at no time, use heat or air with the front door or any windows open. **IMPORTANT NOTE:** These units are meant to make your living environment comfortable, not to heat or cool the outdoors. Students should also run these units reasonably when temperatures outdoors reach very high or very low degrees during the summer and winter months. These units have a particularly difficult time in summer months when temperatures are near or above one hundred degrees, especially with multiple people in the apartments and traffic in and out of the front door. **IMPORTANT NOTE:** PLEASE DO NOT TURN YOUR THERMOSTAT BELOW 65 DEGREES. These units will freeze and possibly cause more damage, which could, in turn, take longer to fix, leaving students without air conditioning when they most need this comfort. If maintenance has to work on your heating and air unit and indicates something for you as a resident to do, such as not running the unit until indicated again by maintenance, you are to do so without question. Maintenance can only help you when you help yourselves.

Utility Closets

Your heating and air-conditioning unit as well as your hot water tank and fire extinguisher are located in the utility closet of each apartment, except in Ellis Hall. **IMPORTANT NOTE:** These are not storage closets, but utility closets. Students are not to store things or block these utility closets at any time. This is particularly a problem in Rubeti Hall and Heritage Hall where these utility closets are fairly spacious. Nothing should be up against either the H/AC unit or the hot water heater for potential of a fire. Nothing should block these utility closets, keeping the fire extinguisher assessable at all times in case of emergency. Students who store items in, block the path to, or place items up against the H/AC and hot water tank in the utility closet will be subject to disciplinary action.

Technology in Campus Housing

Internet

WiFi is available in student housing. There is one wireless access point in each apartment complex. Tampering with the wireless router and or removing the wireless router from the apartment complex will result in a fine. Network policy information is available in the HCC Student Handbook. Information Systems, not housing, should address any questions concerning Internet connections.

Cable

Cable is not provided as part of the housing fees, however it can be purchased through the housing office. See the housing office for pricing and availability.

Contacting Residents

To contact residents, HCC personnel will use the email addresses provided for each student. All students should establish their HCC email addresses and check with their advisors if unsure of how to do so (lastname.firstname@highlandcc.edu). These email addresses can easily be established and then set to forward mail to another email provider if students chose to use another email account. The Housing Office will use only email accounts provided by the College to contact students via email.

Each apartment on campus has an individual mailbox located outside the Bookstore in Lower LSU. Each student should be provided a mailbox key through the Housing Office. **DO NOT ASK BOOKSTORE PERSONNEL FOR MAIL IF YOU DO NOT HAVE A KEY TO YOUR MAILBOX.** If you receive something that is too large for your mailbox, Bookstore staff will place a package pickup card in your mailbox, which should be turned into Bookstore personnel for whatever items have arrived. Anything sent via US Postal Services, FedEx, or UPS will go to the Bookstore. Mail will be brought to campus once per day, Monday through Friday only. Students may also send mail and purchase postage through the Bookstore. Any mail sent to students should be addressed as follows for accuracy in mailing:

Your Name
606 W. Main
Highland, KS 66035

Resident Assistants

Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:

- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform students of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems
- Assist with conflict resolution
- Help the College maintain an educational environment
- Respond in emergency situations

Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members.

Safety and Security

Lock your apartment and your bedrooms when you are out, even for just a few minutes. That's what those expensive keys are for. Also, be sure that your windows are secure. Remember, locks keep an honest person honest. Be aware of your surroundings. If something looks suspicious, call Campus Security or Housing personnel.

Never, ever, ever keep large sums of money in your apartment. Especially when financial aid refunds go out, everyone will know when you have money. If you do not have somewhere safe to put your money, set up a local bank account where you get deposit and withdraw money as you need so that you do not have cash readily available. Also, do not let others know your PIN if you have debit or credit cards.

If you have something antique or extremely valuable, take it home! Things that you want to last your lifetime can stay with your family for a few years to ensure that they have a chance to last a lifetime.

Do not leave valuables in your vehicle. For that matter, do not leave anything of value visible in your vehicles. In the evenings when everyone is at someone's apartment, someone else may be in that other common storage space, your car, in the parking lot. Be sure to keep your vehicles locked and your goods with you.

Be aware of who your roommates have in your apartment and make sure to talk with your roommate about where you feel comfortable for these people to be. Guests should always be accompanied by a resident who is responsible for their guests at all times while in the apartment.

Always report any thefts to the Director of Residential Life or Security as soon as possible and fill out a theft report.

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: HCC Weapons Policy

Page 1 of 3

BOARD OF TRUSTEE APPROVAL: 05/24/2017

EFFECTIVE DATE: 07/01/2017

Applicability: This Policy applies to all Highland Community College (HCC or “College”) students, employees, and visitors i) on the HCC main campus and within or upon locations owned, leased, or controlled by HCC that are not part of the HCC main campus (collectively, “Campus”) or ii) when attending/participating in or performing College duties at any off-Campus College sponsored or supervised classes, practices, activities, or other programs (collectively, “Off-Campus Activity”).

Weapons Statement: In order to promote a safe and secure community college and learning environment, HCC prohibits the possession or use of Weapons* on Campus and at Off-Campus Activities, except as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”) and other applicable federal/state laws, it is permissible and will not be a violation of this Policy for the:

- I) Carrying of a concealed Handgun** on Campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below,
- II) Lawful carrying of a concealed Handgun by an employee performing College duties at an off-Campus Activity, when in accordance with applicable laws/policies for such location,
- III) Lawful possession of a Handgun within a personal/non-College vehicle,
- IV) Lawful possession of Weapons as necessary for the conduct of College approved programs.

CONCEALED CARRY RESTRICTIONS

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing, and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it concealed on or about their person at all times. “Concealed” means completely hidden from view and does not reveal the Handgun in any way, shape, or form. “About” the person means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag, or other personal carrier designed and intended for the carrying of an individual’s personal items. Moreover, the carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier’s design, carrying or holding the carrier, or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus.

Restrictions Pursuant to Kansas Law: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined above. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a Handgun under Kansas law and this Policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this Policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual:
 - Under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
 - Who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
 - Who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
 - With an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
 - Who has been convicted of a felony crime [K.S.A. 21-6304],
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)],
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, 6308a]

Location Restrictions: Certain Campus buildings and/or Public Areas***within Campus Buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, HCC may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by HCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with HCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on the person or in a carrier,) the concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. Handguns with an external safety are to be carried with the safety in the “on” position.

Storage: Handgun storage is not provided by HCC. Individuals may store a Handgun in the individual’s vehicle when the vehicle is locked and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle.

Individuals who legally reside in HCC Campus Housing may store a Handgun in an opaque (non-transparent), locked storage box inside a campus apartment when the apartment is locked and the Handgun is not visible from inside or outside the apartment. Handgun storage by any other means is prohibited.

Employees who are assigned a private office on the HCC Campus or a regional site may store a Handgun in an opaque (non-transparent), locked storage box inside their assigned office when the office is locked and the Handgun is not visible from inside or outside the office. Handgun storage by any other means is prohibited.

Specifically, it is prohibited for any individual to store a Handgun: i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an unattended backpack/carrier, iii) in any type of locker, iv) in a campus apartment that is not contractually assigned to the owner of the Handgun v) in a transparent, locked or unlocked storage container, vi) in an unlocked campus apartment, vii) in an unlocked storage container inside a campus apartment, or viii) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on an HCC Campus will be addressed by local law enforcement in coordination with HCC officials. The lawful carrying of a concealed Handgun should not create concerns on Campus; however, anything other than lawful carrying of a concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement: Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal from the premises and/or arrest. Enforcement of this Policy will be administered by HCC Officials.

