

R E S I D E N C E H A L L

Handbook

2011|2012

This handbook explains some basic policies and procedures you need to know as a resident of the K-State at Salina residence halls. The purpose of these rules and regulations is to ensure a safe, comfortable and supportive living environment that is conducive to your educational and residential success.

**much more
than a room!**



WELCOME

Please read your Room and Board Contract and this handbook very carefully. You are expected to know and observe the rules and regulations covered in your contract, this handbook, other Housing and Food Services publications and the K-State at Salina Student Conduct Code. If anything is unclear, please contact the Office of Residence Life. You are also expected to observe all city, state and federal laws.

RESPONSIBLE FREEDOM is the hallmark of the K-State at Salina residence halls. The University is committed to encouraging mature self-direction, holding you, the student, responsible for your actions. By signing your Room and Board Contract, you have made a legal agreement that provides:

A Commitment To You from the University to provide housing and food services, learning opportunities and a living environment that complements your academic and personal development.

A Commitment From You to act as a responsible student, to be considerate of other residents, to abide by University rules and to fulfill your financial obligations. This handbook provides important information that is considered a continuation of your Room and Board Contract.

In signing your contract, you contracted to assume responsibility for keeping your room in good repair and for following the policies and procedures presented in this handbook. Residence hall policies and procedures are subject to change. You will be given sufficient notification of any changes or additions through bulletins, correspondence, University email accounts or community newsletters.

DIVERSITY

Kansas State University is a multicultural community of students, faculty and staff with diverse backgrounds, national origins, religious and political beliefs, physical abilities and sexual orientations.

The University values diversity and is committed to promoting:

- respect for the rights and privileges of others,
- understanding and appreciation of human differences, and
- the constructive expression of ideas.

Everyone who chooses to live in or visit our residential communities has his or her own beliefs and must also understand that acts that denigrate an individual's national origin, race, gender, sexual orientation, heritage, culture, religion, disability or age will not be tolerated.

Strive to understand the individual differences of those around you, especially your neighbors. As you engage in daily activities and interactions, challenge yourself to learn from others. Give others the respect and tolerance that you yourself desire.

For more information, or if you have been the victim of a bias-related incident, see "Options & Resources for Victims of Bias-Related Conduct."

GROWTH AND DEVELOPMENT

The Residence Life program is at the heart of what differentiates living on campus from other student living arrangements.

RESIDENCE LIFE PROGRAM GOALS

- To facilitate the creation of a strong community in the residence halls
- To support independence and growth in an atmosphere of personal responsibility and safety
- To enhance academic and intellectual development
- To promote leadership and interpersonal skill development
- To encourage awareness and understanding of individual, cultural and lifestyle differences and an increased appreciation for diversity
- To provide information concerning campus and community resources
- To provide opportunities for social interaction and fun

STUDENT LIFE MISSION

The department of Student Life promotes the educational experience by enhancing the opportunities, safety, and growth of the campus community

Principles:

- Provide and support campus services, programs, and activities.
- Strengthen the quality of life within a supportive atmosphere.
- Encourage and motivate lifelong healthy choices through the college experience.

RESIDENCE HALL STAFF

The professional and student advisory staff members who live in your residence hall are part of the Residence Life Program. Their focus is to help facilitate the development of community within the halls and to encourage student involvement in residence hall and campus activities.

RESIDENT ASSISTANT (RA)

Your RA is a student and a staff member who lives in your community. Your RA can be one of the most helpful and resourceful people you will interact with and is probably the first Residence Life staff person you will meet. These individuals have been carefully selected because of their leadership and interpersonal skills, positive attitudes and sense of commitment.

The primary responsibilities of your RA include:

- Establishing and maintaining a cohesive and responsible community;
- Serving as a source for information and referral and helping you adjust to aspects of campus life, including academic concerns, roommate relationships, homesickness and other matters;
- Organizing and distributing information about social, educational, cultural and recreational programs in the residence halls and campus community; and
- Providing leadership and support to you and other members of your community. Get to know your RA and utilize his/her knowledge and skills.

To contact the Resident Assistant
on Duty call 819-RA4U (7248)
between the hours of 5 p.m. and 8 a.m.

In case of an emergency call security at 785-826-2909.



RESIDENCE LIFE COORDINATOR (RLC)

The RLC is a full time, professional staff member who has a master's degree. The RLC's job duties include:

- Training and supervising student and professional staff;
- Advising residence hall student groups;
- Provide educational programming to aide in the academic progress of students;
- Administrative duties of the residence halls; i.e. room assignments, housing contracts, etc.

