

Challenge. Create. Connect.



**COLBY**  
COMMUNITY COLLEGE

2024-2025 Residence Life Handbook

## **From the Staff**

Welcome to Colby Community College and the residence hall communities. We believe you have made a great decision in choosing to live on-campus. Our goal is for you to succeed both academically and socially. Our halls offer more than just a place to sleep; there are numerous opportunities for leadership and involvement, a variety of activities, and many friendships to be made. I encourage you to get involved on campus and get to know your Desk Assistants (DA), Resident Assistants (RA) and Residence Hall Coordinators (RLC) as well as all of your neighbors.

As a team committed to your success, Residence Life strives to create a welcoming environment dedicated to excellence, achievement, and growth. We cannot achieve greatness without your cooperation with the agreed upon expectations. Strong communities are formed when everyone works together to achieve a common goal or shared experience. Mutual respect and unwavering trust are built when we treat others how they want to be treated. It is my sincere hope that all of us will consider how our actions impact the people closest to us physically and psychologically. It is through kindness and consideration that all of us with thrive as members of the CCC residence hall communities.

This handbook will help you make the most of your residence hall experience. We encourage you to review the contents of this handbook. If you have any questions or concerns regarding a specific policy, please contact a member of our staff. We are proud of our students for all they have done to make the CCC residence halls a nice place to live and learn. We hope this handbook will continue to help you make the residence halls a place that promotes the personal and academic success of its students.

Please feel free to contact a member of the residence life staff if you need additional information or assistance. We believe it is important to be available to students so please feel welcome to stop by the Residence and Student Life Office in the Student Union. We always enjoy talking with students about their experiences here at Colby Community College!

Welcome to campus and have a wonderful year!

Sincerely,

Dr. Tiffany Okolo  
Director of Residence and Student Life

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## WELCOME TO THE CCC RESIDENCE HALLS

### **Residence Life Mission Statement**

We strive to enhance the personal and academic successes of students through a community where students can live, learn, and be involved.

### **Residence Life Vision Statement**

Students are empowered to take responsibility for their community. Together we strive to create an atmosphere that encourages and nurtures friendships, allowing students to learn, develop, explore and find their place at Colby Community College.

### **Statement of Responsibility for Policies**

As a resident, you are responsible to review and know the following policies found in this book as well as the student code of conduct which may be found at

<http://www.colbycc.edu/student/student-handbook/index.html>. Please read the contents thoroughly. If you have any questions, please ask a staff member. Failure to abide by these policies may result in unintended behaviors and consequences, such as summons to appear before the student conduct board and/or sanctions. Please take your responsibility as a member of this community seriously.

### **Commitment to Diversity Statement**

The Colby Community College's Residence Halls are committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

### **Non-Discrimination Statement**

Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates, and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion.

For inquiries regarding the non-discrimination policies:

Title IX and ADA Coordinator Colby Community College 1255 S. Range Ave.

Colby, KS 67701

(785) 460-5490

[title9@colbycc.edu](mailto:title9@colbycc.edu)

## **RESIDENCE LIFE TEAM**

The Residence Life team consists of the Director of Residence and Student Life (DRSL), Assistant Director of Residence and Student Life (ADRSL), Residence Life Coordinators (RLC), and Resident Assistants (RA). These individuals are readily available to assist you in your personal and academic development as well as providing you a clean, safe, and comfortable home. Residence Life Staff, or appropriate designee, is available 24 hours per day. The Residence Life staff is there to serve you.

### **Residence and Student Life Offices**

The office of the Director of Residence and Student Life is located in Embree Hall, (785) 460–5552. The office of Student Life is located in the Student Union, (785) 460- 4610.

### **Residence Life Coordinators**

There is a Residence Life Coordinator in each residence hall. These individuals are professional staff whose primary focus is addressing student needs, this is accomplished through supervising and training the student staff, assisting individual students and enforcing policies. He/she lives in an apartment in the residence hall.

### **Resident Assistants**

Resident Assistants (RA) are peer leaders who live in your residence hall. They assist Residence and Student Life Staff in enforcing policies to help create an environment that is conducive to academic, personal, and social growth. RA's help plan social, academic, and cultural programs for residents that help enhance community development and personal growth. Your RA will get to know you on a personal basis and is aware of resources on campus that may help you succeed.

### **Custodial and Maintenance Staff**

Take time to get to know your custodian and the maintenance staff, as they are important to your college community. Repairs to furniture, plumbing, heating, and other maintenance needs may be brought to the attention of your RA or RLC and they will pass requests on to the maintenance department. Use of Residence Hall facilities is a privilege and you-not the custodian-are responsible for cleaning up after yourself.

## REQUIREMENTS FOR RESIDENTIAL LIVING

### LIVE ON POLICY

To be approved for on-campus housing at Colby Community College, a resident must be 18 years of age, admitted to the College, enrolled as a full-time student with 12 or more credit hours (at least nine (9) credit hours must be in a face-to-face capacity), and determined eligible to reside in campus housing by the Director of Residence and Student Life or appropriate Colby Community College authority.

Students that fall below a full-time course load (12 credit hours) and/or are not progressing academically, must schedule a meeting with the Director of Residence and Student Life. Failure to do so may result in termination of your housing contract.

Room assignments are made based on the availability of space primarily on a first-come, first serve basis. Submitted applications do not guarantee housing.

Students will be notified, by email, of their housing assignment. The CCC Residence Life Agreement is a binding agreement for the entire academic year: Fall & Spring Semesters. Students are financially responsible for both semesters, according to the terms of Residence Life agreement.

A housing assignment will not be issued until students have satisfied all required admissions, clearance, and housing steps. This includes the housing deposit; housing application, health history, TB screen and meningitis waiver, and the Residence Life Agreement acknowledgment page are received in the Residence Life Office. On-campus housing at CCC is in high demand. To avoid confusion, stress and disappointment, please submit all housing documentation promptly.

***All rules listed in this handbook are subject to change at the discretion of the Residence Life Staff and or Administration at Colby Community College. Should changes be made, all students will be notified via CCC email and signage will be posted.***

Colby Community College does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, veteran status, age, or disability.

### **HOUSING DEPOSIT**

All students requesting on-campus housing must submit a housing application with a \$175.00 Housing Deposit.

The housing deposit should be submitted in the form online at the time of contract submission. **NO PERSONAL CHECKS WILL BE ACCEPTED.** All required items are critical to the processing of your room reservation. **If any of these items are missing your room reservation cannot be made and will remain on hold until all items have been submitted.**

#### **Application Deadlines**

Fall Semester

(August 1<sup>st</sup>) Spring Semester  
(December 1<sup>st</sup>)

Any applications submitted after the deadline dates must be submitted as a housing appeal. All appeals must be completed and turned into the Office of Residence Life in person. Please be sure to check with Residence Life for availability and have paid all fees and deposits prior to coming to the Residence Life Office.

### **HOUSING AGREEMENT RENEWAL**

All residents must renew their contract for each academic year at the Residence Life Office. Preference will be given to residents who renew their contract during the Contract Renewal period in the spring semester.

### **SUBLEASING**

Subleasing of any room at Colby Community College is prohibited.

### **CONTRACTUAL OBLIGATION**

The link to pay your housing deposit and complete the housing contract can be found on the Residence Life webpage: <https://www.colbycc.edu/student-life/housing/forms/>. A signed housing contract is valid for **one academic year**.

### **HOUSING AGREEMENT CANCELLATIONS**

Residents who complete a Residence Life Agreement, thereby reserving a space for the academic year, may request, in writing, to cancel this contract by July 1, without forfeiting their \$175.00 deposit. All cancellations following July 1, will be subject to the forfeiture of their housing deposit. All cancellation dates will be established by postmark, fax date, or office personnel recorded date on the written and receipted request.

