

BUTLER COMMUNITY COLLEGE

RESIDENCE HALL HANDBOOK

The contents of this handbook were gathered and compiled by the Vice President for Student Services, Dean of Student Life, and Director of Residence Life offices for student use and information. **ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE.**

It is the responsibility of each student to read and understand all information in this manual.

This manual is provided to help you enjoy your residence hall experience. This information can help you:

1. Become familiar with our residence halls; our services, programs, facilities, policies, procedures, and staff.
2. Understand our philosophy and goals in residence hall living at Butler Community College.

Each of you, as a resident of Butler Community College's residence halls, must realize that you not only have certain rights as a resident, but **YOU ALSO HAVE RESPONSIBILITIES.** It is those responsibilities we want you to realize most of all.

You have available for your help, members of the Butler Community College Staff in each Residence Hall. In the West, East and Cummins residence halls there will be Professional Housing Staff plus Resident Assistants. All Residence Life staff are available to answer any questions you may have throughout your residence life experience. There is a professional staff member that lives in each of these halls. There is someone on-duty 24 hours a day. Security is on duty 24 hours a duty seven days a week. The Resident Assistants are student staff members who are responsible for a certain area of residents in the residence halls and they are assigned to rooms throughout the halls and apartments. The R.A.'s can do lock-outs, take maintenance requests, answer questions about the residence halls or campus, assist with roommate mediation if problems arise, and have specific duty shifts in the halls.

There are three housing areas at Butler Community College: the apartments, which house eight residents per unit or 32, the West Hall which houses 102 men in a two per room format, and the East Hall, which houses 113 men and women and has two people to a room (except a few three person rooms) and four to a suite (same sex), and Cummins Hall houses 130 females. The halls house 377 students. The West and East Halls are further divided by floor and section. As a member of one of these areas, your school community will consist of you and all your floor, suite or roommates.

The key to creating a healthy living environment is to communicate. Your environment will dictate what type of support you will receive in academic performance, social maturity, a sense of belonging and self-understanding.

The number one, most important way to have a successful year is **TO HAVE A MUTUAL RESPECT AND CONSIDERATION FOR OTHERS.** Before you act, consider the impact of your behavior on the lives of your fellow resident hall members. Always consider them and ask that they do the same for you.

You will find people living within your residence hall who have a variety of backgrounds and lifestyles. The interactions you have with them may very well be one of the most interesting and important aspects of your college career. Each person you meet has unique experiences to share. These experiences will increase your knowledge of others, and can lead to new and lasting friendships. Friends made in college can often last a lifetime.

RESIDENCE HALL STAFF POSITIONS

DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life provides leadership for the overall residence hall operation. The Residence Life office is located off the East Hall lobby.

HALL MANAGER

The Hall Manager is a live-in position where 50% of the staff person's time is dedicated to Residence Life. Each Hall Manager is responsible for the management and daily operation of their respective residence hall.

HALL ASSISTANTS

The Hall Assistant is a Residence Life staff position which requires the individual to residence in the residence hall. Hall Assistants have select duty nights and help with the operation of the residence halls.

RESIDENT ASSISTANT

The Resident Assistant (RA) position is a student staff position in the residence halls. The job entails being responsible for an area of residents, assisting with programming, enforcing hall policies, being on-duty, and serving as a resource person. A Resident Assistant receives a stipend that pays for room and half of board.