Reporting

1. Suspected violations of this Policy should be reported to HCC Security:

- Call HCC Security: 785-741-2206
- Walk-in: Vice President for Student Services Office, Administration Building, Highland Campus
- Written Report: Incident Reporting Form: <https://cm.maxient.com/reportingform.php?HighlandCCKS>

2. Emergency reports concerning threats or violence on campus:

- Call 911
- Call HCC Security: 785-741-2206

**"Weapon" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; however, for purposes of this Policy includes knives more than 4 inches in length.

***"Handgun" is defined as a "firearm", pursuant to K.S.A. 75-7c02 with cross-reference to K.S.A. 75-7b01. Specifically, under K.S.A. 75-7b01, it is: (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

***"Public Areas" is defined at K.S.A. 75-7c20.

HCC Parking Policy

Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment as per the following chart and **may not park in any other area on campus.**

Housing Lots

- Ellis Hall-"E" Lot
- Kansas/Kiltie- "K" Lot
- Duplexes/North Apts- "D" Lot
- Piper/Prairie- "P" Lot
- Scottie Place/Sunflower- "S" Lot
- Huntington/Highlander/Hearthford/Hollyoak/Hampton/Colony Point/ Crestview/Cornerstone/ Claymont/Degginger- "G" Lot
- Heritage/Rubeti- "H" Lot

Commuter students will be allowed to park in lots labeled "C."

Additional HCC Lots and Open Parking

- Wellness Center –Open to staff, commuters, and community members. Not open parking for students until after 5:00 pm on Monday through Friday.
- CT Building (West)-"C" and Staff Only
- LSU/Cafeteria- Staff Only

- Main Street (South of Allen Field House, Irvin Hall, Administration, Library, and Math/Science) -Open Parking
- Admin Building/Irvin Hall (North)-Reserved for Staff and College Vehicles
- East of Ellis/Church Parking Lot- “C,” “E,” and Staff Only

With certain exceptions, the parking areas are active 24 hours a day, Monday through Friday, except special events as designated by Highland Community College. Parking areas are active in all weather conditions. The parking areas are depicted on parking maps distributed at the time permits are received.

Multiple parking permits are available for HCC employees. Failure to display a parking permit will result in a parking violation.

Parking Exceptions:

After 5:00 PM and before 6:00 AM (Monday through Friday) and throughout the weekends , parking is open to everyone in the following parking areas:

1. Behind the library (north side), normally Staff parking
2. Wellness Center, normally reserved for Staff, commuters, and community
3. CT Building West
4. Students are not allowed to park on the street around Allen field House or Kessinger Field for athletic practices or games/events held in these areas in order to create more parking for visitors and fans.

Handicap Parking:

Designated handicapped spaces are appropriately marked in accordance with state regulations. Only students, staff, and visitors with valid handicap parking permits are allowed to park in handicap spaces, at all times.

Injured Parking:

Any individual who is injured and requires crutches may get permission from the Vice President for Student Services to park close to the cafeteria or classrooms. A special permit is issued to that individual and must be displayed in the front window when parked on campus.

Vehicle Fines:

Responsibility for locating a legal parking space rests with the vehicle operator. Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed below. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail.

Payment of Fines

All violation fees doubles if not paid in ten working days. Fines are cumulative for the academic year, fall through summer.

Fine Charges are as follows:

- Parking in loading zone: \$10
- Parking in a Reserved Lot with improper/no permit: \$10
- Parking in a handicapped space w/out sticker: \$30
- Parking in a No Parking Zone: \$20
- On the fourth parking violation within one academic year, an auto boot will be applied and a notification sticker applied to the driver’s window. Cost to remove boot is \$75 and payment of all unpaid tickets. The vehicle will be towed if boot is not removed in 30 days.
- Tampering with boot: \$300
- Failure to pay fine after 10 working days from the date the ticket was issued, the Administration office is notified and a hold is put on the vehicle owner’s grades and registration process.

Lost and Found

Lost and Found is located at the Bookstore. Items found on campus, including in housing will go to the Lost and Found in the Bookstore, except for keys or property of the College, which will be held in the Housing Office.

Laundry

There are no laundry facilities available in housing. The nearest laundry facility is on Main Street, just south of MSCT at the Highland Stop & Shop.

Prohibited Items

The following items are prohibited everywhere on HCC campus: (includes student vehicles)

- Sling shots
- Explosives
- Archery equipment
- Martial arts weapons
- Paintball guns
- Potato guns
- Knives longer than 4 inches
- Pets
- Items of solicitation
- Barbeque grills (except for residents living in the Houses & North Apartments)
- Lighted or lit candles
- Incenses
- Airsoft Guns
- Any items with an open flame (except a cigarette lighter)
- Large amperage appliances (such as washing machines, dryers or dishwashers)
- Water guns, water balloons and water balloon launchers.

- Placing aluminum foil over the windows to block out sunlight
 - The College supplies min-blinds for all windows, and residents are allowed to hang sheets, blankets, or towels over the windows (as long as they are not nailed into the walls), but aluminum foil is prohibited as it damages the mini-blinds.

These items are prohibited to ensure the safety of all students and to minimize possible housing damages. Students are in violation of the prohibited items policy even if items are found in any student vehicle parked on College property. All prohibited items found in any HCC student apartment or personal vehicle will be confiscated and disciplinary action may be taken and/or a fine may be given.

Roommate Agreement Contract

The Roommate Agreement is a tool available in the Housing Office used to help residents identify key issues of concern in an apartment, particularly during a dispute and provide a basis for discussion about how to work out any problems between roommates. These Roommate Agreements help students to address the unique dynamic of their particular apartments and will be used when problems cannot be resolved by students without assistance from the Director of Residential Life.

Room Change

Students may realize immediately that they may not be compatible with their roommates and want to move. Students may make requests to move to a new assignment on campus no sooner than September 1st for the fall semester and February 1st for the spring semester. Students must authorize any apartment/room change with the Director of Residential Life. Students who move to another apartment or room without permission of the Director of Residential Life will be fined for an unauthorized room change.

Housing Checkout

The Housing Contract expires at 10:00pm in the Fall semester and 10:00pm in the Spring semester on the day you withdraw from the College or the date of your last examination. All students must move out of their apartments by 10:00pm (Spring) or 10:00pm (Fall) on the last day of final exams for each semester.

Proper/Improper Checkout

Each student must checkout of housing with an HCC housing staff member. During checkout, an HCC housing staff member will assess the apartment and complete the Apartment Condition and Inventory Report form, in which the student and the HCC staff member will sign. Students who do not check out will receive an improper checkout fine. Students are encouraged to checkout properly so they will not be charged for trash or damages they are not responsible for.

All students must turn their keys into an HCC housing staff member. Students who do not turn keys into an HCC housing staff member will receive a fine.

Preparing Apartments for Checkout

All personal belongings and trash must be removed from your apartment. Students will receive a trash fine for leaving any personal item inside and outside of apartments.

Student must remove all writing, putty, nails, decals and tape from all walls, doors and ceilings without damaging the paint. Students must empty all closets, drawers and cabinets of items.

Students must clean their apartments before they check out. Students who do not clean their apartments will receive a fine.