Students who complete the Residence Life Agreement and enroll for classes at CCC and fail to honor this agreement will forfeit their housing deposit and be held financially responsible for 50% of the room charge balance for the semester plus the pro-rated amount used for time of stay within the residence hall. For example, if a student breaks his or her agreement without meeting the acceptable conditions and his or her balance for the semester is \$1000, this student would be held

liable for \$500 of this balance, plus the total amount of room charges for the time spent in the residence hall. So, if room charges were \$10 per day and the student submitted a cancellation 5 days of holding the room reservation, this student would be charged a total of \$550 (\$500 of balance, plus \$50 for time of occupied room). **Having items within a room does not determine occupancy. Only an official and approved cancellation ends a housing agreement and occupancy of space.**

#### **SUBMITTING A HOUSING CONTRACT CANCELLATION REQUEST**

All cancellation requests should be submitted on a CCC Residence Life Release Request Form. The body of the email should also include your full name, Trojan Student Identification number, current assignment, date that you wish to cancel your agreement, and the reason that you wish to cancel your Agreement. Emails will be reviewed to assure they arrive before the deadline and responded to within 10 business days. Please print and save your email for your records. In cases that the email fails to transmit this print-out will be required for refund purposes.

It is the student's responsibility to ensure that his or her paperwork has reached the Office of Residence Life in good time.

Cancellation requests submissions *after* August 10<sup>th</sup> should include the housing "Release Request Form" and all proper supporting documentation. For example, if a student unexpectedly falls ill, he or she should submit the following:

1. A release request form
2. Official medical documentation supporting the claim of illness

Students may download all required forms at <https://www.colbycc.edu/admissions/application-checklist/> or pick them up by visiting the Residence Life Office, located at Embree Hall.

3. All emails should be emailed to: [Reslife@colbycc.edu](mailto:Reslife@colbycc.edu) Please be certain to completely fill out, scan and attach all listed forms and supporting documentation, if making request by email.

#### **CANCELLATION AFTER BEING ENROLLED (EXCEPTIONS)**

A student may request, in writing, within 7 business days of intended vacate date, a release from this contract condition under the following conditions with no penalty.

1. Graduation
2. Military Duty Activation (not enlistment)
3. Serious Medical Condition (not including normal pregnancy under 6 months)
4. Marriage
5. Untimely Death of Student or Immediate Family Members (mother, father, sibling, child)

Failure to provide official and appropriate documentation supporting the above claims will result in denial of the contract release.



Within 10 business days of release request submission the student will receive a letter of approval or denial at the address provided on the release request form. Students will have 5 business days to respond with the decision to retract their release request. Reversal of the room release is dependent upon the availability of that room. Housing and Residence Life reserves the right to immediately reissue any available spaces as needed.

**HOUSING COSTS**

On-campus costs are comparable to off-campus living costs. When amenities such as cable television, computer connections and laundry facilities are added in, the on-campus costs are even more favorable. Residential fees (room and board) are due in full by the fee payment deadline outlined on the academic calendar.

All room and board costs are subject to change. Students whose housing application has been accepted will be given the opportunity to withdraw without penalty (less application fee) if rates dramatically increase after they have been applied.

**2023-24 ROOM AND BOARD**

*\*\$175.00 deposit required for all rooms, \$100 may be refunded pending room condition.*

<b>Residence Halls</b>	<b>SINGLE OCCUPANCY</b>	<b>DOUBLE OCCUPANCY</b>
<b>Embree Hall</b>	<b>\$5463.12</b>	<b>\$4049.50</b>
<b>Krehbiel, Schnellbacher, and Strutt Halls (Living Center East)</b>	<b>\$5238.58</b>	<b>\$3491</b>
<b>North and Hines Hall</b>	<b>\$5238.58</b>	<b>---</b>
<b>MEAL PLAN</b>		<b>18 meals/week</b>
<b>Cost Per Plan</b>		<b>\$3205</b>

**DINING SERVICES**

The College Dining Hall, which is under the supervision of the Director of Food Services and is contractually managed by Consolidated Food Management, provides nutritious and wholesome menus at a minimum cost to the student. The Dining Hall seating capacity is approximately (Input capacity) students. All boarding students must present proper student identification (TROJAN ID CARD) at time of entry.

***DINING SERVICE HOURS***

**Dining Services Hours of Operation**

**Monday -Thursday**

<b>7:00am-8:30 am</b>	<b>Hot Breakfast</b>
<b>8:30am-9:30 am Breakfast</b>	<b>Continental</b>
<b>11:30am-1:30 pm</b>	<b>Lunch</b>
<b>12:30pm-1:30 pm</b>	<b>Grab and Go Lunch</b>
<b>5:15 pm-7:00 pm</b>	<b>Dinner</b>

**Friday, Saturday, and Sunday**

<b>10:30am-1:00pm</b>	<b>Brunch</b>
<b>5:00pm-6:00pm</b>	<b>Dinner</b>

**Hours are subject to change. Students will be properly notified.**

**REFUND SCHEDULE FOR DINING SERVICES**

Meal plan refunds are based on a monthly pro-rated schedule. Cut off dates for meal plan refunds may apply.

## CHECK IN PROCEDURE

### PRIOR TO CHECK IN

- 1) Complete Housing Application by following the directions sent to you after being officially accepted by CCC.
- 2) Submit your application (with housing deposit) according to instructions provided in your application. All documents (application, contract and payments) must be received together.
- 3) If payment was mailed you may request a receipt from the cashiers' office or you may check your student account for payment/posting activity.
- 4) Pack necessary belongings based upon the "What to bring/What not to bring list" in the housing assignment email.
- 5) Make plans to move in based upon the dates shared in the room assignment letter.
- 6) Save your housing assignment confirmation letter that was emailed to you.

### MOVE IN DAY

- 1) Come to the assigned hall to pick up keys and paperwork.
- 2) Complete the Room Condition Report and Intake packet and turn in to a housing staff member.
- 3) Take all your belongings to your home away from home.
- 4) Complete a roommate/suitemate agreement to set expectations for living together
- 5) Attend a campus wide orientation meeting and welcome week events.

## CHECK OUT PROCEDURE

Students are expected to vacate the residence halls within 24 hours after the last final in December and 24 hours after graduation in May. The week before finals, a sign-up sheet will be available at the front desk of each Residence Hall to schedule your check-out.

### PRIOR TO CHECK OUT

- 1) Attend mandatory campus wide meetings
- 2) Read any written or electronic communication about check out procedures.
- 3) Sign up for an official check out with an RA
- 4) Meet with your roommates and suitemates to develop a cleaning plan.
- 5) Clean your room thoroughly (remove all belongings, assemble beds, vacuum your room, throw away all trash, and clean common areas which include bathrooms)
- 6) Leave the room in the same condition as it was at move in.

### CHECKOUT

- 1) Meet your RA at the agreed upon time.
- 2) Allow your RA to inspect the room and document any necessary repairs.
- 3) Turn in your room and/or building keys.
- 4) Sign any check out paperwork.
- 5) Submit a [mail forwarding address](#) with the US Postal Service

## BREAK PERIODS

All residence halls will close during Thanksgiving, winter break, and spring break. At this time all residents must vacate their residence hall. Only residents with prior approval from the Director of Residence and Student Life will be allowed to remain in the halls during breaks. A

supplemental contract will be available the week before each break and must be submitted before break begins.

Before leaving for break please turn off all lights, securely close all windows, blinds, and curtains, unplug all appliances, empty your garbage and securely lock your room and unit door, if applicable.

If a break is scheduled to last longer than one week (i.e. winter break) you must clean out your refrigerators and leave unplugged on the tile part of the floor, empty your trash, and leave your keys with Residence Hall Staff.