RESIDENCE HALL/ SCHOOL YEAR 2008-2009

August 16-17 (Starting At 10:00 a.m. On 16 th)	Residence Hall Check-In
Saturday, August 16	Food Service Begins- Brunch
Monday, August 18	Fall 2008 Classes Start
Monday, September 1	Labor Day- No Classes
Monday And Tuesday, October 13 & 14	Fall Break – No Classes Offices Closed
Tuesday, November 25	Thanksgiving Vacation- Halls Close At 5:00 p.m.- Last Meal Is Lunch
Sunday, November 30	Halls open at 1:00 p.m.
Monday, December 1	Cafeteria Opens For Breakfast
Friday, December 12	Holiday (Christmas) Break- Halls Close At 5:00 p.m.- Last Meal Is Lunch
Sunday, January 18	Halls Open At 2:00 p.m. For Spring Semester
Monday, January 19	Cafeteria Opens For Brunch
Tuesday, January 20	Spring 2008 Classes Start
Friday, March 13	Spring Break- Halls Close At 5:00 p.m. Last Meal Is Lunch
Sunday, March 22	Halls Open At 1:00 p.m.
Monday, March 23	Cafeteria Opens For Breakfast
Monday And Tuesday, April 9 & 10	No Classes – College Closed
Friday, May 15	Halls Close At 5:00 p.m. For Residents Not Graduating Or Participating In Graduation Or Out Within 24 Hours Of Last Final Exam- Last Meal Is Lunch
Saturday, May 16	Graduation At 9:30 a.m. And 1:00 p.m. Halls Officially Close At 4:00 p.m. Except For Apartments On May 31 at 10am

The residence halls close during Thanksgiving, and Holiday (Christmas), and Spring Breaks. All students are required to find other housing arrangements during this time. Only students living in the apartments or who are involved/ required to participate in college activity programs at these times will be granted permission to remain in the residence halls. **YOU CAN NOT STAY IN THE HALLS TO WORK OFF-CAMPUS.**

RESIDENCE HALL ROOMS

You are responsible for providing your own TV cable cord and trash bags in all hall rooms. In the halls with suite style bathrooms, you must also provide your own toilet paper and cleaning supplies. Residents with computers can fill-out an internet sheet to have the college internet hooked up to their computer. In Cummins and East Halls, please be courteous to your neighbors by unlocking the bathroom door to the opposite room so they may also use the bathroom.

YOU CAN MAKE YOUR RESIDENCE HALL A HOME.....THE CHOICE IS UP TO YOU.

The following credo by Thomas Gordon offers a sound basis for healthy and enjoyable relationships with roommates and other floor or suite members: The "Roommate Bill of Rights" is a practical application of Thomas Gorgon's philosophy. If used appropriately, it can serve as an effective tool to guide you and your roommate(s) in establishing a mutually satisfying relationship with one another. Whether you utilize the formal document as included, or carefully choose important issues for discussion, be sure to select an appropriate time at the very beginning of the year. Remember... you are your roommate's roommate too!

A CREDO FOR MY RELATIONSHIP WITH ANOTHER

"You and I are in a relationship which I value and want to keep. Yet each of us is a separate person with his/her own unique needs and the right to try to meet those needs. I will try to be genuinely accepting of your behavior both when you are trying to meet your needs and when you are having problems meeting your needs. When you share your problems, I will try to listen acceptingly and understandingly in a way that will facilitate your finding your own solutions rather than depending upon mine. When you have a problem because my behavior is interfering with your meeting your needs, I encourage you to tell me openly and honestly as to how you are feeling. At those times, I will listen and then try to modify my behavior. However, when your behavior interferes with my meeting my own needs, thus causing me to feel unaccepting of you, I will tell you as openly and honestly as I can exactly how I am feeling, trusting that you respect my needs enough to listen and then try to modify your behavior."

ROOMMATE BILL OF RIGHTS

This document is intended to serve as a suggested format for an agreement between roommates to ensure that each individual's rights are respected. Your level of enjoyment and satisfaction from residence hall living will depend to a large extent on the thoughtful consideration you demonstrate for one another. As roommates, all of you should mutually determine the decisions and the stipulations of the behavioral contract and endorse it. Your Resident Assistant is available if additional assistance is needed.