The RLC is available to meet student's needs during posted office hours that are held in College Center 208 B

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COMMUNITY LIVING

Due to the proximity of resident rooms, different lifestyles, pressures of academic pursuits, work and shared living, conflicts may arise. The Residence Life staff understands the nature of this unique living experience and seeks to assist in the resolution of problems or prevent them whenever possible. However, the residents involved play the most significant role in resolving problems they may encounter. Residents are encouraged to discuss problems or concerns with roommates and neighbors before a major issue or conflict develops. The Residence Life staff is available to assist with conflict resolution, supporting and working with residents in an effort to maintain community standards.

The Roommate Bill of Rights

A roommate has the right to...

Study and sleep without unreasonable distractions, noise or interference

Have guests, with the understanding that guests must honor the rights of others and the policies of the residence hall community

Have overnight guests only with the consent of other roommates and as outlined in your Room and Board Contract

Free access to his or her room and facilities

Live in a healthy, safe and clean environment

Feel comfortable in his or her room

Be free from harassment and discrimination

Identify and discuss conflicts

Privacy

A locked room door at all times

Dictate the use of his or her possessions

MAINTAINING A GOOD RELATIONSHIP WITH YOUR ROOMMATE

do regard your roommate as an equal

do respect your roommate's feelings and opinions

do speak up if your roommate's behavior bothers you

do not put off talking to your roommate if there appear to be a conflict

do not assume the conflict is your roommate's problem

do not try to "reform" your roommate

RESIDENCE LIFE PROGRAMS AND SERVICES

RESIDENCE HALLS ASSOCIATION

RHA is a student run group that allows you the resident to have say in what goes on in your home away from home. By living in one of the residence halls you are already a member of this organization. You can help develop new policies for the halls or update the old ones. RHA also sponsors programs such as Open Mic Night, that allow both the residence halls to work together to create a campus wide community.

K-State at Salina's RHA is a member of the National Association of College and University Residence Halls (NACURH), and the Midwest Affiliate of College and University Residence Halls. With RHA being affiliated with these Regional and National levels it allows you the opportunity to grow and experiences things that you will only be able to this time in your life. It allows you to travel, meet people from all 50 states, Canada, and even Mexico, and gain valuable leadership skills through presenting programs, and bid presentations, along with showing your school spirit.

Being involved in many different experiences help you realize your personal strengths and weakness, which can help you excel at your academics. It also allows you to learn how to better utilize your free time, into areas that interest you and that can make your college career enjoyable. Finally being involved helps you help others building a strong and lasting community.

If you are interested in getting involved in RHA or would like more information, stop by the Office of Residence Life, College Center 208 B. Meetings are open to all residents.

JUDICIAL BOARD

The Judicial Board (J-Board), composed of student representatives from both Residence Hall and Harbin Hall, provides residents with the opportunity to become actively involved in the student conduct process. The purpose of the J-Board is to adjudicate alleged violation(s) of the Student Code of Conduct and the Residence Hall Polices and to determine an appropriate sanction for residents found responsible for contract violation(s). Residents are encouraged to apply to become J-Board members. For more information, please contact your Residence Life Coordinator.

CLEANING SUPPLIES

K-State at Salina has many items for cleaning your room available for you to check out from your resident assistant. We have restroom cleaning supplies like scrub brushes, cleaner, and gloves. We also have vacuums and mops for you to keep your room neat and tidy. All of the items are provided at no additional charge for you as the resident.

SPORTS AND BOARD GAMES

The Office of Residence Life has sports equipment for volleyball, basketball, football, and others. Your resident assistant can also check out board games from monopoly to cards. Check with your RA to see what we have available.

MAIL

Mail is delivered to campus Monday through Friday, except for holidays. If you have a package please call 826-2957 to get your package.

CABLE TELEVISION

Included in your Room and Board Contract is extended basic cable service from Cox Communications. Seventy three channels are provided at no extra cost to you as a resident. You may find the channel line up at this address: <http://centralkansas.cox.net/cci/tvlistings>. To order digital or other services you may contact them at 888-GET-MORE. Additional fees may apply to additional services.

INTERNET

There are no additional charges for Internet services in the K-State at Salina Residence Halls. Wireless access points have been set up in the building as well as Ethernet access in every room. Information System will help with setup or problems with Internet. Their office is located at 186 Technology Center or call them at 826-2666.

TELEPHONE

Local and campus telephone services **are not** provided as a component of your room and board contract. If you want to have local and long distance phone service, please contact your RA or a residence life staff member. To sign up for telephone service, students must sign up through K-State Manhattan Telecommunications.