## GETTING SETTLED

### DURING YOUR TRANSITIONS

#### ROOM CONDITION REPORT

A room/apartment condition report (RCR) will be provided for each resident and Residence Hall Coordinator. The resident is responsible for accurately documenting all existing damage in the assigned room/apartment. The RCR is used when conducting the inspection at the time the room/apartment is being vacated. Any damages found at the final inspection that are not listed on the RCR will be charged to the CCC resident's account and against the CCC resident's housing deposit. Any charges in excess of the deposit will be billed. **In the event that damages are recorded without a resident accepting responsibility, the total amount assessed for the damage will be divided between all of the residents in the room/unit.**

#### RESIDENT INTAKE FORM

As part of being a Colby Community College Student, it is important that we take your health and safety seriously. Your information card is used as a form of contact and medical information source to let us know what ailments or allergies you may have in cases of emergency. In addition, we must aid the College in contacting the appropriate persons in cases of emergency. Your information card includes all of the pertinent data that will allow us to respond to your needs as quickly as possible. It is important that this form is completely and accurately filled out.

#### ROOM CHANGE

Part of the value of residing on campus is learning to live with and among people from a variety of backgrounds and possessing different values. A conscious effort should be made by all students to resolve any differences which should arise. If this cannot be done, contact a Resident Assistant. He/she will work to assist in the resolution. If the result necessitates a room change, a Room Change Request Form must be filled out and approved by the Hall Management Staff of the building(s).

upon notifying the Residence Life office. All room changes, unless a threat to safety is present, must first be approved by the Residence Life Office prior to a physical move. **Room change requests will be accepted and authorized only following the first two weeks of the semester.** Every attempt should be taken to have all changes made by the move-in date for the following semester. Final determination for all room changes will be at the discretion of the Hall Management Staff. **Any student who changes rooms without following proper room change procedure will be required to move back to their original room assignment and will be assessed up to \$100.00 fine for improper room change.**

## ROOM CONSOLIDATION

Colby Community College reserves the right to consolidate rooms in order to maintain Standard room occupancy rate. When a roommate moves out you will have 72 hours to opt into a single room. This can be done by filling out a single room request form. After 72 hours, if you have not opted into a single room, you will be expected to maintain the room so a roommate can move in immediately.

# RESIDENT BILL OF RIGHTS

## COMMUNITY RESPECT

Students are expected to engage with each other in a positive, respectful manner, even when dealing with conflicts. It is doubtful that any roommates make it through a year without disagreements. The hallmark of “good” roommates is their willingness to calmly talk through their differences, and to seek compromise when appropriate. Students are encouraged to bear in mind that their actions may affect the entire student community. Sometimes the intervention of a facilitator (for example, the Residence Hall Management) may be necessary for students in a room or suite to work out their differences.

The residence halls are laboratories of human relationships where students may live with people of different lifestyles. You will develop lasting friendships in the halls as you participate in various activities. Residence Hall activities and programs are designed to supplement classroom learning by promoting growth and awareness. With this, resident students should be able to:

- Read and study free from undue interference in one's room; unreasonable noises and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, guests of roommates, etc.
- Expect that a roommate will respect one's personal belongings.
- Have a clean environment in which to live.
- Have free access to one's room and facilities.
- Have personal privacy.
- Host an approved guest with the expectation that guests are to respect the rights of the host

roommate(s) and other residents.

- Openly communicate in the resolution of conflicts.
- Be free from fear of intimidation, physical, bullying and/or emotional harm.
- Expect reasonable cooperation in the use of the room telephone.

*Violation of any of the above by residence hall subjects students to disciplinary action.*

## RESIDENTIAL STUDENT EXPECTATIONS

The following policies are applicable to any paying student who is living in or occupying a space within the College residence halls and has a current and active agreement on file within the Office of Residence Life. All guests are expected to abide by the aforementioned policies. If a guest violates any policy, immediate removal may occur. Residents will be held responsible for the behaviors of any guest, including residential and non-residential, guests.

### **Alcohol**

Colby Community College prohibits the unlawful possession, use, or distribution of alcoholic beverages by students and employees on its campus. Possession and consumption of alcoholic beverages are expressly prohibited in all residence halls, regardless of age. Students may not be in the presence of alcohol use or consumption. Colby Community College reserves the right to contact law enforcement for assistance in enforcing its college-wide policy. The concealment of illegal alcohol activity from plain view does not preclude the enforcement of state laws or this policy for just cause. Campus Safety Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Safety, Director of Residence and Student Life, or the Vice President of Student Affairs. A model of progressive discipline will be implemented to encourage students to make safe and healthy choices about alcohol use during their collegiate career.

#### **REMEMBER:**

1. It is illegal for anyone to have alcohol on campus;
2. It is illegal for anyone under the age of 21 to drink;
3. It is illegal for anyone to buy or provide alcohol for someone under 21;
4. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;
5. It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages including any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling a cup);
6. It is a violation of College policy for a student to hurt or endanger another student through drinking.

### **ASSAULT/HARASSMENT**

Verbal, physical, or written abuse/harassment (including, but not limited to racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students and staff.

The following behaviors by residents are strictly prohibited:

- 1) Verbal or written abuse- this includes electronic forms of communication
- 2) Physical intimidations or menacing behavior directed at fellow resident(s)
- 3) Display of visual materials that demeans or humiliates a fellow resident(s)

## **BULLYING**

It is the policy of the College that no student, faculty or staff member should be subjected to bullying or harassing behavior by any other student, faculty or staff member. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone within formation about an act of bullying or harassing behavior.

“Bullying or harassing behavior” is defined as ongoing and deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm that takes place on any property owned or controlled by Colby Community College, or during any activity in whatever place sponsored by, directed or controlled by Colby Community College, and that also fulfills one of the following conditions:

1. Takes place in person or on-line, via various digital platforms and devices through obvious (overt) and hidden (covert) means.
2. Places a student, faculty or staff member in actual and reasonable fear of harm to his or her person or damage to his or her property
3. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits

“Hostile environment” is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.

## **CHILDREN IN THE BUILDING**

Children are not allowed in the rooms of the residence halls. Children who have been approved to visit in the lobby area must always be attended by family member or approved guardian. Visitation times must adhere to lobby/office hours. Babysitting is not permitted in the residence halls.

## **COHABITATION**

Colby Community College believes that students, by agreeing to live on campus, consent to certain roommate rights, including the right to sleep undisturbed in one’s room and its facilities without pressure or interference from roommates, and to personal privacy. Roommates and suitemates should always discuss the rules that will govern how they will operate within the room or suite during the first week of residence. Agreements should be reviewed periodically by the residents of the room.

Campus housing is for contracted residents only. Individuals with valid contracts and housing assignments are the only people permitted to reside and keep belongings in campus housing. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with Residence Life or assigned to the room in which they are staying. Cohabitation is strictly prohibited.

Any person living in or occupying space to which the person is not assigned or dwelling within a room or facility without being a contract resident assigned to the space in question. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Hall staff will be trained to sight evidence of cohabitation which may include, but not be limited to, presence of belongings not natural to an overnight/temporary visit, canvas of residential neighbors, etc.

### **COOKING**

Some small appliances that have no open coils are allowed. Small electric coffeepots and small microwave ovens (less than 700 watts in size) are allowed. Students must use the grills provided on campus for grilling.

### **COURTESY/QUIET HOURS**

Quiet hours are enforced from 11:00 pm to 10:00 am Sunday through Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking device or instrument should be kept at a low level. There are also 24-hour courtesy quiet hours in the living centers. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00 pm the Friday before finals.

### **COURTESY TOWARDS STAFF/FAILURE TO COMPLY**

CCC expects all residential students to follow the direction of Residential Life staff and/or any other CCC employee acting in performance of their duties, this includes, but is not limited to Desk Assistants, Resident Assistants, Coordinators, the Assistant Director and Director. This policy also requires students to honor the requests of other college personnel such as Campus Security, Vice President of Student Affairs or any other CCC employee acting in performance of their duties. Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a reasonable request from a staff member is strictly prohibited. Failure to comply may occur when students do not complete sanctions for a student conduct violation, fail to present photo identification, or provide false information either verbally or through forgery, alteration, or misuse of any residence hall document, record, or instrument of identification.