Cleaning Checklist:

- Kitchen
 - Remove all trash and personal items from refrigerator, cabinets and utility closet
 - Clean inside and outside of oven and stovetop
 - Clean inside and outside of refrigerator
 - Clean and remove food particles and stains from kitchen sink
 - Clean and remove grease, stains and food particles from kitchen countertops
 - Sweep and mop kitchen floor
- Living Room
 - Remove all trash, personal items and Non-HCC furniture
 - Vacuum or mop living room floor
 - Return all living furniture back to the living room
- Bathroom
 - Remove all trash and personal items from all bathroom cabinets
 - Remove stains from toilet bowl
 - Remove residue from the tub and shower
 - Remove stains from sink and countertop
 - Mop bathroom floor
- Bedrooms
 - Remove all items from closets, dressers and desks
 - Remove any stains from dresser and desktops
 - Vacuum bedroom floors
 - Bunk beds
 - Return all bedroom furniture back to the bedrooms

Students must move HCC furniture back to its original configuration. For example, bedroom furniture needs to be moved back to the bedroom, living room furniture needs to be moved back to the living room. Students will receive a fine for not returning HCC furniture back to its original configuration.

Damages:

The Director of Residential Life will assess damages after all students have checked out. Students are encouraged to acknowledge any damages at the time of checkout. If no one takes responsibility for the damages, everyone in the room/apartment will be charged. Students are responsible for any damages that any Non-HCC visitors have done to any HCC property. You are responsible for your guests!

One week after the end of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

College Breaks

Highland Community College has several breaks throughout the academic year. Housing units are closed during Winter Break. Housing units will not close during Fall Break, Thanksgiving Break, Spring Break or Easter Break. Before departing for Winter Break, each student must have their apartments checked for cleanliness, sign the checkout sheet and turn in keys to housing staff. Students who fail to turn in their keys to housing staff and/or sign the checkout sheet before leaving for Winter Break will be charged an improper checkout fine. All students must vacate housing by 10pm of the last day of finals. Only those students required to remain on campus during these breaks (i.e. for an athletic event or a performance) will be allowed to occupy student housing during Winter Break. Students are encouraged to secure their apartments and belongings before leaving campus for any college break.

Housing Cancellation

CANCELLATIONS AND REFUNDS: Your contract is a lease agreement with Highland Community College for the Fall semester and Spring semester. Your contract may be altered under the following conditions:

- a. If you notify the Director of Residential Life in writing by June 1 for fall semester and December 1 for spring semester that you do not intend to live in campus housing, your deposit will be refunded within 45 days and you will be released from your contract.
- b. If you notify the Director of Residential Life in writing after December 1, for spring and June 1 for fall semester, but before registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
- c. After registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the academic year.
- d. At the end of the fall semester, you may be released from your contract if you notify the Director of Residential Life in writing on or before the last day of the fall semester. Your deposit will be returned within 45 days after inspections.
- e. If you notify the Director of Residential Life in writing after the last day of the fall semester, but before spring registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
- f. After spring registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the semester.

Students who leave in the middle of a semester will still be charged the cost of housing for the semester.

Students must complete a housing cancellation form in order to cancel housing. Students can stop by the housing office to complete the form, request a form by mail or complete the form online.

Meningitis Vaccination

All students living in HCC housing are required to receive the meningitis vaccination or provide written documentation from a medical doctor of immunization or sign a meningitis waiver.

What is meningitis? Meningitis, also known as Meningococcal Meningitis, is a severe bacterial infection of the bloodstream and meninges (a thin lining covering the brain and spinal cord). The spread of this disease is quick and can cause organ failure, brain damage, amputation of limbs or death within hours of the first symptoms. College students living on college campuses have a higher risk of contracting this disease. Some symptoms of meningitis are headaches, high fever, nausea, confusion, stiff neck, vomiting and exhaustion.

How is meningitis contracted? Meningitis can be spread through droplets of air or direct contact with an infected person. Such contact includes: kissing, coughing, sharing cigarettes, utensils, cups, lip balm or anything the infected person touches with his or her mouth.

For more information about Meningococcal meningitis, visit the National Meningitis Association website at www.nmaus.org.

Housing/Meal Costs per Semester

A refundable \$150 damage deposit is required with each contract. The deposit will be refunded at the end of the academic year if there are no damages to the room or its contents, and if you have no outstanding debts to the College. The deposit may be transferred to the following academic year if you plan to return to housing. Single rooms are an option only if space is available.

<u>Housing Unit</u>	<u>18 Meals /Week (+200 Flex)</u>
North Apartments/Ellis Private	\$3,407
Rubeti/Highlander/Degginger/Cornerstone/Scottie Place/Sunflower	\$3,210
Hearthford/Hollyoak/Hampton/Huntington/Kansas/Kiltie	\$3,227
Claymont/Crestview/Colony Point	\$3,407
Heritage/Ellis Double	\$3,079
Piper/Prairie Hall (private)	\$3,769
Meal Plan Only	\$1,473

A housing contract entitles the student to eighteen meals per week in the HCC cafeteria. Meals may be purchased individually in the Business Office. Meals will not carry over to the following week. **IMPORTANT NOTE:** Students may not use or steal anyone else's meal plan and must have their student ID cards to enter the cafeteria.

Library

The library on campus is a wonderful resource for both academic material and entertaining materials of various types. The library, in addition to have an extensive collection of educational text, has Internet access, magazines, newspapers, and DVDs. For a listing of DVDs available for rental through the library, check with the library personnel for the latest, updated inventory. Copies can also be made at the library.

Wellness Center

The Wellness Center features a six lane indoor track, room for four full courts for basketball/volleyball/tennis courts, and drop down batting cages. The Wellness Center also has state-of-the-art cardiovascular equipment with treadmills, elliptical machines, and weight stations. In addition, there are televisions, radio hookups and a conference/classroom area.

Room Entry/Random Room Checks

The College reserves the right to enter student rooms in the interest of health and safety or when a violation of college policy or state/federal law is suspected. College officials may also enter rooms for random inspections as needed throughout the semester in order to find and address violations to college policies. Campus Security, the Director of Residential Life, and/or the Vice President for Student Services may conduct room inspections. Local law enforcement officials may accompany HCC officials during inspections.

Health and Welfare Inspections

College housing officials will conduct health and welfare checks in student housing. These checks can occur during reasonable hours of the day and early evening, Monday through Friday. These checks are to maintain the safety, cleanliness and wellbeing of the residents living in Student Housing. This also allows for Student Housing Personnel to observe damages that may occur throughout the academic year. The Student Housing Personnel will attempt as much as possible to respect students' right to privacy.

1. Student Housing Personnel will be responsible for conducting the inspections.
2. Student Housing Personnel include the Director of Residential Life, Campus Security, Resident Assistants, and the Vice President of Student Services.
3. H&W inspections will include, but are not limited to, checking the fire alarm/smoke detectors, heating/cooling unit, appliances, fire extinguishers, closets, drawers, cabinets, sinks, showers, and toilets.
4. Periodically, Student Housing Personnel will be accompanied by Local Law Enforcement and/or a drug dog.

These inspections are meant to provide a safe educational atmosphere for all students and not to invade the privacy and rights of students. If you feel that the protocol outlined in this manual regarding proper behavior of College officials is not strictly followed, you should report in writing any concerns to the Vice President of Student Services at the earliest possible time.