THE BASIC RIGHTS OF A ROOMMATE INCLUDE:

1. The right to study free from undue interference, (noise, stereo, guests, etc.) in one's room. The following times will be reserved for quiet study: 10:30 p.m. – 7:00 a.m.
2. The right to sleep without undue disturbance from noise, guests, roommates, etc. Conditions will be appropriate for sleep after the following times: 11:00 p.m.
3. The right to expect that roommates will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from roommates.
6. The right to personal privacy.
7. The right to host guests at agreed upon times, and with the expectation that guests are to respect the rights of the host's roommate(s) and other hall residents. The following times are appropriate to host guests: 10:00 a.m. – 10:30 p.m.
8. The right to expect reasonable cooperation with using your telephone.
9. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable, when any roommate feels it is necessary, to involve a residence hall staff member in such discussion.

We, the undersigned, agree to the above stated rights and behavioral decisions. Additionally, we agree that specific stipulations may be adjusted by the mutual agreement of all roommates.

Signatures

Room _____

Date _____

INFORMATION CONCERNING YOUR RIGHTS, FREEDOMS AND RESPONSIBILITIES AS A STUDENT.

BCC STUDENT BILL OF RIGHTS

Students at Butler Community College (BCC) can expect certain satisfactions when entering, enrolling, completing and graduating from BCC. The BCC Student Services philosophy is one of commitment to meeting specific educational needs. We believe that this philosophy is exhibited through **POSITIVE, PLEASANT** and **PROFESSIONAL** interactions on the part of BCC as students access needed services and programs to attain individual educational pursuits.

As a consumer of BCC's many student services, both on and off campus, you have a right to expect the following:

1. The right to **QUALITY** services. The Student Services areas will provide appropriate information to meet your educational needs with accuracy allowing you to exercise fully all of your options as a student at BCC.
2. The right to **HONESTY**. As you use the many Student Services, you will receive accurate and precise information about the policies, procedures and programs that will allow you to make informed decisions about your educational and career goals - **YOUR FUTURE!!** We will work with you to explore those goals that can be accomplished.
3. The right to a **CARING** feeling. You have the right to know that you made the right decision by coming to BCC. When you are seeking information, you need to know that you are in the right office, talking to the right person, and getting accurate information. We want you to leave the BCC Student Services areas with a positive feeling and the desire to return.
4. The right to make **CHOICES**. As a student you need to realize that the choices you make will result in short-and long range goals in terms of costs (financial and time) and expected outcomes.
5. The right to address **GRIEVANCES** concerning your experiences at BCC. We are obligated to hear your concern, solve the issue, and aid you in finding the proper solutions.
6. The right to expect **SATISFACTION**. You have the right to expect a quality education that will allow you to feel secure in your intellectual and social growth and to prepare you to deal with the challenges that await you in the future.

LET US KNOW HOW WE MAY ASSIST YOU!

You have certain expectations, and possibly our Student Bill of Rights has awakened some other points in your thinking. As an institution of higher education, Butler Community College is committed to sharing knowledge, searching for information, and developing you, as one of our students, so that you can grow and prosper.

Just as the college has the right to teach, you have the right to learn. Your right to learn, whether in a residence hall or in a classroom, is dependent upon the conditions that exist in your living environment. You can protect your right to learn through a series of responsible choices. Your voice has the right to be heard when it comes to safeguarding your right to learn. As a residence hall community member, you are encouraged to assume responsibility in helping to maintain a proper environment on your floor or in your suite.

Butler Community College is well aware of, and will continue to be sensitive to your rights and freedoms. In an attempt to ensure that your rights are protected, the college has clearly outlined a set of basic principles and guidelines for student conduct and behavior. These guidelines have been established by state, federal, local, school, and other officials and have been approved by the Board of Trustees of Butler Community College. Quite simply, **YOU ARE EXPECTED TO ABIDE BY THESE GENERAL REGULATIONS.**

SEXUAL HARASSMENT POLICY

The college will not tolerate sexual harassment, and the Student Services office along with the residence staff is committed to preventing harassment in any form. Sexual harassment includes:

1. Touching, propositions, advances, leering or ogling.
2. Abusive, vulgar language of a sexual nature, sexual remarks and/or teasing.
3. Suggestive jokes or comments about an employee's or student's body or wearing apparel.
4. Display of sexually suggestive cartoons, pictures or photographs.