### **DISORDERLY CONDUCT/PUBLIC NUISANCE**

The following regulations include actions or behavior directed toward either students, staff, or visitors:

- Intentional, reckless, or negligent conduct which threatens or endangers the health or safety of any person.
- Unduly disruptive to the College community, lewd, or obscene. Obscene conduct may include conduct that appeals only to a prurient interest and/or depicts/describes sexual acts in a patently offensive way.
- A breach of peace
- Aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored, or participated in, by the College.
- Unauthorized surveillance: making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms. Also prohibited is the intentional or knowing viewing, storing, sharing, and/or other distribution of such unauthorized images by any mean.
- Unauthorized distribution of sexually explicit images of another individual without that individual's consent, even if the image was lawfully made or taken with consent. The knowing or intentionally viewing of an image by a third-party when the third party



knows or has reason to know that the subject of an image has not consented to such viewing or distribution is likewise a violation of this section.

- Harassment, which is unwelcome conduct toward another person or an identifiable group of people which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning, working or living environment.
- Unnecessary evacuation of a residence hall building by setting off a fire alarm

### **Drug Use**

Colby Community College expressly forbids the unauthorized possession, use, manufacture, or distribution of any controlled substance, illegal drug, or drug paraphernalia regulated by state or federal law. This policy expressly prohibits being in the presence of illegal drug activity. Colby Community College upholds the state law of Kansas so medical marijuana use is expressly prohibited in residence halls. Colby Community College reserves the right to contact law enforcement for enforcement assistance of this policy. The concealment of illegal drug activity from plain view does not preclude the enforcement of criminal behavior or this policy for cause. Privacy rights of students in their residential space will be respected, by any public nuisance coming from private space related to prohibited drug activity will bring the full force of this policy and applicable state law into play. Progressive disciplinary action will be utilized to maintain student health and safety and student success.

### **ELEVATORS**

Vandalism to and misuse of any elevator is strictly prohibited. This also includes leaving trash in the elevators, jumping, holding open for an extended period of time, or delaying the elevator. Do not use an elevator if there is a fire drill or an actual fire. Report any problems to the Hall Management Staff immediately.

### **FIGHTING**

Fighting can lead to death, significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the CCC Student Code of Conduct. All individuals may be subject to the Code of Conduct hearings.

### **REMEMBER:**

1. Fighting can easily lead to injury or death;
2. Fighting can often be avoided by walking away and reporting your incident to a proper authority
3. Anger is an emotion that can be controlled
4. You can control the impulse to fight by taking a deep breath, convincing yourself to stay calm, and walking away;
5. It takes more strength to avoid a fight than to engage in one;
6. If someone is attempting to invoke a fight, a great tactic is to change your focus to ease your tension;
7. When you are mature and confident it becomes easier to handle conflict in a mature manner. Think about how you would handle a possible fight before you are confronted with one: this will help.

### **FIRE HAZARDS**

Since 2015, US Fire Departments have responded to 3,840 fire alarms in residence halls, fraternities, sororities and other student housing structures. To prevent the probability of a residence hall fire at Colby Community College, following items are prohibited in any and all student housing:

- Use of incense, candles, and/or open flames in the residence halls are prohibited.
- **Air fryers, toasters, toaster ovens, George Forman grills, electric woks, electric skillet, quesadilla makers, pizza makers, crockpots, InstaPots, or convection ovens.**
- Hot pots and anything with an open heating element or flame
- Regular household extension cords are **prohibited** due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

### **FURNITURE**

Every room is equipped with a bed, study chair, desk, and dresser/closet for each resident. All residence hall furniture must stay within the resident room. Removal of furniture is not allowed. Any furniture missing at check-out will result in replacement charges being assessed. Additionally, beds must not be taken apart.

### **GAMBLING**

Gambling is prohibited on college premises or by using college equipment or services. The CCC Residence and Student Life Department may sponsor casino-themed programming, which involves no monetary component.

### **GANG ACTIVITY/AFFILIATION**

A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on College grounds, or at College sponsored functions or activities, on or off campus, or activities that are harmful to the education process. Prohibited “gang activity” includes, but is not limited to:

1. Soliciting students to become gang members;
2. Participating in gang initiation or other gang ceremonies;
3. Deliberately wearing, displaying or possessing prohibited gang symbols;
4. Engaging in gang-related violence or threats of violence;
5. Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
6. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited “gang symbols” may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications.

## **GUEST AND VISITATION**

Residents want to have friends visit them; however, consideration for roommates and other floor residents dictates that guests do not infringe on another's right to privacy and the quiet enjoyment of the facilities the resident has under contract. Residents must obtain permission from all roommates before inviting a guest to visit. In addition, it is each resident's responsibility to communicate disapproval of guests and to convey continual problems to a Residence Life staff member if approval is not sought after and received each time by all parties involved.

Once roommates have agreed to the overnight guest, Housing staff must be notified. It is appropriate and acceptable to notify a Resident Assistant about an overnight guest when the person visiting is 18 years old or older and will be staying for less 48 hours or less. Residence Life Professional Staff (Living Center Coordinator, Assistant Director, or Director) must approve guests who are under the age of 18 or need to stay up to 72 hours.

While a guest is visiting, we ask that the following guidelines be upheld:

- Guests (except underage youths) should carry a picture ID at all times and all guests must abide by all policies of Residence Life and CCC, with guests and hosts mutually responsible for the conduct of the guests.
- Guests found violating College or Residence Life policies may be escorted from the residence hall and restricted from further access.
- A resident may have no more than one overnight guest at any time.
- Residents need to be in the presence of their guests and includes traveling in hallways, stairwells, and elevators. Escorting guests enhances the security of the facilities and protects individual privacy.

## **HAZING**

Hazing is defined as any method of initiation into or affiliation with the College, a student organization, a sports team, an academic association, or other group directly or indirectly engaged in acts that intentionally or recklessly endangers that individual physically and/or mentally regardless of whether or not the recipient is a willing participant. Hazing is most often seen as an initiation rite into a student organization or group, but may occur in other situations. Hazing is any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, harassment, physical, mental or emotional strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of an individual, even if that person is a "willing participant."

Hazing includes:

1. Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquid, drugs or other substance or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person.
2. Any mentally embarrassing, harassing, or ridiculing behaviors that create psychological shocks, to include but are not limited to such activities as: Engaging in public stunts and buffoonery, morale degradation or humiliating games and activities.

3. Any situation which subjects the individual to extreme stress, such as sleep deprivation, forced exclusion from social contact, required participation in public stunts, or forced conduct which produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual.
4. Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

Some examples of hazing include, but are not limited to:

1. Abuse because of one's race, sex, religion, nationality or mental/physical condition;
2. Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
3. Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
4. Submitting to physical acts;
5. Going without sleep;
6. Engaging in unreasonable activities

#### **PETS**

**No pets** of any kind are allowed for reasons of health and safety, with the exception of service animals, emotional support animals and fish in aquariums of 10 gallons or less. Any animal you see in the residence halls is considered a service animal and/or emotional support animal and has been approved through the proper channels. Students who bring pets without permission will be fined accordingly and have one hour to remove the pet. Please address any questions to the Vice President of Student Affairs.

#### **PRACTICAL JOKES/PRANKS**

Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase noise levels and disturb non-involved residents. Students who engage in practical jokes and pranks will be held responsible for damages.

#### **PROPPING OF DOORS**

All residence hall common area exterior doors are locked 24 hours a day. The propping of any exterior or fire door is prohibited. Residents who prop doors open will be billed for any damages caused.