Student Housing Living Expectations: (what Student Housing Personnel will be checking for)

Kitchen

- Trash emptied
- Floor swept & mopped
- Dishes are clean & out of the sink (except for dishes used that day)
- Kitchen sink drain is clear of food particles
- Countertops are clear of food & dried stains
- Oven/Stovetop are clear of food & dried stains
- Utility closet is clear of personal items

Living Room

- Floor vacuumed/mopped
- Room is neatly organized
- Smoke detector not tampered with (this includes removing the battery & cover the smoke detector up)

Bathroom

- Trash emptied
- Floor mopped
- Countertop clean
- Mirror clean
- Shower/tub clear of dirt!
- Toilet flushed & clear of dirt!
- Room is neatly organized

Bedroom

- Trash emptied
- Floor vacuumed
- Clothes off the floor
- Desktops clean
- Smoke detector not tampered with (this includes removing the battery & cover the smoke detector up)
- Room is neatly organized

**HIGHLAND COMMUNITY COLLEGE
COLLEGE HOUSING REASONABLE ACCOMMODATION POLICY**

Section I. Introduction and Background

Highland Community College ("HCC" or the "College") recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to use and enjoy College housing. This Policy explains the specific requirements and guidelines which govern requests for reasonable accommodation in College housing. HCC reserves the right to amend this policy at any time as circumstances require.

Section II. Procedure for Requesting Reasonable Accommodation (Excluding Requests for Service Animals under the Americans with Disabilities Act Amendments Act)

HCC's Disability Services ("Disability Services") is/are responsible for evaluating whether to grant or deny requests for reasonable accommodation in College housing. In evaluating the request, Disability Services will consult with the Director of Student Life ("Student Life"), the Vice President of Student Services ("Student Services"), and the HCC Counselor, as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in College housing who believe they need a reasonable accommodation must contact Disability Services.

Requests for reasonable accommodation in College housing policies and practices are governed by the following requirements:

1. Requesting a Housing Accommodation

- a. An individual with a disability must complete the "Request for Reasonable Housing Accommodation" Form (the "Request Form") to request a reasonable housing accommodation. Copies of the Request Form are available from Disability Services. If the individual requires assistance in completing the Request Form, Disability Services will provide assistance in completing the form.
- b. HCC will accept and consider requests for reasonable accommodation in College housing at any time. The individual making the request for accommodation should complete and provide the Request Form to Disability Services as soon as practicably possible before moving into College housing. However, if the request for accommodation is made fewer than 60 days before the individual intends to move into College housing, HCC cannot guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy.
- c. If the need for the accommodation arises when an individual already resides in College housing, the individual should contact Disability Services and complete the Request Form as soon as practicably possible. HCC cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.
- d. Absent exceptional circumstances, the College will attempt to provide a written response to a reasonable accommodation request within fourteen (14) business days of receiving the information described in section 2 below.

2. Information that May Be Requested for Housing-Related Reasonable Accommodation Requests

Disability Services shall limit its requests for information to only the information necessary to verify whether the individual making the request has a disability and/or to evaluate if the reasonable accommodation is necessary to provide the individual an equal opportunity to use and enjoy College housing.

a. Obvious Disability

If the individual's disability and the necessity for the accommodation are obvious (e.g. an individual with a physical disability using a wheelchair needs an accessible room), the individual need only explain what type of accommodation is being requesting. No verification of disability and/or necessity is required under these circumstances.

b. Non-Obvious Disability/Necessity

- i. If the disability is obvious but the need for the accommodation is not obvious, the College may require the individual to complete the Reasonable Accommodation Verification Form for College Housing ("Verification Form") and designate a reliable third party who can verify that the requested accommodation is necessary to provide the individual an equal opportunity to use and enjoy College housing, but may not seek information about the individual's disability.
- ii. If the disability and necessity for the accommodation are not obvious, Disability Services will require the individual to complete the Verification Form and designate a reliable third party who can verify that the individual has a disability and that the requested accommodation is currently necessary to provide the individual an equal opportunity to use and enjoy College housing.
- iii. A reliable third party is someone who is familiar with the individual's disability and the necessity for the requested accommodation. A reliable third-party includes, but is not limited to, someone who provides licensed medical care, therapy, or counseling to persons with disabilities, including doctors, physician's assistants, psychiatrists, psychologists, or social workers.
- iv. Absent exceptional circumstances, within seven (7) business days of receiving the completed Verification Form from the third-party, the Disability Professional(s), after consultation with the aforementioned parties, will determine if the accommodation is necessary because of a disability to provide the individual an equal opportunity to use and enjoy College housing.
- v. If the third party returns the Verification Form without sufficient information for Disability Services to determine whether an accommodation is necessary, Disability Services will inform the individual in writing of the verification's insufficiency and may request additional information, including speaking directly with the individual supplying the third-party verification, within seven (7) business days of receiving the verification.
- vi. The individual making the request for accommodation must cooperate with Disability Services in a timely manner in providing all information needed to determine whether the requested accommodation is necessary.

3. Determination of Reasonableness

- a. Disability Services may deny the requested accommodation if it is unreasonable. Disability Services shall consult with Residential Life to determine if implementing the requested accommodation is reasonable.

- b. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters College housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property; and/or (4) is otherwise unreasonable to the operation of the College.

4. Approval of Accommodation

- a. If Disability Services determines a requested accommodation is necessary and is not unreasonable, it will contact the individual, in writing, within seven (7) business days of its determination, to arrange a meeting to discuss the implementation of the accommodation.

5. Denial of Accommodation/Appeal

- a. If Disability Services determines a requested accommodation is necessary but unreasonable, Disability Services will contact the individual, in writing, within seven (7) business days of its determination and engage in an interactive process with the individual to determine if there are alternative accommodations that might effectively meet the individual's disability-related needs.
- b. If the individual is unwilling to accept any alternative accommodation offered by Disability Services or there are no alternative accommodations available, Disability Services will provide a verbal explanation and written notification to the individual of the denial, the reasons for the denial, the right to appeal the decision, and the procedures for that appeals process. The notification shall be in writing and made within seven (7) business days of the notification from the individual of their unwillingness to accept any of the alternative accommodations offered or the determination that there are no alternative accommodations available.
- c. All appeals are reviewed by the HCC ADA/Section 504 Compliance Officer. If the appeal is denied, the HCC ADA/Section 504 Compliance Officer shall provide written notification of the denial to the individual and a written explanation with all of the reasons for the denial.
- d. An individual may also use the Equity Grievance Process outlined under the general College antidiscrimination policies. This grievance policy and procedure can be found at:
<https://highlandcc.edu/caffeine/uploads/files/Approved%20Equity%20Grievance%20Policy.pdf>

6. Confidentiality and Recordkeeping

In processing requests for reasonable accommodations, the College will take all steps required by federal, state, and/or local law to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to individuals specifically designated to determine and implement requests for reasonable accommodations, who will disclose the information only to the extent necessary to determine whether to grant the request, determine if the request is unreasonable, and implement any request granted, keeping all written requests and accompanying documentation in a secure area to which only those designated individuals have access, except as otherwise required by law.

7. Non-retaliation Provision

HCC will not retaliate against any individual because that individual has requested or received a reasonable accommodation in College housing.