Anyone who feels they have been sexually harassed please see the Dean of Student Life/Vice President of Student Services right away and proper action shall be taken.

LOST AND FOUND

There is a lost and found in the Residence Life Office in East Hall and the 900 Building. If you find something that belongs to someone else in the residence halls, please bring it to the Residence Life office. If you have lost something, please check with the office and 900 Building.

FOOD SERVICE

The goals of the food service are to provide you with the best value for your food dollar; to offer you varied, nutritional meals in an attractive and relaxing atmosphere; to provide foods and services that are most desirable to you. Please share any of your concerns, suggestions and/or recommendations with the Food Service Director.

ALL RESIDENTS MUST SHOW THE PROPER CURRENT STUDENT PICTURE ID TO THE CASHIER TO GAIN ENTRANCE TO THE CAFETERIA. YOU CAN'T GIVE YOUR ID TO SOMEONE ELSE TO EAT IN THE CAFETERIA.

We serve a nineteen (19) meal plan. Our regular weekly serving schedule is as follows:

Monday - Friday

Breakfast	7:15 a.m. - 8:30 a.m. (regular)
	8:30 a.m. - 9:00 a.m. (continental)
Lunch	11:30 a.m. - 1:30 p.m.
Dinner	5:00 p.m. - 6:30 p.m. (Monday-Thursday)
	5:00 p.m. - 6:00 p.m. (Friday only)

Saturday - Sunday

Brunch	Noon - 1:00 p.m.
Evening Buffet	5:00-6:00 p.m.

STYLE OF SERVICE - Cafeteria style of service will be used for breakfast, lunch and dinner, offering self-service salad bar and vegetable table in unlimited amounts. Entrees to be served in existing cafeteria line in unlimited amounts with the exception of steak night.

CARRY - OUT SERVICES - A box lunch will be furnished to contract students leaving campus for vacation at no extra charge. Packaged "box" lunches will also be provided for those contracted students participating in college sponsored activities that do not allow them to attend their regular meal service. In both instances above, the Food Service Director must have advanced notification.

FOOD SERVICE TEAM - There will be a Food Service Team consisting of the Director of Food Services, residence hall students, residence hall staff, and administration. Regularly scheduled meetings will be held if permission is granted by the college. Students' likes and dislikes, the menu pattern, and matters pertinent to the food service operation will be discussed.

DIETARY ACCOMMODATIONS - PLANNED DIETS - If a contract person is unable, for medical reasons, to consume the meal served in the dining room, a meal will be provided at no additional cost to the student. The meal will be consistent with his/her physicians instructions.

SICK TRAY SERVICE - Arrangements and menus for reasonable "sick tray" service shall be provided. Please contact your RA or one of the residence staff to have this service available. You will need to provide your ID to get a sick tray.

SIT DOWN SERVED DINNER - The cafeteria will have a dinner served by faculty and staff for students.

MONTHLY SPECIAL EVENT - Once a month, a special meal will be featured.

STEAK NIGHT - Steak will be served once a week. Students will not have access to "seconds" on steaks.

MENU FORMAT

Breakfast will consist of:

1. A variety of eight (10) cold cereals and four (4) microwavable hot cereals.
2. Breakfast meat and eggs, any style, will be available daily. A supplementary entree is offered daily.
3. An assortment of four (4) breads with jams, jellies, and peanut butter will be offered.
4. Two (2) types of breakfast pastry will be served daily.
5. White milk, skim milk, hot and iced tea, decaffeinated beverages, coffee, hot chocolate, fruit based drinks, and five (4) fruit and vegetable juices.