To make on-campus calls to either the Salina or Manhattan K-State campuses, dial the last 5 digits of the number only. To make local calls in the Salina area, dial 9 and then the 7 digit number. Collect long distance calls may be made by dialing 9, then 1 and then the desired number. If you accidentally call 911, stay on the line and inform them of the mistake.

RESIDENCE HALL POLICIES

Please read your Residence Hall Room and Board Contract and this handbook very carefully. You are expected to know and observe the rules and regulations covered in your contract, this handbook, and the Kansas State University Student Conduct Code. If anything is unclear, please contact the Office of Residence Life, your Residence Hall Manager, or a Resident Assistant. You are also expected to observe all city, state and federal laws.

ALCOHOL

Only those residents who are 21 years old and older may consume or be in possession of 3.2% alcoholic beverages in the residence halls. Consumption of any other alcoholic beverages is not permitted in the residence halls or on university property. 3.2% alcoholic beverages, may be consumed by residents of legal age in their room. Residents over the age of 21 may consume 3.2% alcoholic beverage in the room of any other resident of legal age with the consent of all the roommates and if all individuals in the room are over 21 years of age.

Open containers are prohibited in all residence hall stairways, elevators, lobbies and general public areas.

Any alcohol not 3.2% alcoholic beverage is prohibited from being consumed in the residence halls. Containers used to hold any alcohol not 3.2% alcoholic beverage whether filled or empty are not allowed in the halls.

A resident of legal age may store any alcoholic beverage in their room in a sealed container of no larger than one quart. A resident that is 21 years or older is only able to store up to two cases or 48 cans/bottles of 3.2% cereal malt beverage in their room at any one time.

It is a violation of this policy for those persons under 21 years of age to obtain or purchase, or attempt to obtain or purchase, alcoholic liquor or to possess or consume alcoholic liquor in the residence halls.

It is a violation of this policy to furnish alcoholic liquor or 3.2% alcoholic beverages to any person under the legal age for consumption of such beverages.

The use of alcohol does not circumscribe your responsibility for the consequences of your behavior under the influence of alcohol and/or other prohibited substances.

Any person 21 years or older is responsible for a minor if they knowingly supply them with alcoholic beverage.

Existing procedures for corrective action will be taken in the event of unnecessary loudness, unruly conduct and/or illegal actions by hall residents or by their guests.

DRUGS

It is a violation of the law as well as published university and residence hall policies to possess, use or sell any drugs or other controlled substances.

We report all incidents of suspected possession, use and/or sale of illegal drugs to the police. Because the use of illegal drugs is also a violation of published university and residence hall policies, incidents may also be referred for university disciplinary action.

FIREARMS AND WEAPONS

Firearms and weapons are not allowed in the residence halls for any reason. It is a violation of the law as well as university and residence hall expectations to possess a firearm or other weapon on campus.

Weapons prohibited in the residence halls include, but are not limited to, firearms, B-B guns, air rifles, knives, switch blades, swords, blowguns, Airsoft guns and/or rifles, brass knuckles and martial arts weapons.

Residents wishing to have a firearm accessible for hunting must make arrangements for storing their firearm elsewhere. You may contact the RLC for additional information.

CANDLES AND INCENSE

Candles and incense, because of the flames that they use to make them work are inherently dangerous objects, and should be seen as such.

Candles, candle warmers, and/or the burning of incense is not allowed in the residence halls under any circumstances.

DAMAGES AND REPAIRS

If you accidentally or intentionally damage residence hall property, you will be expected to make restitution for the cost of repair or replacement. You may not alter or make repairs yourself to any university property.

Charges for room damages are divided equally between the room residents unless one of the residents accepts responsibility or is found individually responsible.

The cost of damages to residence hall public areas is charged to RHA's programming funds, unless a resident accepts responsibility or is found individually responsible. RHA funds are used to support programs, activities and special events for halls and floors. Damage to public areas affects the entire residence hall community, as well as decreases RHA's ability to sponsor and fund activities.

ELEVATORS

Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students and guests with mobility impairments. As a matter of safety and courtesy to those living around you, elevators are to be used only as they were intended and in accordance with posted regulations.

LEDGES AND WINDOW SCREENS

For safety reasons, it is a violation of university and residence hall expectations to remove window screens and or climb on ledges or roofs.

RESIDENCE HALL POLICIES CONTINUED

MICROWAVES

Microwaves are permitted in residence hall rooms. They must not exceed 650 watts

FIRE SAFETY AND FIRE SAFETY EQUIPMENT

Tampering with and/or theft of fire safety equipment or falsely setting off a fire alarm is a violation of the law and published university and residence hall expectations. Violators will be reported to Campus Security and referred to the residence hall judicial board.

Open flames are prohibited in the residence halls.