HIGHLAND COMMUNITY COLLEGE ASSISTANCE ANIMAL POLICY AND AGREEMENT

Highland Community College (“HCC” or “College”) recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. HCC is committed to allowing individuals with disabilities the use of Service Animals on campus to facilitate their full-participation and equal access to the College’s programs and activities. HCC is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. This Policy explains the specific requirements applicable to an individual’s use of an Assistance Animal in College housing. HCC reserves the right to amend this Policy as circumstances require. This Policy applies solely to “Assistance Animals” which may be necessary in College housing. It does not apply to “Service Animals” as defined by the ADAAA.

Although it is the policy of HCC that individuals are generally prohibited from having animals of any type in College housing, HCC will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is necessary because of a disability and reasonable. However, no Assistance Animal may be kept in College housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this Policy.

I. Definitions

A. Assistance Animal

“Assistance Animals” are a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service Animals under the ADAAA and HCC’s Service Animal Policy. An Assistance Animal is not a pet. Some Assistance Animals are professionally trained, but in other cases Assistance Animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as Assistance Animals, but any animal may serve a person with a disability as an Assistance Animal. (It is important to note that animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or emotional support animal.)

The question in determining if an Assistance Animal will be allowed in College housing is whether or not the Assistance Animal is necessary because of the individual’s disability to afford the individual an equal opportunity to use and enjoy College housing and its presence in College housing is reasonable. However, even if the individual with a disability establishes necessity for an Assistance Animal and it is allowed in College housing, an Assistance Animal is not permitted in other areas of the College (e.g. dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

B. Owner

The “Owner” is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into College Housing.

C. Disability Services Office

HCC’s Disability Services (“Disability Services”) collaborates with individuals, faculty, and staff to ensure that individuals with disabilities have equal access to all HCC programs and activities.

II. Procedures for Requesting Assistance Animals in College Housing

The procedure for requesting Assistance Animals follows the general procedures set forth in the College Housing Reasonable Accommodation Policy (“Reasonable Accommodation Policy”) and the requirements set forth below. However, to the extent the requirements and procedures in this Policy conflict with the Reasonable Accommodation Policy, this Policy shall control.

III. Criteria for Determining If Presence of the Assistance Animal is Reasonable

A. College housing is unique in several aspects including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residential halls. To ensure that the presence of Assistance Animals is not an undue administrative burden or fundamental alteration of College housing, HCC reserves the right to assign an individual with an Assistance Animal to the most appropriate housing unit which may include a single room without a roommate.

B. However, for all requests for Assistance Animals, Disability Services shall nonetheless consult with the Director of Student Life (“Student Life”) and the Vice President of Student Services (“Student Services”) in making a determination on a case-by-case basis of whether the presence of an Assistance Animal is reasonable. A request for an Assistance Animal may be denied as unreasonable if the presence of the animal: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters College housing policies; and/or (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including College property.

C. In order for a request for an Assistance Animal to be reviewed, the individual making the request must submit documentation of their disability and their disability-related need for an Assistance Animal. The documentation must come from a licensed professional (such as a doctor, psychologist, or therapist) and should address the individual’s current need for an Assistance Animal as a means to alleviate one or more of the identified symptoms or effects of the disability. Individuals are required to use Highland’s “Verification of Disability-Related Need for Assistance Animal” Form.

D. HCC may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

HCC will not limit room assignments for individuals with Assistance Animals to any particular building or buildings because the individual needs an Assistance Animal because of a disability.

IV. Access to College Facilities by Assistance Animals

A. Assistance Animals

An Assistance Animal must be contained within the Owner's privately assigned individual living quarters (e.g. room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an Assistance Animal is outside the private individual living quarters, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any College facilities other than the specific College residential quarters (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.

B. Dominion and Control

Notwithstanding the restrictions set forth herein, the Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from College housing.

V. Owner's Responsibilities for Assistance Animal

If the College grants an Owner's request to live with an Assistance Animal, the Owner is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

A. General Responsibilities

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The College reserves the right to request documentation showing that the animal has been licensed.
2. The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by HCC.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the responsible individual.
4. HCC will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal.
5. An individual with a disability may be charged for any damage caused by the Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of the College's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residential will be treated using approved fumigation methods by a College-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residential halls. The College shall have the right to bill the Owner's account for unmet obligations under this provision.

6. The Owner must fully cooperate with College personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).
7. Assistance Animals may not be left overnight in College Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from the residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
9. The animal is allowed in College housing only as long as it is necessary because of the Owner's disability. The Owner must notify the Disability Services Office in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this Policy and the Reasonable Accommodation Policy when requesting a different animal.
10. HCC personnel shall **not** be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care of, damage to, loss or death of the animal.
11. The individual must provide written consent for Disability Services to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residential Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

VI. Removal of Assistance Animal

The College may require the individual to remove the animal from College housing if:

1. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal's presence results in a fundamental alteration of a College program;
3. the Owner does not comply with the Owner's Responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the College community.

The College will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with the Disability Services Coordinator and may be appealed to HCC's ADA/Section 504 Compliance Officer following the procedure set forth in Paragraph 5 of the Reasonable Accommodation Policy. The Owner will be afforded all rights of due process and appeal as outlined in that process.

Should the Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill housing obligations for the remainder of the housing contract.

VII. Non-retaliation Provision

HCC will not retaliate against any person because that individual has requested or received a reasonable accommodation in College housing, including a request for an Assistance Animal.

Acknowledgement and Release of Information Consent Form

By my signature below, I verify that I have read, understand, and will abide by the requirements outlined here and I agree to provide the additional information required to complete my Request for a Reasonable Accommodation under the College’s Assistance Animal Policy for College Housing.

- I have read and understand the Assistance Animal Policy and Agreement and I agree to abide by the requirements applicable to Assistance Animals. I understand that if I fail to meet the requirements set forth in the Policy, HCC has the right to remove the Assistance Animal and I will be nonetheless required to fulfill my housing, academic, and all other obligations for the remainder of the housing contract.
- I furthermore give permission to the Disability Services Office to disclose to others impacted by the presence of my Assistance Animal (e.g., Student Life staff, potential and/or actual roommate(s)/neighbor(s)) that I will be living with an animal as an accommodation. I understand that this information will be shared with the intent of preparing for the presence of the Assistance Animal and/or resolving any potential issues associated with the presence of the Assistance Animal.
- I further recognize that the presence of the Assistance Animal may be noticed by others visiting or residing in College Housing and agree that staff may acknowledge the presence of the animal, and explain that under certain circumstances Assistance Animals are permitted for persons with disabilities.

Owner’s Signature

Date

Disability Services Representative

Date

Student Life Representative

Date

Highland Community College Student Housing Fire Safety Plan

At the start of each academic semester, students should become familiar with the HCC Student Housing Fire Safety Plan. All students are required to evacuate their complex whenever their fire alarm has sounded. Students who do not evacuate their apartment complex after the fire alarm has sounded, will receive a verbal warning the first time and an insubordination fine anytime following.

Stage 1:

- All students will exit the apartment complex in an orderly fashion.
- Close the door of the room and/or apartment where the fire is upon exit

Stage 2:

- If an actual fire is seen, Call Doniphan County Sheriff first to dispatch Highland Fire Department @ 785-985-3711
- Contact Campus Security second, @785-741-2206
- Alert other residents and/or roommates during exit from apartment complex by knocking on their doors.

Stage 3:

- Student must evacuate to their building's designated Fire Safe Zone area.
 - *Details of Fire Safe Zone Areas are listed below*
- Students cannot re-enter the apartment complex until the alarm has been silenced and a college official or the Highland Fire Department has given the ALL Clear.
- Students who re-enter the apartment complex before the ALL Clear has been given will receive an insubordination fine.