Lunch will consist of:

1. One (1) zesty soup with appropriate condiments served daily.
2. Three (3) entrees will be offered as a choice daily with the traditional selection of vegetable and accompanying carbohydrate.
3. A deli bar, featuring three (3) sliced meats, one (1) sandwich spread, and two (2) cheese selections.
4. The salad bar will include six (6) salads in addition to mixed greens. Eight (8) accouterments and five (7) salad dressings will complete the presentation.
5. A selection of three (3) desserts will be offered daily.
6. Ice cream will be available in the self-service section of the dining area. A minimum of four (4) flavors to be offered as well as a variety of cones.
7. White milk, skim milk, hot and iced tea, decaffeinated beverages coffee, hot chocolate, fruit based drinks and carbonated beverage selections.

Dinner will consist of:

1. One (1) zesty soup
2. Three (3) entrees will be offered daily. The appropriate selection of two (2) vegetables and one (1) carbohydrate will complement the entrees.
3. The salad bar will include six (6) salads in addition to mixed greens. Eight (8) accouterments and five (7) salad dressings will complete the presentation.
4. A selection of three (3) deserts will be presented daily.
5. Ice cream will be available in the self-service section of the dining area.
6. White milk, skim milk, hot and iced tea, decaffeinated beverages coffee, hot chocolate, fruit based drinks, and carbonated beverage selections.

EMERGENCY PHONE BOXES

There are emergency phone boxes located either in or by every residence hall that directly connect you to Campus Security when you push the button. Each apartment has a yellow emergency phone box in the Front Room. In Cummins Hall, the yellow emergency phone box is located on the west by the front doors and in the second floor lounge. In West Hall, a red emergency phone box is located on the south side outside by the south hall door and in north lobby. In East Hall, the red emergency phone box is located on the north inside the first set of front double doors and on second floor.

REPORTING EMERGENCIES

If you see an emergency in or outside the residence halls, please take appropriate action. There are specific steps listed for fire alarms, tornado warnings, and bomb threats in the handbook. If it is another type of emergency and you don't know what to do, please contact Campus Security, 321-7657, your Resident Assistant, or professional staff on-duty and report the emergency.

LAUNDRY FACILITIES

For your convenience, each residence hall and apartment has a Laundry Room with moderately priced coin-operated washers and dryers. Residents must provide their own supplies. Please report all refunds and/or any machines not in working order to the Residence Life Office.

ICE MACHINES

Ice machines are located in the East and West Hall Laundry facilities. Students should be considerate when taking ice from the machine. Filling large coolers with ice from these machines is strongly discouraged.

STUDY FACILITIES (COMPUTER LABS)

A Computer Lab is provided for student use in East Hall and West Hall. The labs are open 24 hours a day. Women can use the lab 24 hours a day. Quiet hours are observed at all times in these areas. Please accommodate any student that must access a computer for a school related purpose such as class projects or assignments. You need to save everything to a disk. If you save to the hard drive, you will lose your document.

INTERNET ACCEPTABLE USE POLICY

All Butler students, staff, faculty, administrators, and members of the communities the College serves are defined as qualified users of the college web site. The College does not guarantee the credibility, accuracy, or relevance of any item posted on the Internet. Such guarantees can come only from the people who make the posting.

Rules of Conduct

- All students must follow normal standards of ethics and polite conduct when using the BCC Web Site.
- All students must use his/her own computer ID when accessing the Web Site.
- All students must respect other users' privacy and not access others' files or e-mail without permission.
- All students must avoid downloading materials that would be described by the court system as pornographic in nature.
- All students must share Butler's computer resources fairly without monopolizing hardware, software or printers.
- All students must avoid any illegal activity. Page producers and users are responsible for understanding the laws of libel, copyright, trademark and the Buckley Amendment.
- Any use of peer to peer file sharing programs will result in immediate termination of your network access. The only way to have your network access reinstated is to visit with the Dean of Student Life. Once you have your internet access reinstated that will be your first and last warning. If you are found using peer to peer file sharing programs again, Butler's Information Services Department will shut down your connection in your room for the remainder of the semester. If you set up a wireless access point in your room and do not secure it, and someone else gains access to it and starts their P2P file sharing from your connection, you will be shut down.
- Don't use Lime Wire or Morphiis programs.