Because halogen lamps can become very hot and present a fire risk, clothing or other material should never be draped over the top of a lamp.

Fire safety in the residence halls is a very serious matter. You are expected to learn the fire safety policies and guidelines. In the event of a fire it is important that you know about the fire safety equipment around you. When a fire alarm sounds, you are expected to evacuate the building using the stairs, not the elevators, and to comply with staff instructions.

WATERBEDS

Waterbeds are not permitted in the residence halls

REFRIGERATORS

Small refrigerators are permitted in residence hall rooms. They must not exceed 5.0 cubic feet in capacity.

FURNITURE

Furniture may not be removed from individual rooms, common areas (lobbies, lounges, etc...) or hallways. No furniture is permitted outdoors. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas, and is reported as theft of state property.

The furniture in your room has been designated for use in your room only and is inventoried both when you move in and when you move out. You are financially responsible for any missing furniture.

GUESTS AND VISITORS

Residents have the ability to host guests and visitors any time during the semester. The resident host must have permission from his/her roommate before a guest or visitor is permitted—resident rights take priority over those of a guest or visitor. Discuss your plans for hosting a guest or guests with your roommate well in advance.

- A guest is defined as a nonresident who stays overnight in a resident's room or suite. The guest may not stay for more than two consecutive nights without obtaining written permission from the RLC.
- A visitor is defined as a nonresident who does not stay overnight. Visitors may not stay for an entire 24-hour period.
- The host must be a resident of the room or suite, and the guest may not stay for more than two consecutive nights, and no more than three nights a week.
- The host is responsible for the behavior and actions of their guest and/or visitor.
- Guests and visitors must abide by all university and residence hall policies and guidelines.

BICYCLES

You may store your bicycle in your residence hall room with the permission of your roommate. Bicycles may not be hung from walls or the ceiling and should not be ridden inside the residence halls.

Bicycles may be parked only in the bike racks outside each residence hall. Please do not chain bicycles to the front steps or any signposts. Bicycles that are chained to permanent fixtures other than a bike rack, will be removed and impounded at the owner's expense.

You are expected to abide by all the regulations for bicycles on campus. More information about campus bicycle regulations is available from Campus Security at 826-2952.

SALES AND SOLICITATION

Solicitation is defined as any uninvited contact, generally involving distribution of literature or a request for money. Absolutely no soliciting is allowed in the residence halls. A sales and solicitation policy has been created by the Office of Residence Life to ensure residents' rights to privacy, study and sleep. A copy of the policy is in the back of this book

PETS

Pets that normally live in a contained environment (gerbils, hamsters, and harmless tropical fish) are permitted, but only with the prior approval of your roommate and the RLC.

Because of health risks involved, pets not accustomed to containment, those with strong odors and those not in good health are not permitted in the residence halls. Residence Life has worked with K-State's College of Veterinary Medicine in identifying suitable pets. Do not bring your pet prior to obtaining approval.

The Office of Residence Life is not responsible for the health or safety of pets.

PET POLICY

In order to protect the rights of all residents, insure humane treatment of pets and meet sanitation requirements, the following policy has been adopted by the Office of Residence Life for the possession of pets in the residence halls.

Types of pets approved

- Hamsters, gerbils and harmless tropical fish, that normally live in a contained environment are permitted.
- Pets must be noiseless, odorless and disease-free.
- Other types of pets may be added to or removed from the approved list at the discretion of the Residence Life Coordinator.
- Cats and dogs are strictly prohibited.

RESIDENCE HALL POLICIES CONTINUED

PET POLICY CONTINUED

Types of containers

- Cages, aquariums, etc... will be constructed so as to provide an adequate habitat for the pet.
- The adequacy of any container will be approved by the RLC.
- The container will be constructed so as to preclude the accidental release of the animal.
- Before a student can bring a pet into the residence hall, they will have obtained written permission of their roommate and the RLC. Either will have the option of withdrawing approval at any time.

Care of pets

- Pets will be kept in their containers or guardian's care at all times.
- If there is any evidence of lack of care or inhumane treatment, the RLC is authorized to require the removal of the pet.

Any damage by the pet(s) will be paid for by the owner

TELEPHONE HARRASSMENT

If you receive annoying, harassing or threatening telephone calls, please report them as soon as possible to a staff person as well as Campus Security. Placing annoying or harassing calls or making threats by telephone is a violation of the law and university and residence hall expectations and may result in criminal prosecution and/or disciplinary action.

ROOM CHANGES AND TRANSFERS

If you are interested in changing rooms or moving to another residence hall, please contact your resident assistant to initiate a transfer request. Room change requests can be made after the second week of the semester by contacting the Residence Life Coordinator. Residents will have 5 working days to complete the transition to their new room.