HCC Student Housing Fire Safe Zone Areas

<u>Ellis Hall:</u>	Parking lot South of Ellis
<u>Piper/Prairie Hall:</u>	Parking lot North of Piper (Lot P)
<u>Kansas Hall:</u>	The sidewalk in front of the Walter's Wellness Center
<u>Kiltie Hall:</u>	The sidewalk in front of the Walter's Wellness Center
<u>Colony Point Hall:</u>	Gravel parking lot West of complex (Maintenance Shed Lot)
<u>Cornerstone Hall:</u>	Gravel parking lot West of complex (Maintenance Shed Lot)
<u>Claymont Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Crestview Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Hampton Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Hollyoak Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Hearthford Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Huntington Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Heritage Hall:</u>	Parking lot East of complex (Lot H)
<u>Rubeti Hall:</u>	Parking lot East of complex (Lot H)
<u>Highlander Hall:</u>	Gravel Parking lot West of complex (Maintenance Shed Lot)
<u>Degginger Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Scottie Place Hall:</u>	Gravel Parking lot South of complex (Lot S)
<u>Sunflower Hall:</u>	Gravel Parking lot South of complex (Lot S)

The college will perform four fire drills in campus housing per academic year. These will be unannounced. All residents in housing at the time of the drill will be expected to evacuate the building and participate in the drill.

Note: Whenever your fire alarm sounds, please offer your neighbors a "courtesy knock" to notify of a fire.

Apartment Complex Fire Alarm Specifications

Kansas/Kilte

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire Extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
 - The living room & bedroom smoke detectors will set off the alarm for the entire building
- The Fire alarm panel is located in apartment 1

Claymont/Crestview/Colony Point/Cornerstone/Hampton/Hollyoak/Hearthford/Huntington

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
 - The smoke detector in the living room will set off the alarm for the entire building
 - Bedroom smoke detectors will not set off the alarm for the entire building
- No fire alarm panel present

Highlander/Degginger/Sunflower

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is not interconnected
 - Smoke detectors are interconnected within the apartments, not the building
 - The living room/bedroom smoke detectors will set off fire alarm within apartment only
- No fire alarm panel present

Heritage/Rubeti

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in hallway utility closet
- Fire alarm system is interconnected
 - Smoke detector in hallway will set off alarm in entire building
 - Smoke detectors in bedroom are not interconnected
- Fire alarm panel is located in Heritage 1 & Rubeti 3

Ellis

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in the kitchen
- Fire alarm system is not interconnected
 - Smoke detectors in apartment will not set off entire building
 - Smoke detectors in kitchen will not set off smoke detector in bedrooms & vice versa
- Pull stations are on landings

Piper

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is not interconnected
 - Smoke detectors in living room & bedroom will set off fire alarm within apartment
 - Smoke detectors in apartments will not set off alarm in entire building
- Fire alarm panel is located in the closet of building lobby

Prairie

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is interconnected
 - Smoke detectors in bedrooms & hallways will set off alarm in entire building
- Fire alarm panel is located in apartment 3
- Sprinkler System

Scottie Place

- Smoke detectors are located in apartment living rooms and bedrooms
- Fire extinguishers are located in kitchen utility closets
- Fire alarm system is not interconnected
 - Smoke alarms are interconnected upstairs, but not downstairs
 - Smoke detector in back hallway is interconnected with apartments 2 and 4
 - Smoke detectors in apartments will not set off alarm in entire building
- No fire alarm panel present

Duplexes

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchens
- Fire alarm system is not interconnected
 - Smoke detectors in hallway & bedrooms will not set off alarm in entire building
 - Smoke detectors in hallway & bedrooms will set off alarm within apartment
- No fire alarm panel present

Emergency Information

Fires, natural disasters, bomb threats, accidents, and assaults can occur. The following instructions were prepared to help you know what to do until help is available.

Reporting an Emergency

7:30 am to 5:00 pm

Dial 6000 from a campus phone or 442-6000-Campus Switchboard, from any campus extension and the appropriate medical, fire, and police will be notified.

After hours

Dial 911 for Fire or Ambulance. Remember to call from a campus phone. A 911 call from a cell phone will connect to the emergency service of your cell phone's area code. Dial 785-741-2206 for Campus Security.

Before taking any action, be sure you are not endangering yourself. Avoid any unstable structures, electrical wires, toxic fumes, chemical spills, fire, etc. Do not jeopardize your life or the lives of others in attempting to save personal property.

When you call, give:

1. Your name
2. Your telephone number and location
3. Name and location of emergency
4. Don't hang up until the person answering the call ends the conversation
5. If there is a generalized emergency and the phone lines are dead, take a message to the Main college phone number at or the Director of Residential Life.
6. If the emergency involves students, please refrain from making further calls to friends or parents. If at all possible, notify the Vice President of Student Services immediately. College administration will contact any additional parties that needed to be informed.

Acting in an Emergency

1. Remain calm, use common sense, and render assistance. Don't panic.
2. Evacuate buildings immediately upon hearing an audible alarm, or when remaining in the building becomes life threatening.
3. Know the location of at least two emergency exit routes.

DO NOT:

1. Use the telephones for reasons other than emergency purposes.
2. Use the elevators or chair lifts in emergencies or attempt to exit stalled elevators.

Medical Emergencies:

Do not exceed your training or knowledge when attempting to render first aid. Immediately dial 911 or 6000 and report the nature of the illness.

Threatening phone calls

If you receive a threatening call:

1. Notify your Director of Residential Life. If this person is unavailable, contact the Vice President of Student Services at Ext. 6021 or Vice President of Finance & Operations at Ext. 6002 immediately.

Robbery Assault

These procedures should be followed to help assure your safety:

1. Cooperate. Give the person exactly what he/she asks for, nothing more.
2. Remember distinguishing traits: color of clothing; hat or not hat; beard or moustache; race approximate height, weight, and age.
3. Note the type of weapon used.
4. Listen carefully to notice voice characteristics and what are said.
5. Note direction of travel or flight after the confrontation. Check vehicle type and license number if possible.
6. Notify Campus Security at 785-741-2206 or local law enforcement at 985-3711 (this is a local number).

Sexual Assault and Rape

Sexual Assault

Sexual assault is defined as unwanted sexual contact that stops short of rape or attempted rape. This includes sexual touching and/or fondling (Rape, Abuse & Incest National Network, 2007).

Rape

Rape is defined as forced sexual intercourse, including vaginal, anal or oral penetration. Penetration could be by a body part or an object (Rape, Abuse & Incest National Network, 2007).

Many victims of sexual assault do not know where to turn for help, know what to do after an assault. The following steps should serve only as a guide.

1. Get to a safe place.
2. Get help quickly.
3. Call 985-3711 for local law enforcement.
4. The victim should call a close friend or relative or college administration. You should not be alone.
5. Do not change clothes or shower. You may destroy valuable evidence needed by the police.
6. Write down everything you remember that happened, with as much detail as possible.

7. Get medical attention. You may have hidden injuries and may want to explore other options for preventing pregnancy or sexually transmitted diseases.

Remember: You are not to blame, even if:

- Your attacker was an acquaintance, date, friend or spouse.
- You have been sexually intimate with that person or with others before.
- You were drinking or using drugs
- You froze and did not or could not say “no” or were unable to fight back physically.
- You were wearing clothes that others may see as seductive.