Violations of these rules may result in the immediate suspension of the student's Internet access. Any violation should be self-reported or by another student to the Vice President of Student Services or Dean of Student Life who will in turn report the violation to the President and to Information Services. Appropriate action will be determined and implemented.

BUTLER E-MAIL POLICY

All electronic and telephonic communications systems and all communications and information transmitted by, received from, and stored in these systems are the property of the College. BCC's sexual harassment policy applies fully to the use of e-mail, and is incorporated herein by reference.

College equipment shall not be used for personal gain. Students are not permitted to use a code, access a file, or retrieve any stored communication or files unless authorized to do so by a supervisor or the Chief Information Officer. No one accessing the BCC email system may use a pass code that is unknown to the college. Students who violate this policy are subject to disciplinary action, up to and including probation or suspension.

To ensure that the use of electronic and telephonic communications systems and college equipment is consistent with the college's legitimate business interests, the Information Technology Department, under the supervision of the Chief Information Officer, may monitor the use of such equipment on a regular basis.

LOUNGES

Each residence hall has a certain amount of lounge area available for your use. Lounge areas are generally used for recreation and relaxation. There will be TV, game tables, study tables, and lounge furniture. **DO NOT REMOVE THE FURNITURE TO YOUR ROOM**, if you feel your room needs more, please bring it from home. Lounge furniture found in a student's room will warrant a visit to the Residence Life/Dean of Student Life Office and charges may be assessed for a violation of this policy.

MAIL SERVICE

The US Mail will be brought to the residence hall once a day, normally will be in student's mailboxes by 2:00 p.m. Monday through Friday, no week-end mail service on campus. You will receive a package slip in your mailbox if you have received a package. You bring your package slip and student ID to the Residence Life office to pick-up your package. Don't give your mailbox key or combination to anyone. You may bring mail you have to be mailed to the office in East Hall. For accuracy in mailing, your proper address is:

Your Name
2415 West Towanda Avenue
Room Number and Hall Name
El Dorado, KS 67042

MAINTENANCE REQUESTS

Residents are encouraged to report all maintenance problems promptly to the Residence Life Office, professional staff member or R.A. Student rooms and their furnishings are property of the college, and therefore, appropriate personnel will be assigned to make the necessary repairs. **STUDENTS ARE NOT ALLOWED TO MAKE THEIR OWN REPAIRS.**

COLLEGE HEALTH SERVICES

The College Health Services is located in the south end of the West Hall. Please call Monday – Friday 322-3371 for an appointment in 2008-09 academic year. The services provided include illness care, immunizations, health questions/counseling, educational programs, and referral/consultation. Residents are charged a minimal fee for visits and may have a small (cost) fee for medications or procedures.

IMMUNIZATIONS REQUIRED TO LIVE IN THE RESIDENCE HALLS

To live in the residence halls, you are required to show documentation of the following immunizations: two MMR (Measles, Mumps, and Rubella) shots, current Tetanus shot, and Meningococcal Vaccine. International students transferring from another college must have all of tests taken and read bringing the documentation with them when they arrive to the halls. If coming from another country, the TB skin test must be taken the first business day here. International students can move into the residence halls if they have a positive TB skin test and a documented negative chest x-ray within the last 5 years. If you don't show proof of these immunizations within the first month of the semester you start living in the halls, you will be required to take these shots in order to continue living in the halls. You won't receive a placement letter until your shot records have been received in the Residence Life Office.

RECREATION AREAS

No matter what your favorite recreational activity might be, there are facilities available for your use. Tennis courts are available on campus south of the field house, a weight room is available in the field house, and in the East Hall. An intramural program of team and individual sports will be offered during the school year. A Recreation Room with pool, foosball, and ping pong is in East Hall. Board games may be checked out at the Residence Life Office in East Hall. To use any recreational equipment in the residence halls, you need to leave your ID at the Residence Life Office.