CHECKOUTS

When you move from the residence halls permanently or transfer to another hall or room, you will need to complete the checkout process.

Checkout procedure includes cleaning your room/suite, turning in your keys, completing a forwarding address card, being accountable for room damages and having residence hall staff complete the checkout process. Failure to complete this process will result in charges for improper checkout, non-returned keys and damages that have not been assessed.

KEYS AND ROOM ACCESS

When a key is reported missing or unaccounted for, residence hall staff notifies Campus Security who will immediately begin a change of the lock cylinder to ensure your security and the safety of others. If you lose your key(s), inform a staff member as soon as possible to initiate a lock change. You will be charged \$80 for the cost of replacing the lock and creating new key(s).

If you are locked out of your room, you must contact residence hall staff to let you in. During the day you must understand that staff have prior responsibilities such as class and may not be able to respond immediately. Please be patient in waiting for a staff member to respond.

IDENTIFICATION CARDS

Your K-State ID card bearing your name, ID number and picture is your permanent ID card to use while attending K-State. The card is used for identification with dining services, for checking out materials at the library, the ID Card will also be used to access you residence hall building, and other university functions. Report any lost or stolen cards to a Resident Assistant, the Residence Life Manager or campus security as soon as possible.

Misuse of an ID card includes loaning, falsifying, altering it in any way or any unauthorized use of the card. Misuse may result in disciplinary action or prosecution as well as a misuse fee by the department as determined by university policy.

ROOM ENTRY

By completing a room and board contract, residents agree to allow periodic/emergency access to their room by authorized personnel to determine that university property is being satisfactorily maintained and to ensure the protection of the health and safety of residents.

HOUSEKEEPING

Every resident is responsible for the cleanliness of his or her room. Students supply their own wastebaskets that are emptied into the dumpster in the parking lot north of the residence halls. Vacuum cleaners and other cleaning supplies may be checked out through the Resident Assistant on-duty. During Thanksgiving Break, each bathroom will be assessed for cleanliness. If the bathroom is in poor condition, the residents will be notified to have the bathrooms cleaned before Winter Break or residents will be assessed a cleaning fee.

Community areas such as lounges, halls and guest restrooms are cleaned daily by housekeeping staff Monday through Friday from 6-10am.

LAUNDRY FACILITIES

Washers and dryers, for resident use only, are conveniently located in each residence hall and require a minimal per-use charge. Laundry policies are posted in each laundry room and residents are expected to follow these policies in consideration of fellow residents.

Report any malfunctioning machines to residence hall staff as soon as possible. You may also complete a refund request form if you have lost money in a machine.

Tampering with and/or maliciously damaging laundry facilities is a violation of the law and university and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.

RESIDENCE HALL POLICIES CONTINUED

VENDING MACHINES

Vending machines containing snack items and beverages are provided in each residence hall. If you find a machine empty, broken or failing to provide a product you have paid for, please report it as soon as possible to the Business Office.

Tampering with and/or maliciously damaging any vending machine is a violation of the law and university and residence hall expectations and may result in criminal prosecution and/or disciplinary action.

MAINTENANCE

Maintenance problems in your room or elsewhere in the hall should be reported as soon as possible to a residence life staff member. Please be specific about the problem and indicate to the residence life staff person if you give permission for maintenance staff to enter your room. Please fill out a work order online to ensure there are records to check the status of your report. Once a work order has been submitted maintenance staff will respond as soon as possible (usually no more than a day or two). Work order requests available at <http://www.salina.k-state.edu/residencelife/workorder.htm>

PARKING

Residence hall students are required to park in the parking lots directly behind the residence halls. Vehicles parked in the residence hall parking lots are to have a parking permit showing at all times. To avoid being ticketed, park only in your assigned lot.

Parking regulations are in force from 7:00am to 5:00pm Monday through Friday, with the exception of university holidays. Residence hall parking lots are enforced 24 hours a day seven days a week.

Parking permits may be purchased from Parking Services in the SAC. A complete parking rules and regulations can be found at <http://www.salina.k-state.edu/campusoffices/parking/09-10%20Proposed%20Regs.pdf>

COMPUTING ON CAMPUS

Each residence hall room is equipped with two data jacks that provide access to the campus network and the Internet.

These jacks are RJ-45 (8-contact modular) interface for 10/100baseTX Ethernet connections. Each resident supplies a Category 5 data cable with an RJ-45 connector on each end and a network interface card (NIC) installed and setup in their computer. Any NIC with a 10/100base-TX, RJ-45 connection that is compatible with their computer should work.