It is never all right for you to force yourself on someone else, even if:

- They tease you or dress provocatively.
- They say “no” and you think they mean, “yes”.
- You have had sex with them before.
- You have paid for a night on the town or an expensive gift.
- You have been dating for a long time and you think it is time.
- If you have any doubts... stop, ask and clarify.

Some ways to increase your safety:

- Understand your environment
 - There are always danger spots and times you’re forced to slow down.
 - Be extra alert at these times and try to move through them quickly.
- Be aware
 - Of yourself
 - Your surroundings
- Avoid isolated areas
- Don’t let drugs or alcohol affect your judgment.
- Use your sixth sense: gut instinct
 - Avoid a person or situation which does not “feel” safe
- Keep your eye on your drink in social situations
 - Drugs can be slipped into your drink
 - Don’t take drinks from someone you don’t know
- Lock your door and windows.
- Watch out for unwanted visitors.
- Avoid walking or jogging alone, especially at night. Stay in well-traveled and well-lit areas

Policy Prohibiting Sexual Harassment

It shall be administrative policy of Highland Community College that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of Highland Community College as required by Public Law 92-318.

As part of its policy not to discriminate on the basis of sex, Highland Community College hereby specifically prohibits any act of sexual harassment and has adopted for its students and employees the following definition of sexual harassment:

Requests for sexual favors or unwelcome advances in the form of verbal or physical conduct of a sexual nature for which compliance is made an expressed or implied condition of an individual’s initial or continued employment, requests which affect decisions regarding an individual’s education, or facilitates an atmosphere that interferes with an individual’s work or academic performance.

In compliance with Section 86.8 of P.L. 92-318, the President of the College has been designated as the Compliance Officer and the employee responsible to coordinate the efforts of the college to comply with and carry out its responsibilities under this Act, including any investigation of any complaint communicated to Highland any actions which should be prohibited by this Act. The Compliance Officer may be contacted by mail at Highland Community College, 606 W. Main, Highland, and Kansas 66035 or by telephone (785) 442-6010.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Examples of sexual harassment:

- Demands for sexual favors
- Sexual innuendo
- Sexual proposition
- Suggestive comments
- Obscene gestures: sexual or graphic
- Suggestive or degrading sounds: whistling
- Unwanted contact: groping, pinching, grabbing, brushing up against, and kissing
- Cornering
- Sexually suggestive letters or other written materials
- Derogatory statements
- Jokes
- Teasing
- Graphic or sexually suggestive comments about an individual's attire or body
- Pressure to accept social invitations, to meet privately, to date or to have sexual relations.
- Stalking (to follow or observe a person persistently)

Demeaning epithets

Random Acts of Violence

Personal safety should be a primary concern. If a situation occurs in which your personal safety is in immediate danger, remove yourself from the building if at all possible.

Contact the Main college phone number at 442-6000 as soon as possible.

Campus staff will notify those in other buildings and provide instructions.

If you are aware of others being injured on college grounds, refrain from contacting family members or friends. The President or designee will make all necessary contacts.

Power Outages

Occasionally, the City of Highland experiences power outages. We do not always know the extent of these outages, but offer the following guidelines:

1. If outage occurs during the daytime while campus offices are open, contact the main college phone number. The switchboard can tell you if this is a campus wide problem. If is a single building, maintenance will be contacted.
2. Please wait at least fifteen minutes to give maintenance or switchboard the opportunity to determine the problem. We will notify you if it cannot be fixed immediately.
3. If the outage is extensive and does not seem to be fixable within the immediate future the campus will post notices on housing units indicating the extent of the outage.

Vehicular Accidents

If you collide with an unattended vehicle, stop immediately, attempt to locate the vehicles' owner, or notify the Vice President of Finance & Operations or the Vice President of Student Services. If this is not possible leave a note with your name, address and telephone number.

Damage under \$350.00

If you are involved in an accident resulting in damage under \$350.00 you must stop and give the following information to the owner/operator of the other vehicle:

1. Your name

2. Your address
3. Registration number of your vehicle;
4. Your driver's license number

Vehicle Damage over \$350, injury or death related to vehicular accidents on the HCC campus.

If an accident results in damage over \$350, if there is a question about the amount of damage, or if an accident results in injury or death on the HCC campus, notify the Vice President of Finance & Operations and/or the Vice President of Student Services and the local police immediately.

Fumes/Vapors/Gas Leaks

If a vapor, fume or gas leak enters your living space and you cannot determine the sources, leave the area immediately. Post a do not enter sign and contact maintenance 442-6110 or Switchboard 442-6000.

Winter Storms

When a severe storm occurs on campus, the College President decides whether the campus will close.

Students who question whether the College will be open after a major overnight storm should tune into 103.9 KNZA-Hiawatha. A message will be left on campus switchboard regarding campus closings. In all possible cases, the college cafeteria will open during its regularly scheduled hours in the event the campus closes during a winter storm.

Tornados

Kansas is located within an active tornado zone. Actions taken before, during and immediately after a tornado may be the difference between life and death.

When a tornado is confirmed to be in or near Doniphan County, Police or Emergency Preparedness will activate the storm warning sirens. Everyone should take cover by going to a designated shelter area.

SHELTER LOCATIONS:

Lower level Library Student Union
Lower level Administration Building
Lower level Yost Hall
Locker rooms Allen Fieldhouse
First floors Rubeti, Heritage and Ellis
First floor of any of the campus apartments

If you are unable to get to a shelter location, go to the lowest level and center of an apartment, away from windows. Preferably the bathroom and close the door. Cover yourself with blankets or if possible a mattress to protect your body from objects tossed during the storm.

The "take shelter" siren has a wailing rise and fall sound that will operate for 15 seconds, then turn off for 5 seconds.

The "all clear" is a flat, one tone siren that will operate for 2 seconds then turn off for 2 seconds. This will last for one minute.

The city alarms are located off campus, but can easily be heard from outside any building. At the college, an additional hazard exists due to the number of chemicals and gas lines in laboratories. Try to avoid these areas for shelter.

General Instructions

1. Don't go sightseeing
2. Move towards the lowest level and center of the building. Stay away from windows
3. Do not use the telephone except to report medical or fire emergencies, safety hazards or criminal activity
4. Keep walkways and loading dock areas clear for emergency vehicles.
5. Cooperate with public safety officials. Do not go into damaged areas unless your help is requested.

The College will conduct a tornado drill each Spring. All students on campus during the drill are expected to participate.

HCC Lockdown Procedure

A campus lockdown will be initiated if there is serious risk of danger to the staff, faculty and students of HCC from an armed or dangerous person on campus. The lockdown will be initiated at the discretion of the President or his/her designee. A RAVE Alert will be sent out to initiate a lockdown. That is an email and text message. Also, the campus speaker system will initiate and give you direction on what to do.

Building Safe Zones & Responses

Administration Building

- Business Office: lock office doors, shut off lights & move to the Northeast office.
- Financial Aid/Registrar Office: lock glass door & back entry, shut off lights & move to Financial Aid Director Office
- Admissions Office: move to President's Office
- IT Office: lock office door & shut off lights
- Music Classroom: lock offices & shut off lights

MSTC

- Some classrooms and offices are safe zones. Move to safe zone, lock door, and turn off lights.

Irvin Hall

- First floor reading classroom is a safe zone. Instructors, tutors, staff & students move to the safe zone area, lock door, shut lights off.
- Second floor math lab/study area is a safe zone. Instructors, tutors, staff & students move to the safe zone, lock door, shut off lights.