TELEPHONES

Residents may have individual phones in their room. There are phone jacks provided in each room. The individual phones, billing, installation costs, and all other charges associated with the individual telephone will be the responsibility of that resident.

VENDING MACHINES

Vending machines are available in the lobby of the East, Cummins, and West residence halls. If a vending machine fails to operate properly, you may submit a request for a refund with the Residence Life Office.

COLLEGE CLOSING INFORMATION

Weather related closing announcements are provided by Public Relations/Marketing to local media. Every effort will be made to have the decision to close classes declared at the earliest possible time. A notification will be sent to all registered students of our emergency notification system, ConnectEd. Additional notifications can be found on the Butler website and notifications will be sent via Pipeline.

Media outlets include:

*****Radio Stations Notified*****

KSRX (El Dorado 1360 AM)

Entercom Wichita (KDGS, KEYN, KFH, KNSS, KFBZ, 1240 AM)

Newstalk Journal Broadcast (KFDI, KYQQ, KMXW, KFXJ, KICT, KFTI-AM)

Clear Channel Radio (KKRD, KRZZ, KRBB, KZSN) Mid-America Ag Network KSGI

*****TV Stations Notified*****

KWCH Channel 12

KAKE Channel 10

KSNW Channel 3 and Channel 24

Connect-ED

RESIDENCE HALL POLICIES AND PROCEDURES

As a residence hall student you have the potential for governing yourself. At all times, your behavior and conduct should never be such as to impair or prevent the continuous quest for every one at Butler County from reaching their educational goals.

The Residence Life office strongly urges roommates to resolve conflicts between themselves. Previously in this manual, a roommate Bill of Rights was presented, and we hope you will use this to make a smooth relationship with your roommate. Where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the Director of Residence Life to relocate both residents to other spaces. If anyone is involved in such an incident more than once, he or she will be asked to report to the Dean of Student Life.

CONSOLIDATION POLICY

It is the belief of the Department of Residence Life that a new policy for private rooms be implemented. We propose that the rate for such arrangement be an additional cost of \$275.00 for the entire semester and prorated if a portion of the semester. It is expected that every student have a roommate unless they choose to pay the private room cost. Private rooms are subject to availability. A brief consolidation period will be determined for each new semester in which students will be required to consolidate or pay the cost of a private room. The last date to purchase a single room in the fall is September 22, 2008 and the spring is February 20, 2009. The Director of Residence Life has the authority to reassign rooms and roommates to consolidate rooms in the best interest of the residence community and the college.

REASONS STUDENTS CAN BE RELEASED FROM THEIR HOUSING CONTRACT AT THE END OF THE FALL SEMESTER

Any student who is in attendance during the first semester of the academic year, and who will not be returning to college for the second semester, must cancel this contract in writing to the Director of Residence Life on or before December 1st or the provisions thereof will be in effect for the spring semester. **The following students can be released from their housing contract at the end of the fall semester: a) graduates; b) withdraws from the college; c) commutes from home living with parents within Butler County. Resident: will need a signed, notarized statement, from the student and a parent they will be residing with, to this effect. (Student home address previously verified at time of registration and can be confirmed in BANNER; d) married; or e) transfers to another institution as a full-time student.**

DISCIPLINE SANCTIONS

The severity of a discipline disciplinary sanction is at the discretion of the Dean of Student Life.