The current NETROCKS (**NET**worked **R**esidents **O**n **C**ampus at **K**-State at **S**alina) can be found at <http://www.salina.k-state.edu/infosys/netrocks.html>.

Users with any questions about account activation, e-mail addresses and forwarding or other K-State Information Technology issues should contact Office of Information Systems, Technology Center 184 or by telephone at 826-2666.

ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES

Students who may require accommodations should contact their resident assistant or the Residence Life Coordinator as soon as possible.

Parking for residents with disabilities is available near their hall at no additional cost. Contact Parking Services at 826-2952 for more information.

Students who need assistance with transportation to and from classes should contact their Resident Assistant, the Residence Life Coordinator, or Campus Security.

VACCINATIONS/IMMUNIZATIONS

It is the policy of the Board of Regents of the State of Kansas that incoming students residing in student housing at a Regents' institution be vaccinated for meningitis or sign a waiver refusing receipt of the meningitis vaccine.

Kansas State University is a Regents institution and is subject to the above policy. Students needing more information should read their housing contract.

This form is provided by Kansas State University's health center to all incoming residents of University Housing in an effort to collect documentation of receipt of the Meningococcal Vaccine or a waiver regarding the vaccine. Please read the Federal Center's for Disease Control educational material at <http://www.cdc.gov/nip/publications/VIS/vismening.pdf> enclosed with this documentation form regarding hazards and risks of meningitis disease and the meningococcal vaccine.

CONTRACT TERMINATIONS

If you have any questions about your room and board contract at any time, please contact the Residence Life Coordinator to discuss them.

Your room and board contract may be modified or terminated at the discretion of the Residence Life Coordinator or an authorized designee of the coordinator. Reasons for modification or termination include, but are not limited to: failure of the resident to comply with the terms of the contract; the student is not formally enrolled in the university; the student engages in actions or activities detrimental to the health, safety, welfare or security of self or other residents or the student engages in conduct that is disruptive of the residence hall community. If the contract is terminated, the student will be required to pay the remainder of the contract based on the terms found in the cancellation section of the contract.

In addition, the Office of Residence Life reserves the right to terminate or modify the terms of the contract when the Residence Life Coordinator or an authorized designee of the coordinator learns that a resident has been charged or convicted of a crime or crimes against persons, or involving any other conduct that may threaten the safety or security of other residents. Modification of the contract may include, but is not limited to, moving the student to another university housing facility or restricting the student's access to housing facilities.

A student will be given notice and an opportunity to discuss with the Residence Life Coordinator, or an authorized designee of the coordinator and a representative from the Office of College Advancement, the basis for any proposed modification or termination of the contract. In the event that the contract is terminated, the student's payment obligation shall be prorated to the date of termination.

STUDENT CODE OF CONDUCT

Student Conduct: Behavior that may be in violation of municipal, state and federal laws will be reported and referred to appropriate agencies.

Behavior that may be in violation of established and published university policies and residence hall regulations and expectations will be reported and may be referred for disciplinary action.

The Residence Halls Judicial Board is a group of residence hall leaders who respond to reports of possible violations and conduct judicial hearings. Findings may result in, but are not limited to, the assignment of educational projects, transfer to another residence hall or termination of a residence hall contract.

The Office of Student Life staff administers the university discipline process in conjunction with the Student Government Association's student judiciary system. When a situation warrants, the Office of Student Life staff and administrators who act as their designees will confer with students for behavior which might be in violation of published university policies.

The university disciplinary process may result in sanctions that include warning, probation, loss of privileges, dismissal or suspension.

More information about the residence hall and university judicial process is available from the Office of Student Life at 826-2610 or the Student Government Association at 826-2950.

CONDUCT CODE – RULES AND REGULATIONS

The following described behaviors constitute misconduct in which disciplinary sanctions will be imposed.

1. Acts of dishonesty, including but not limited to the following:
 - A. Furnished false information to any University official, faculty/staff member, or office
 - B. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - C. Tampering with the election of any organization or student governing body.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities.
3. Conduct that threatens or endangers the mental or physical health or safety of any person, including, but not limited, to physical abuse, verbal abuse, threats, intimidation, harassment, and coercion.
4. Attempted or actual theft of, or damage to property.
5. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Consent by the person hazed shall be no defense to the hazing.
6. Telephone harassment, which shall include:
 - A. Making calls containing lewd or obscene remarks.
 - B. Making calls intended to harass whether or not conversation ensues.
 - C. Making the telephone ring repeatedly with intent to harass.
 - D. Making repeated calls in which conversation ensues solely to harass.
 - E. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons.
 - F. Unauthorized possession, duplication or use of keys or other devices that provide access to any University premises.
7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons.
8. Unauthorized possession, duplication or use of keys or other devices that provide access to any University premises.
9. Unauthorized presence in or use of university premises, facilities, or property.
10. Violation of federal, state, or local law.
11. Violation of University policies, rules, or regulations
12. Unauthorized distribution, use or possession of a controlled substance as described in Chapter 65, Article 41 of Kansas Statutes Annotated on University premises or at University sponsored activities.