#### **PUBLIC AREAS**

The outside of room doors and the outside of windows are considered public viewing areas. Residents are encouraged to be considerate of other members of the community when displaying material in these areas. Any decoration used must not protrude to the door frame itself. The Residence Hall staff may ask you to remove items determined to be fire or safety hazards. Anything determined to represent hate speech will be removed and the resident responsible may face disciplinary action.

#### **RESPECT FOR OTHERS**

All residents must show respect towards other residents, resident assistants, and all Residence and Student Life staff.

#### **ROOM PERSONALIZATION/DECORATIONS**

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape or painters' tape. The following

actions are prohibited room decorations:

- Using nails, screws, double-sided tape, packing or duct tape on or in the walls, furniture or fixtures.
- Removal of furniture from assigned room/apartment.
- Presence of traffic and/or street signs without a verifiable bill or sale.
- Displaying of pictures or other materials that creates a hostile living or learning environment.
- Displaying of alcoholic beverage signs or materials affiliated with drug use or possession.
- Covering fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs
- Blocking pathways of egress or room exits.
- Possession of coniferous plants or other coniferous greenery.
- Possession any federally unapproved and/or non-low wattage holiday lights.
- Use of any federally unapproved electrical item, including extension cords, appliances, lamps, etc.
- Painting your room or furniture is strictly prohibited

### **SEXUAL MISCONDUCT**

Colby Community College is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the College community. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The College prohibits sexual assault, sexual and gender-based harassment, intimate partner violence, stalking, and retaliation.

The College adopts the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy and Procedures with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed.

Students who violate this Policy may face disciplinary action up to and including expulsion.

The Policy and Procedures sets forth how the College will proceed once it is made aware of possible Prohibited Conduct in keeping with our institutional values and to meet our legal obligations under Title IX of the Education Amendments of 1972 (Title IX); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); and other applicable law.

See the full policy by visiting <https://www.colbycc.edu/about/title-ix/>

REMEMBER:

1. It is a violation of College policy and state law to force sexual activity on another person. This includes anything from forced kissing or touching to forced intercourse. Force includes more than the use of weapons. It also includes physical force and physical or mental intimidation or pressure.
2. Consent means that your partner has freely agreed to sexual activity. The best way to know if your partner consents is to **ASK** and be sure your partner gave a clearly expressed YES. Consent can be revoked at anytime. Just because a person consents to one type of sexual activity doesn't mean consent is given for any and all sexual activity. Consent is clear, knowing, and voluntary. Consent may be given by asking for permission, establishing reciprocal interest, giving permission to stop, asking "Is this still okay?", or providing positive feedback when you are comfortable
3. Intoxication and incapacitation does not excuse poor conduct. It is a violation of College policy and state law to have any sexual activity with someone who is unable to give consent because of alcohol or drugs or other impairment. If your partner is very incapacitated, you may be guilty of sexual misconduct **EVEN IF YOUR PARTNER SAID YES.**
4. Denying someone access, benefits, or opportunities based on willingness to engage in verbal or physical sexual interaction is sexual harassment. Do not use sex as a bargaining tool. It is illegal.
5. When someone makes it clear to you that they do not want sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, **STOP!** Pressure for sexual activity is called coercion.
6. If you intentionally make contact with another person's breasts, buttocks, groin or genitals with any part of your body without explicit and clear-minded consent, even when hugging, you have violated that person's rights.
7. Unwanted pursuit of another person is stalking. Stalking may also involve the use of electronic media, social networks, blogs, text messaging, voice mail messages, gifts, letters or notes, etc.

#### **SOLICITATION**

Door-to-door solicitation is not allowed in the residence halls. This includes the solicitation of goods, services, and ideas. Students should immediately contact Residence and Student Life staff if solicitors are in the residence halls.

#### **SUSPICIOUS PERSON**

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a Residence Hall staff member to notify them of the person's presence.

#### **TAMPERING WITH LIFE SAFETY EQUIPMENT (INTENTIONAL/NON-INTENTIONAL)**

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs, sprinkler heads, and fire alarm pull stations are placed in student rooms and throughout the residential facilities for safety. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads or throw items at or near sprinkler heads and smoke detectors. Any misuse, tampering, or destroying building safety equipment jeopardizes residents' safety and should be reported immediately to Campus Safety or a Residence Life staff member.

Tampering with fire equipment includes intentional sounding of a false alarm; pushing

emergency release buttons; sounding emergency exit door alarms; making false emergency calls; attempting to ignite and/or the action of igniting a substance on fire; issuing a bomb threat; constructing mock explosive devices; or tampering with, destroying and/or possession of fire equipment, emergency signs, and sprinklers.

Students caught tampering with fire safety equipment or life safety systems will immediately be placed on interim suspension from College housing and/or the College depending upon the severity of the incident.

- Any student found responsible for tampering with such equipment in any way will be subject to a minimum \$100.00 fine in addition to paying restitution for the cost of any necessary repairs or replacement of equipment and payment of damages or loss of property not covered by insurance as a result of tampering with the equipment.
- Any student causing damage to fire and life safety equipment which results in damage to College or personal property and/or which results in personal injury to a member of the community, as a result of violating College policies or procedures will be immediately placed on interim suspension from College housing and/or the College depending upon the severity of the incident.
- Students found responsible for violating College or housing policies which result in damage to personal or College property will pay restitution for damages not recovered by insurance, will be permanently dismissed from College housing without refund of housing fees, will be trespassed from all College housing properties and programs, and will be subject to additional sanctions up to and including dismissal from the College.

There are many state and laws and regulations regarding fire safety and life safety equipment in residential facilities. The college will cooperate with law enforcement agencies and will pursue prosecution of any persons who maliciously tamper with fire safety equipment and suppression systems which result in loss of person or property or personal injury.

#### REMEMBER:

- 1) Hanging items on sprinkler heads is a violation and a risk to the safety of yourself and others;
- 2) Removing smoke detectors, or batteries from smoke detectors, for any reason is a violation and a risk to the safety of yourself and others;
- 3) Using an extinguisher for anything other than a fire is a violation and risk to the safety of yourself and others;
- 4) Horse playing often leads to damage to life safety systems and bodily harm;
- 5) Propping doors can be considered tampering with life safety systems. Locked doors are intended to protect residents;
- 6) Covering smoke detectors and ventilation systems is a violation and a risk to the safety of yourself and others;
- 7) Knocking down exit signs is a violation and a risk to the safety of yourself and others;
- 8) Moving or covering cameras is a violation and a risk to the safety of yourself and others;
- 9) There are no reasons why you should come into contact with life safety systems unless for a true and relevant emergency in which the system is intended to assist in the emergency's resolve.

### **THEFT/DAMAGE/NEGLIGENCE**

To ensure the safeguarding of possessions, the College provides locks on room doors and door keys to each resident. All residents are urged to keep room doors locked. In the event of theft or vandalism, the resident should notify his/her Resident Assistant, Hall Coordinator, or the Residence and Student Life Office and contact Campus Security. The college is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

Theft is defined as attempted or actual theft of any property belonging to the College, residence hall students, or members of the College and residence hall community or College and residence hall visitors. Possession of property, knowing it to be stolen, is theft.

Damage is defined as attempted or actual damage to property the College, residence hall students, other member of the College and residence hall community, or College and residence hall visitors. Defacing, and/or unauthorized removal of College residence hall property, including public area furniture is damage and/or theft.

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence.

### **TOBACCO**

Smoking and the use of all tobacco products, including vapor cigarettes (VAPES), nicotine pouches, and chewing tobacco are prohibited in all Colby Community College buildings and facilities. These items will be properly disposed of at the owners expense if found or observed being used.