Gym

- Training room is a safe zone. Move to safe zone, lock door, and turn off lights.
- Lock rooms are a safe zone. Move to safe zone, lock door, turn off lights.

Library

- Faculty reading room is a safe zone. Move to safe zone, lock door, turn off lights.

Cafeteria

- Manager's office, bathrooms & kitchen area are safe zones. Move to safe zone, lock door, turn off lights.

Lower LSU

- Academic office is a safe zone. Move to safe zone, lock door, turn off lights.

Stadium Center

- Coaches offices are safe zones. Move to safe zone, lock door, turn off lights.

Wellness Center

- Southwest corner of the Wellness Center is a safe zone. Move to safe zone, lock door, turn off lights.

Yost Hall

- Offices are safe zones. Move to safe zone, lock door, turn off lights.

Campus Housing

- Each apartment is a safe zone. Lock outside door, move to the bathroom, turn off lights.
- RA will move to the bedroom and blow air horn out of window.

When threat has passed, all on campus persons will be notified via RAVE Alerts and the campus speaker system.

Housing Contract Terms and Conditions

The following Terms and Conditions as part of the contract between HCC and the residents of HCC housing. This is an agreement for room and board accommodations. I agree to rent a room at the rate as specified by HCC per semester and to pay for my board at the rate as specified by HCC per semester. Prices listed are subject to change by the approval of the HCC Board of Trustees.

I enclose herewith a check or money order made payable to Highland Community College in the amount of \$150 as a security deposit for housing accommodations (if not previously paid). If I do not reside in an HCC dorm for the full term of my agreement, refund of the deposit will be made in accordance with contract printed below. If I reside in HCC housing for the full term of this agreement, refund of the security deposit will be made on or before forth five (45) days have elapsed form the date I terminate residential, less deductions for damage and any other unsatisfied obligations due HCC. In the event the one hundred fifty dollar (\$150) security deposit is reduced by reason of charges against it, I agree to add to such deposit an amount sufficient to bring back to one hundred fifty dollars (\$150).

I understand and agree that: (1) The College reserves the right to reject my application or any other applications for accommodations in HCC housing. (2) If my application is accepted by the College, I will promptly pay all charges for the accommodations assigned to me at the rate established by the Board of Trustees for the College. (3) I may occupy my room and meals will be served me according to the HCC Housing Calendar, which is subject to change by the College without notice. (4) I may not alter or amend this application-contract without agreement of both parties. (5) The inability of the College to grant my assigned preferences shall not void this application-contract. (6) The College reserves the right to change the requirements for the Housing Complex.

Contract Conditions:

1. **CANCELLATIONS AND REFUNDS:** Your contract is a lease agreement with Highland Community College for the Fall semester and Spring semester. Your contract may be altered under the following conditions:

- a. If you notify the Campus Director of Residential Life in writing by June 1 for fall semester and December 1 for spring semester that you do not intend to live in campus housing, your deposit will be refunded within 45 days and you will be released from your contract.
- b. If you notify the Campus Director of Residential Life in writing after December 1, for spring and June 1 for fall semester, but before registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
- c. After registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the academic year.
- d. At the end of the fall semester, you may be released from your contract if you notify the Campus Director of Residential Life in writing on or before the last day of the fall semester. Your deposit will be returned within 45 days after inspection.
- e. If you notify the Campus Director of Residential Life in writing after the last day of the fall semester, but before spring registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
- f. After spring registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the semester.

2. **ROOM ASSIGNMENTS:** HCC will notify the student after a room has been assigned to the student. HCC reserves the right to change the room assignment and to require the student residents to move to a like accommodation if such a change appears to be in the best interest of the student resident or the College.

3. **VACATION POLICY:** HCC housing will be officially closed and no food service provided during all of the official College vacation periods.

4. **ROOM INSPECTION:** The College reserves the right to enter students' rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent or probable cause is given. Your assigned Resident Assistant, Campus Housing Coordinator, or the Vice President for Student Services may conduct room inspections once a week. The Highland City Police and/or canines, used for the detection of illegal substances or weapons, may accompany HCC officials during room inspections.

5. **ROOM FURNISHING AND SERVICES:** Campus Apartments, Ellis Hall, Heritage Hall, and Rubeti Hall are all furnished with a couch, study desks and chairs, beds, individual closets, drawer unites, living room chair, dining table and chairs, a stove and a refrigerator. Utilities and cable service are paid. Cable hookups are in the living areas of each apartment, and in the bedrooms in the Ellis (3 occupant) apartments. The use of a splitter to run service to other areas of the apartment is prohibited. There is one telephone connection in each apartment and local service is paid by HCC. Each bedroom contains a computer outlet to the HCC network for each occupant.

6. **FIRE, THEFT, OR DAMAGES:** HCC shall not be responsible for the loss of or damage to any of the student's personal property from any cause whatsoever. The student shall reimburse HCC for all damages to the structure in which he or she is housed and all damage to, or loss of any fixtures, furnishings, or personal property furnished under this contract caused by negligence on the part of the student or his/her guest. In the event that the accommodation assigned to this student is destroyed or otherwise made unavailable

and HCC does not furnish equivalent accommodation, the contract shall terminate and all rights and liabilities of the parties hereto shall cease and the rights of HCC and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

7. RULES AND REGULATIONS: The student shall comply with all the rules and regulations of HCC housing in which he or she is a resident and of the College, which are now hereinafter in effect, which rules and regulations are specifically made a part of this contract by reference. In the event that a student ceases to be enrolled as a regular student at HCC, such student shall immediately vacate his or her accommodations, if requested to do so by HCC and, if vacated, HCC shall be under no obligation to refund any payment previously made.

8. MOVE IN: Students may move into their rooms on a date determined by HCC, usually the day of final registration, unless participation in HCC activities requires the student to be on campus earlier.

9. MOVE OUT: Students must move out of their rooms by 6:00pm on the last day of final exams for each semester.

10. The FEES SCHEDULE AND INFORMATION SHEET are considered a part of the housing contract.

11. FAILURE TO MEET THE TERMS OF THIS CONTRACT MAY RESULT IN EVICTION FROM HOUSING.

12. PAYMENT INFORMATION: Deposits and the completed contract should be directed to the HCC Student Services Office. Semester payments should be made to the HCC Business Office. Make checks payable to Highland Community College. Housing payments are made on a semester basis. The amount due may be paid by one of the following options. (a) pay all of amount due on or before day of registration; (b) pay $\frac{1}{2}$ on day of registration and remainder within 30 days; (c) pay $\frac{1}{2}$ on day of registration and $\frac{1}{3}$ of remaining balance in 30 days, $\frac{1}{3}$ in 60 days, and $\frac{1}{3}$ in 90 days. A \$25.00 payment plan fee is required for options (b) and (c) in addition to the amount due, if tuition and fees are included in the payment plan.

13. BACKGROUND CHECKS: All students must agree to the completion of a background check before their housing contract is considered finalized. You authorize and consent to a criminal background check before your housing contract will be processed. You also agree to submit to fingerprinting, if requested for such purpose. HCC may also request copies of official documentation of completion of diversion agreements, etc. if necessary. The background check process may or may not be completed prior to the date of move-in. If information is provided on the completed background check that indicates the student may be a danger to the safety of the campus community, the student will be required to vacate campus housing.