STUDENT CODE OF CONDUCT CONTINUED

CONDUCT CODE – RULES AND REGULATIONS CONTINUED

7. Unlawful use, possession or distribution of alcoholic beverages or violation of the University's Alcoholic Beverage Policy.
8. Illegal or unauthorized possession or use of firearms, explosives, weapons, or dangerous chemicals on University premises or at University sponsored activity.
9. Intentionally initiating or causing to be initiated, any false report, warning or threat of fire, explosion or other emergency on University premises or at University sponsored activity.
10. Participation in a campus demonstration which unreasonably disrupts the normal operations of the University and infringes on the rights of other members of the University community; inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus
11. Intentionally interfering with the freedom of expression of others on University premises or at a University sponsored activity.
12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at University sponsored activities.
13. Any violation of the stated "KSU Information Technology Usage Policies."
14. Abuse of the SGA Judicial Program, including but not limited to:
 - A. Falsification, distortion, or misrepresentation of information.
 - B. Disruption or interference with the orderly conduct of a judicial proceeding.
 - C. Knowingly initiating a complaint without cause.
 - D. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - E. Attempting to influence the impartiality of a member of a judicial board prior to, or during the course of, the judicial proceeding.
 - F. Verbal, written, phone, or physical harassment, and/or intimidation of a member of a judicial board.
 - G. Failure to comply with the sanction(s) imposed under this code.
 - H. Influencing or attempting to influence another person to commit an abuse of the judicial system.
21. Misconduct may also include any violation of any rules appearing in the leases and contracts entered into by a student to obtain accommodations with the Department of Housing and Dining Services.

For more information about the K-State at Salina Judicial Process or Code of Conduct, please contact the Student Life Office.

SEXUAL HARASSMENT

As K-Staters we have a responsibility to each other. This means we are obligated to respect each person's right to make choices about their own sexual behavior. If you have to "make" someone have sex, you have taken away their right to a free choice. You may also have committed an act of sexual violence.

The damage caused by sexual violence is costly to the victim, to the community and to society as a whole. Fear replaces trust, doubt replaces confidence, distraction replaces concentration, wasted effort replaces focused productivity and a void replaces the contributions that might have come from the victims. No one wins. There are no victors.

Although the university cannot assure protection from sexual violence, it can state expectations and, in some instances, can impose sanctions on any university student or official who fails to meet those expectations. The Policy Prohibiting Sexual Violence was created for two purposes: (1) to educate members of the university community and (2) to take action against violence. It encourages students to resolve complaints of sexual violence by utilizing the administrative review process through which the university may administer its own sanctions

POLICY PROHIBITING SEXUAL VIOLENCE

The acts in this policy are prohibited only when they are forced on another person. An act is forced if the victim refuses, or when the victim does not verbally or otherwise indicate refusal but:

1. Is overcome by force or fear.
2. Is unconscious or physically powerless.
3. Is incapable of refusing because of mental deficiency or disease.
4. Is incapable of refusing because of the effects of alcohol, narcotics, drugs, or any other substances.

Confidential assistance is available to any student following a sexual assault. Contact the Women's Resource Center at 532-6444, the Office of Student Life at 826-2610 or the RLC.

STUDENT CODE OF CONDUCT CONTINUED

POLICY PROHIBITING RACIAL AND/OR ETHNIC HARASSMENT

The policy on racial and/or ethnic harassment reaffirms Kansas State University's commitment to maintaining a learning and working environment in which all individuals are free to pursue ideas and develop intellectually, personally, professionally and socially, without intimidation or fear.

For academic freedom to prevail in a university environment, there must be an appreciation of and support for cultural, ethnic and racial differences. When people feel coerced, threatened, intimidated or degraded by others based on their race or ethnicity, their work and academic performance are likely to suffer. Racial and/or ethnic harassment is thus harmful not only to the persons involved, but also to the entire community.

The university acknowledges that open discussion of ethnic, political, cultural, religious, artistic and scientific issues may be controversial, disturbing or even offensive to some individuals. Principles of free expression and exchange are fundamental to the educational process and freedom of expression is protected by the First Amendment to the United States Constitution. This policy is not intended to censor or punish members of the university community for exercise of their First Amendment rights or in a way that infringes on academic freedom. However, racial and/or ethnic harassment is a form of illegal discrimination and is contrary to the nature and mission of the university. The entire university community is responsible for addressing issues of racial and/or ethnic harassment. Administrators and supervisors who become aware of harassment are to take steps to prevent its continuation.