### **UNAUTHORIZED ENTRY, EXIT, POSSESSION OR USE**

Residents have an obligation to use residence halls for the intended purpose. Residence Life strictly prohibits unauthorized entry into, or use of residence life facilities, including windows, roofs, ledges, laundry facilities, mechanical areas, control rooms, and unapproved room changes. This may include any of the following

- Unauthorized duplication, processing, production, or manufacture of any key used in any residence hall facility.
- Loaning or giving keys to another person
- Entering/exiting emergency exit doors when alarmed and without due cause
- Attempted or actual use of credit cards, College ID card, and/or personal checks including forgery, alteration, or misrepresentation of any form of identification.
- Accessing rooftops or ledges
- Climbing from windows.
- Scaling or rappelling from balconies or exterior walls
- Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area.
- Playing sports or utilizing sporting equipment in individual rooms, hallways, or lobbies
- Skateboarding, Rollerblading, using hover boards, using scooters, biking, or other personal transportation devices in hallways, lobbies, elevators, stairwells, or handicapramps
- Removal of common area furniture



## **WATERBEDS**

Due to structural stress imposed on the building and because of the great variety in quality, waterbeds are not permitted in any resident room. No water furnishings of any kind are allowed in college housing.

## **WEAPONS**

Colby Community College seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

Except as otherwise allowed by law, the College prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. College students may not possess firearms at any time on campus and may be confiscated.

## **REMEMBER:**

A weapon is:

1. Any object or device which will, is designed to, or may be readily converted to conduct harm upon oneself or another person;
2. A Taser is a weapon and possession of a Taser is considered a violation of the Student Code of Conduct;
3. Any object or device which will expel shocks or bullets, shot or shell by the action of an explosive or other propellant;
4. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
5. Any BB gun, pellet gun, air/C'O2 gun, stun gun or blow gun;
6. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
7. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
8. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;
9. Any knife with a blade bigger than the palm of your hand or four inches or more such as a switchblade, dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
10. Any martial arts weapon such as nun-chucks, throwing stars, or brass knuckles
11. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

CCC also prohibits weapons at all off-campus College sponsored or supervised activities. Persons with knowledge or information of conduct which may constitute a violation of this policy are urged to contact the CCC Campus Safety Office.

## **WINDOWS/SCREENS**

Any resident who removes the screen from a window for any reason will be assessed a removal charge and could face disciplinary action. Anyone found in violation of throwing items from a

window could face disciplinary action.

## DISCIPLINARY PROCEDURES

When students are allegedly involved in behavior that violates the College policy, the following is a general overview of how the incident is handled, from start to finish:

### **1) AN INCIDENT REPORT IS WRITTEN**

A Residence Life employee will document the alleged violation of college or policy or residential life community standard on an Incident Report. The incident report will be submitted to a Residential Life professional staff member (Coordinator, Assistant Director, and/or Director) for review.

### **2) RESOLUTION PATHWAY SELECTED**

The professional staff member will make a determination if the policy violation will be resolved using an administrative hearing or the peer review board. Reported students will receive written notice about the alleged violation, relevant policies and a time to discuss the report from the peer review board or Residential Life professional staff member. It is expected that students attend the disciplinary conference or peer review board meeting.

### **3) MISSING A DISCIPLINARY CONFERENCE/MEETING**

Students will have two chances to attend a disciplinary conference with a housing administrator or peer review board meeting. Failure to attend the scheduled appointment may allow the board or hearing officer to make a decision about the disciplinary case without hearing from the accused student, placing a hold on a student account, or restricting access to a residential room until the case is resolved.

### **4) DISCIPLINARY CONFERENCE/PEER REVIEW BOARD MEETING TAKES PLACE**

The Residential Life staff member or peer review board will listen to any comments and accept all relevant evidence the student shares and submits before making a finding of fact and/or issuing educational sanctions. For a policy violation to occur the hearing officer or peer review board must determine that the reported behavior occurred using the preponderance of evidence standard. A policy and/or community standard violation must be proven before consequences can be imposed.

### **5) Notice of Disciplinary Action or case dismissal**

The conduct administrator or peer review board chair will send written notice via email about the outcome of the disciplinary referral. The written notice will explain what policy violations were upheld and/or dismissed, required consequences, and a description of the appeal process.

## **APPEALS PROCESS**

If applicable, the student will be informed of the appeals procedures. Peer review board cases may be appealed to the Director of Residence and Student Life. Students may appeal cases administratively resolved by a Residence Life staff member to the Vice President of Student Affairs. Failure to appear at the original conference/peer review board hearing renders the right of appeal null and void and the decision is final. This appeal must be made in writing within five (5) business days after receiving the written results for a review of the decision or sanctions imposed. After an appeal request is submitted, a meeting will be scheduled to discuss the appeal.

Appeals may be based on one or more of the following reasons:

- A. Sanction not in keeping with the severity of wrong doing
- B. New evidence
- C. Denial of due process

#### **DUE PROCESS**

All students have the right to due process. Due process in the student conduct process usually requires the following:

- Notice of Charges/alleged policy or community standard violation(s)
- Notice of evidence to be used in support of the alleged violations
- An opportunity to be heard
- Written notification of charges will be hand delivered or sent by email.
- Student will receive advanced written notice of the time and place of the hearing. Students are expected to attend the scheduled disciplinary hearing. Failure to do so will result in a decision without the benefit of the student's testimony. In such a case the student waives his/her rights to review or appeal the decision.
- The student shall receive written notification of the finding and sanctions(s) as soon as possible after the conclusion of the conference/hearing.

#### **SANCTIONS**

When students are found responsible for violating residence life policy, one or more sanctions may be assigned. The Director of Residence and Student Life and/or peer review board determines and issues sanctions, giving consideration to the following:

- the seriousness /severity of the incident
- the attitude of the person(s) involved
- the disciplinary record of the person's involved
- any special/mitigating circumstances
- the rights of others in the community

The following sanctions may be used by the conduct administrator or peer review board.

- 1) A written warning documents the policy violation by explaining the importance of said policy/community standard and makes the request that the student refrain from such behavior in the future.
- 2) Probation is a term of time that a student is expected to honor and follow all policies in the Residence Life Handbook. A policy violation during the probationary term may result in additional disciplinary action.
- 3) Relocation or Removal – Students with multiple policy/community standards violations may be relocated to a new housing assignment in a different building on campus. If a behavior is severe enough or multiple policy violations accrue, the Director of Residential Life may decide to remove a student from all residence halls. Any move required by a student conduct violation will not change the billing rate for the involved student.
- 4) Programming – Students may be asked to plan events to educate the college community about the importance of a policy or community standard. The parameters for the educational opportunity will be set by the conduct administrator or peer review board.
- 5) Educational opportunities – The peer review board or conduct administrator may require a student to write an educational paper, design a bulletin board, create a newsletter, interview community leaders

or college staff based upon the policy violation that took place. The topic, parameters, and due date are determined by the conduct administrator or peer review board.