FOR MORE INFORMATION

A complete copy of these policies is available in the Office of Residence Life in the College Center. Please direct any questions to Rachel Bouza, RLC, at (785) 826-2957, Levi Esses, Assistant Director of College Advancement for Student Life at (785) 826-2610, Dixie Schierlman, Associate Dean for Student Life, at (785) 826-2643, Carla Jones (Manhattan) at (785) 532-6432 or Pat Bosco (Manhattan) at (785) 532-6237.

NOTICE OF NONDISCRIMINATION

Kansas State University is committed to a policy of nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), all as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, has been delegated to Jane

K-STATE AT SALINA IMPORTANT NUMBERS

Academic Advising	6-2608
Admissions	6-2640
Arts, Science, & Business (ASB)	6-2692
Aviation	6-2679
Bookstore	6-2923
Business Office	6-2918
Career Office	6-2608
Civil Section	6-2646
College Advancement	6-2641
Computer Science Section	6-2672
Continuing Education	6-2633
Counselor	6-2692
Dean's Office	6-2601
Electronics Section	6-2672
Facilities	6-2911
Financial Aid	6-2638
Information Systems	6-2666
Library	6-2636
Mechanical Section	6-2646
Public Relations	6-2642
Recreation Center	6-2971
Registrar	6-2607
Residence Assistant on Duty	819-RA4U
Residence Life	6-2957
Security (Day)	6-2952
Security (After Hours/Weekend)	6-2909
SGA Office	6-2950
Student Life Center	6-2971
Student Life	6-2610
Student Support Services TRIO	6-2973
Technology Department	6-2646

Up to date campus phone numbers can be found at <http://www.salina.k-state.edu/campusoffices/directory.pdf> .



AMERISERVE DINING OPTIONS

DIFFERENT CALENDAR?

Meal plans run from Saturday to Friday. This means that you get 14 or 19 meals on Thursday morning to use through Wednesday. Off campus students also have the option to purchase a 5, 14, or 19 meal plan. Off campus meal plans can be purchased at the College Advancement Office, College Center 208.

NOT ENOUGH FOOD? TOO MANY MEALS?

If you wish to change your meal plan, you may do so for the first two weeks. In order to complete a change of meal plans, you must fill out a form with the Office of Residence Life.

GUEST PASSES

You get three guest passes each semester if you are on the 14 or 19 meal plan. This means that you can have different people eat as your guest. Basically anyone except students currently on a 14 or 19 meal plan can be your guest. Invite your parents up for the weekend? Have a hot date and no cash? Need to chat with your professor? Invite them to lunch or dinner! If you don't use them, they are gone at semester!

WHEN CAN I USE MY MEAL PLAN?

Meal Plans can be used during specific hours of operations:

- Breakfast – 7:00 a.m. to 9:00 a.m.
- Continental Breakfast – 9:00 a.m. to 10:00 a.m.
- Lunch – 11:00 a.m. to 1:00 p.m.
- Soup, Salad and Grill – 1:00 p.m. to 2:00 p.m.
- Dinner – 4:45 p.m. to 6:30 p.m.

FOOD ALLERGIES

If you have dietary needs please contact Kate Chambers, K-State at Salina Food Service Director at 826-2922 or ameriserve@salina.k-state.edu.

I HEARD WE HAVE A SNACK BAR?

The snack bar is basically like a grill to order café! You order what you want and pay by the item. This is open to all students, staff, faculty, and visitors; however it is not available for the meal plan use.

WHAT IF I AM SICK?

Send someone over with your ID card and they can fix a to go box for you, or call the cafeteria at 6-2922 and ask them to make one up for you and who you are sending to pick it up.

MEALS TO GO

If you have class or work and need to make arrangements to pick up a meal to go, please contact Kate Chambers, K-State at Salina Food Service Director at 826-2922 or ameriserve@salina.k-state.edu. You can conveniently schedule your meals to go for the entire semester!

FOOD SERVICE COMMITTEE

If you have ideas or concerns about the cafeteria contact the Food Service Committee. The committee meets monthly with the Food Service Director to discuss topics in the cafeteria ranging from monotony breakers, special meals, food concerns, and new menu items. Get involved and join today. For more information contact Jason Braun, Residence Life Coordinator.



To find out more about Ameriserve, please check out their website at <http://www.ameriservefood.com/>.