- 6) Restitution – If the policy violation created a financial loss for the college, a student, faculty, or staff member, the peer review board and/or conduct administrator may require a student to pay restitution payments. Restitution payments must be paid with a cashiers check or money order addressed to the harmed party. Financial capacity will be considered when requiring student to make financial reparations for a policy violation. Payment plans may be made until the balance is paid in full.
- 7) Community Service - Students may be asked to volunteer time with a community agency or college department affected by a policy/community standard violation. Students will be responsible for submitting documentation confirming the completion of the community service hours.
- 8) Community Billing – Residence Life has the right to recover financial damages to common areas caused by vandalism, neglect or unauthorized use. Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your CCC email account reporting the damage and associated billing charges. You have ten (10) days from the time the charges are added to your billing statement to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of \$5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the amount of unidentified damages within your area. Please contact a member of the Residence Life staff or [Reslife@colbycc.edu](mailto:Reslife@colbycc.edu) if you have any pertinent information related to identifying the responsible person(s).
- 9) Individual damage billing – Residence Life has the right to collect monetary compensation for any policy violation that results in unnecessary cleaning fees, property replacement, or maintenance expenses.
- 10) Disciplinary fines – In an effort to reduce policy violations, Residence Life reserves the right to place monetary fines ranging from a minimum of \$25 to a maximum of \$500 on student accounts. Disciplinary fines must be paid prior to enrolling in academic classes for future classes or obtaining transcripts. CCC reserves the right to administer progressive disciplinary fines for multiple policy violations and/or repeated policy violations.
- 11) Apology letters – Students who harm relationships with specific individuals and/or the community at large may be required to submit an apology to the appropriate parties. Apology letter must name the unacceptable behavior, acknowledge the impact of the displayed behavior, and reassure the reader another occurrence will not happen.
- 12) Counseling consultation – Residence Life reserves the right to require students referred for disciplinary action to meet with a college counselor. The student will always be given a choice between multiple college counselors. The number of required appointments will be determined based upon an agreement between the student and selected counselor.
- 13) Parental notification – When an established health or safety concern occurs, Residence Life has the right to notify parents about the reported, alleged, or substantiated behavior.
- 14) Cohabitation fees - Any resident who is identified as allowing co-habitation within their assigned space may be charged additional rent up to a semester charge. Students may be sanctioned up to double room rental cost.
- 15) Revocation of guest privileges – Any student who does not following the approval and notification procedures for overnight guests may be visitations privileges suspended immediately, temporarily, or permanently.

The sanctioning process uses an equity-orientation to reduce the possibility of future violations and repair any harm caused by the current violation. The board or conduct administrator will maintain the educational goals of the college when considering an appropriate response to policy/community standard violation. In the event that disputes arise during the disciplinary process, an appeal may be submitted.

\* The cumulative effect of situations/ past record is strongly considered in determining sanctions.

#### **NON-COMPLIANCE WITH THE JUDICIAL PROCESS**

A student who fails to comply with the judicial process by not responding to judicial correspondence, not attending scheduled meetings/hearings, or by not fulfilling assigned sanctions may have a hold placed on his/her student records. This will prevent the student from registering for classes, obtaining a copy of transcripts and receiving grades. This hold will remain in place until the student is in compliance. In addition, failure to comply with the judicial system is a violation of College policy, and may be handled judicially, as with any other alleged policy violations.

## **RESIDENCE HALL SERVICES**

There are many benefits to residence hall living, the first of which is convenience. Each of the halls on campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident:

#### **BIKE RACKS**

Bikes may be parked in the bike racks located by each of the residence halls. Bikes parked in any other location may be removed at your expense.

#### **CLEANING SUPPLY CLOSET**

Brooms, cleaning supplies, mops, and vacuums are available for check out in each residence hall. Please see a member of the residence life staff to check something out of the closet.

#### **FACILITY REPAIRS**

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, light bulbs, and other issues requiring attention should be reported to college personnel. During business hours, please email a description of the problem that needs to be fixed to [Tiffany.Okolo@colbycc.edu](mailto:Tiffany.Okolo@colbycc.edu). Contact a Residence Life staff member for after hours maintenance emergencies on evenings and weekends by calling 785-443-1861.

#### **FRONT DESK SERVICES**

Equipment at each desk varies but includes items such as games and small tools. You must also register all visitors at the front desk of your living center.

#### **INTERNET**

Each residence hall includes an open Wi-Fi connection.

**LAUNDRY FACILITIES**

Washers and dryers are located in the lobby of Living Center East/North and on each floor of Embree Hall. These machines are for use by the CCC residents only.

**LIVING ROOMS/LOUNGES**

The living rooms and lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a social/study area and for Residence Hall programs.

**LOCK OUTS**

If you lock yourself out, call the Residence Hall staff member on-call phone and ask to be let in your room. You will be charged \$5.00 (\$10.00 after midnight) lock out fine per lock out. Be prepared to show your Trojan ID, CCC staff will not let you in someone else’s room for any reason.

**LOST KEYS**

If you lose your key, notify a Residence Hall staff member immediately. You will be charged \$35.00 for a replacement key.

**MAIL**

CCC contacts students via email when a package or letter is received so it can be picked up in the Union. Please use the address template below when receiving mail at the college. Students can mail correspondence by bringing items to the campus bookstore.

Campus Address:

Your Name

Your Building and Room #

1255 S Range Ave

Colby, KS 67701

Sample:

Colby Trojan

Living Center East, 12A

1255 S Range Ave

Colby, KS 67701

**VENDING**

Vending machines are located in each residence hall. The Residence and Student Life department is ***not responsible for lost money in the machines.*** If the machine is not properly functioning please call Snappy Snacks at 785-899-7279

**RESIDENCE HALL POLICIES**

**TROJAN IDENTIFICATION CARD**

The Trojan Identification Card is an essential part of life at Colby Community College. The one card serves as identification and building access to facilities, athletic games and special events. ID must be presented to eat in the cafeteria.

### **ABANDONED PROPERTY**

Colby Community College, the Residence and Student Life Office and/or its staff are not responsible for any student property left in the residence hall rooms or public areas. In the event that student property is left in the residence halls after the housing contract period is complete, the property will be removed at the owner's expense.

If a resident departs prematurely from the residence hall, it is their responsibility to make arrangements to retrieve their personal belongings. Students have seven (7) business days from the day of departure to make arrangements with the Residence Hall Coordinator of their building to retrieve their personal items. After seven (7) days, items will be discarded at the owner's expense. Due to limited spacing, storage of items will not be permitted.

### **STUDENTS GOVERNED BY THE STUDENT CODE OF CONDUCT**

Students are governed by CCC's Student Code of Conduct, which contains policies affecting security on campus. The college has the right to discipline for on- and off-campus actions, up to and including expulsion. The Student Handbook can be located at <http://www.colbycc.edu/student/student-handbook/index.html>

### **BIKES**

Bikes and/or scooters may not be stored inside the residence halls. Bike racks are available outside every living center.

### **BULLETIN BOARDS/POSTERS**

All materials posted in the residence halls must be approved by the Residence and Student Life office.

Any sign, poster, picture, or message visible outside your room that is found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passerby when your door is open.

### **INTENTIONAL, RECKLESS AND NEGLIGENT DAMAGE**

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual at fault is identified. A list of possible damage fees are listed in the appendix.

Additionally, students will be responsible for damages in public areas within the residence halls.

These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, stairwells and elevators. When public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Residence Life staff member, Campus Safety or Facilities Services staff member will document the incident and nature of the damages including photographing the area. The determination of who will be charged for facilities repairs is directly related to the area where the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students of that floor will likely be billed. If the damage happens in an entry lounge, common stairwell, or elevator the charge will likely be assigned to all residents in the building.

### **DAMAGE BILLING**

Damage billing is used to address all property damage or vandalism in public and private areas in the residence halls and complexes. The property damage will be assessed and appropriate fees will be determined. The amount of the charge may vary in cost depending on the incident and the severity and costs of repairs. These fees will include repairs to or replacement of property as well as billing for personnel required to address the vandalism.

There are two types of damage billing: Individual Damage Billing and Residential (Community) Damage Billing.

- **INDIVIDUAL DAMAGE BILLING:** Individual damage billing refers to damages to an individual residence hall room or the common area shared within a suite or apartment. Whereby the residents of a room are responsible for the costs associated with any repair or replacement within his/her room. Residents assume responsibility for the condition of their assigned room/suite/apartment and for the damage which occurs within all assigned living areas. This includes, but is not limited to, the common living spaces (living room/bathrooms/study rooms) in all residence halls. Unless the student(s) responsible for damages to these spaces can be identified, damage charges for common space areas will be collectively billed to all students assigned to room/suite.
- **COMMUNITY DAMAGE BILLING:** The philosophy behind community damage billing is that all residents in CCC housing are part of a larger community on campus. Therefore, residents of CCC housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Whenever



possible, the university will hold accountable individuals responsible for common area damages.

***If damage is deemed to be intentional in nature, disciplinary action will also be taken. Repeated occurrences or damage by an individual or group will be investigated to determine whether further disciplinary measures are warranted, including suspension or dismissal from CCC housing, housing reassignment and dismissal from the College.***

#### **EXAMPLES OF DAMAGE BILLING INCIDENTS**

- Any damage that goes beyond the normal, expected wear and tear of items.
- Excessive cleaning
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Inverted or incorrectly assembled beds
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash, excessive trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any College furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

**APPEALS OF COMMUNITY DAMAGE BILLING:** Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your CCC email account reporting the damage and associated billing charges. You have ten (10) days from the time the charges are added to your billing statement to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of \$5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the amount of unidentified damages within your area.

Please contact a member of the Residence Life staff or [Reslife@colbycc.edu](mailto:Reslife@colbycc.edu) if you have any pertinent information related to identifying the responsible person(s).

**APPEALS TO INDIVIDUAL DAMAGE BILLING:** To appeal an individually billed damage charge, you must submit a written explanation to [Reslife@colbycc.edu](mailto:Reslife@colbycc.edu) within 5 working days of receiving notification of the damage charge. If the appeal is granted, any interest charge related to the damage fee will be waived as well. If the appeal is denied, your student account will be billed.

During the semester in progress, the individual damage billing appeals process for that semester is ongoing. For charges assessed after the close of a semester, students have two weeks after receiving the damage billing to appeal. All appeals will be accepted for the prior semester until the posted deadline.

If the appeal is granted, any interest charge related to the damage fee will be waived. If there are any questions, please contact the Residence Life Office.

**Parking**

All students living in the Residence Halls will be issued parking permits specific to Residence Hall Parking Lots (shown in yellow) at no additional cost.



Any student parking in lots for which they are not registered will be ticketed and fined accordingly. Please see the table below.

<b>Policy Violation</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b><u>Parking without proper permit in designated location</u></b>	Written Warning	\$50 citation	\$100 citation*  *Each additional citation will double from previous citation amount
<b><u>Parking in reserved or otherwise designated parking</u></b>	\$100 citation	\$200 citation	Vehicle will be towed at owner's expense.
<b><u>Parking in "No Parking" designated areas</u></b>	\$100 citation	\$200 citation	Vehicle will be towed at owner's expense.

## EMERGENCY PROCEDURES

### FIRE ALARM

Each room has a smoke alarm. Embree Hall is equipped with a complete smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense. Offenders found in violation are subject to disciplinary action up to and including criminal prosecution.

### IN CASE OF FIRE EVACUATION

If your door is hot or if the corridor is full of smoke:

- 1) REMAIN IN YOUR ROOM
- 2) Put towels around your door and seal all cracks
- 3) Hang a sheet or towel from your window, and signal for help
- 4) If you have a phone in your room call 911

If it is safe to leave:

- 1) Open the blinds
- 2) Close the windows
- 3) Turn off your lights
- 4) Wear hard-soled shoes and a coat
- 5) Close the door as you leave
- 6) Follow the evacuation exit routes
- 7) Wait for the signal to re-enter the building

All residents must be at least across the street from their residence hall.

- 1) Living Center East to Living Center North Parking Lot
- 2) Embree Hall to Living Center East Parking Lot
- 3) Living Center North to Embree Hall Parking Lot

#### **MISSING PERSON**

On-campus students should contact your Resident Assistant, Residence Hall Coordinator, or Campus Safety if they suspect another student is missing.

#### **SEVERE WEATHER**

Radio and television weather services typically issue tornado warnings in reference to city and county. Colby Community College is located in the City of Colby in Thomas County. If a tornado warning for Colby or Thomas County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

- 1) Living Center East- move to bathroom
- 2) Embree Hall- move to lower level bathrooms
- 3) Living Center North- move to bathroom
- 4) When time permits, Ferguson Hall and the Library Basement

#### **WEATHER TERMINOLOGY**

Tornado/Severe Weather Watch: present weather conditions could produce a tornado, thunderstorm, or severe weather. When a watch occurs, individuals should take precautions to protect themselves, such as tuning into a radio, television, or electronic device.

Tornado/Severe Weather Warning: there is severe weather or a tornado that has been sighted in the area. Individuals should take shelter immediately.

#### **SEXUAL ASSAULT INCIDENTS**

If you or someone you know experiences sexual or domestic violence, the following individuals and groups will provide assistance:

Colby Community College resources

- 1) Residence Life (Resident Assistant, Coordinator, Assistant Director or Director):  
785-443-1861
- 2) Counseling Faculty: 785-460-5439
- 3) Student Health Services: 785-460-5502
- 4) Vice President of Student Affairs: 485-460-5490

Community Resources

- 1) Options Victim Advocacy: (785) 460-19823 or 1-800-794-4624
- 2) Colby City Police Department: (785)460-4460
- 3) Citizens Medical Center: (785) 462-7511
- 4) National Sexual Assault Hotline: (800) 656-4673

**Be sure you understand and are aware of the contents of this handbook. If at any time you**

**have questions or concerns, please contact the Residence Life Office.**

**CCC Notice of Nondiscrimination:** Colby Community College does not discriminate on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701. [title9@colbycc.edu](mailto:title9@colbycc.edu). 785.460.5490.

## APPENDIX

### Important Campus Phone Numbers

All campus numbers are preceded by (785) 460-\*\*\*\*

#### Residence and Student Life

Director Office	5552
Assistant Director Office	4610

#### Dining Services

Consolidated Office- Union	4776
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#### Campus Offices and Services

Admissions	4690
Bookstore	5500
Campus Security	5508
Counselor	5439
Financial Aid	4679/5497
IT	5541
Library	4689/5487
Mailroom	5491
Maintenance/Custodial	5413/5471
Registrar	4612/5509
Scholarships	4611
Student Accounts	4664
Student Affairs	5490
Student Health	5502
Student Support Services	5510

## Repair Price List for Living Centers\*

<b>LIVING ROOM</b>		Cost (minimum)
Sheet Rock		\$20.00
Sheet Rock-large hole		\$30.00
Hole in paneling		Replacement Cost
Hole in carpet		Replacement Cost
Shampoo carpet		Replacement Cost
Front windows		\$75.00+
Front door lock		\$35.00
Key replacement		\$35.00
Window blinds		\$45.00
Coat rack		Replacement Cost
Table		Replacement Cost
Thermostat		Replacement Cost
Wall mirror		Replacement Cost
T.V. outlet		IT Department
Fire extinguisher Recharge		\$35.00
Fire alarm		Replacement Cost
Fire extinguisher Replacement		\$85.00
Light lens cover		Replacement Cost
Couch		\$500.00 +
Loveseat		\$445.00 +
<b>BATHROOM</b>		Cost (minimum)
Door		Replacement Cost
Door Frame		Replacement Cost
Sink		Replacement Cost
Stool		Replacement Cost
Towel Racks		Replacement Cost
Mirror		Replacement Cost
Shelf light		Replacement Cost
<b>BEDROOM</b>		Cost (minimum)
Chain lock		\$25.00
Walls- refer to living room		Replacement Cost
Door		\$260 +
Frame		\$260 +
Frame-partial		Replacement Cost
Closet door		Replacement Cost
Door lockset		\$170
Windows		\$300 +
Windows doors-new		Replacement Cost
Hinges		\$15.00

Window Arm opener	\$40.00
Blinds	\$45.00
Waste basket	\$30.00 (if applicable)
Desk chair	\$200.00 +
Mirror	Replacement Cost
Mattress	\$250.00 +
Mattress cover	\$15.00
Bed frame	Replacement Cost
Light lens cover	Replacement Cost
Window screen	Replacement Cost
Screen installation	\$20.00
Putting Bed Frame Together	\$100

\*Any item not listed found to be damaged will be charged the cost of replacement plus hourly labor charges as applicable.