GROUND FOR PROBATION, SUSPENSION, OR EXPULSION

The Board of Trustees may place on probation, suspend or expel or by regulation may authorize the President, Executive Vice President, Vice President for Student Services or Dean of Student Life to place on probation, suspend or expel any student involved in any of the following:

- A. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees,
- B. Conduct which substantially disrupts, impedes or interferes with the operation of any college class or activity,
- C. Conduct which substantially impinges upon or invades the rights of others,
- D. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States,
- E. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity or substantial and material impingement upon or invasion of the rights of others,
- F. Possession of or consumption of alcoholic beverages (3.2 beer included) illegal or unauthorized drugs on college property,
- G. Students participating in inappropriate sexual behavior on the Butler Community College campus. Students found to be engaged in this type of activity will face disciplinary action.
- H. Theft of any property belonging to the college, faculty or staff, visitor, or student,
- I. Willful damage to or destruction of property belonging to the college, faculty or staff, visitor, or student.

DISCIPLINE APPEAL PROCESS

If you wish to appeal a discipline sanction, you have two days to submit a written appeal to the Dean of Student Life/Vice President of Student Services. The appeal should include why you wish to appeal the sanction.

1. ENROLLMENT REQUIREMENT

All residents in Butler Community College housing are required to maintain enrollment in a minimum of twelve (12) credit hours per semester. An individual may be removed from on-campus housing for failure to maintain this enrollment requirement.

2. ALCOHOL POLICY

AT BUTLER COMMUNITY COLLEGE, NO ONE MAY POSSESS OR CONSUME ALCOHOLIC BEVERAGES IN OR ON COLLEGE PROPERTY.

Display of empty alcoholic beverage containers and/or wrappers or such containers which includes empty beer bottles, can, and hard liquor bottles, shot or any other alcohol glasses or alcohol cover such as Crown Royal anywhere in the residence hall rooms is prohibited.

DISPLAY OF EMPTY ALCOHOLIC BEVERAGE CONTAINERS AND/OR WRAPPERS

First Offense – Container And/Or Wrappers Removed From Residence Hall
Referred To Dean of Student Life

ALCOHOL VIOLATION FINES/SANCTIONS

First Offense - \$50.00 Fine
Sessions With Counselor And Possible Referral To Drug/Alcohol Class

Second Offense - \$100.00 Fine
Sessions With Counselor
Mandatory Drug/Alcohol Class

Third Offense – Removal From The Residence Hall And/Or Expulsion From College
Missed Drug/Alcohol Classes Or Appointments With Counselor
(Not Excused)
Fine And/Or Community Service

3. ILLEGAL DRUG POLICY

AT BUTLER COMMUNITY COLLEGE, NO ONE MAY USE OR POSSESS ILLEGAL DRUGS OR DRUG PARAPHERNALIA IN OR ON COLLEGE PROPERTY. Any drug violation will result in notification to local law enforcement.

DRUG VIOLATION FINES/SANCTIONS

First Offense - \$100.00 Fine
Sessions With Counselor
Mandatory Drug/Alcohol Class
Placed On Probationary Status
Twenty Hours Community Service

Second Offense – Dismissed From The Residence Halls
Expulsion From College
Missed Drug/Alcohol Classes Or Appointments With Counselor
(Not Excused)
Dismissed From The Residence Halls
Sessions With The Counselor

Possession With Intent To Sell – Immediate Expulsion From College

4. EMERGENCY EXIT DOORS-SIDE DOORS

The end doors in West, East, and Cummins are always locked and are equipped with a fire alarm. These doors are to be used only to evacuate the residence hall in the case of a fire. If these doors are used at anytime, the entire residence hall will be evacuated until the residence hall is deemed safe to re-enter by residence hall professional staff or security. Anyone using this door for reasons other than a fire alarm evacuation, will face disciplinary action that could include criminal charges, suspension and/or expulsion.

5. ADMITTANCE TO HOUSING AFTER CLOSING HOURS – IF YOU DON'T HAVE YOUR KEY

All residents will have an ID access card to the residence hall where they reside to gain entrance. Each resident will have access to all residence halls utilizing their access card between the hours of 7am and 7pm. Each resident will only have access to their own residence hall between the hours of 7pm and 7am. If you do not have your room key or access card, you will have to find campus security, who will contact the professional staff on duty to let you into the hall.

6. BICYCLES

Bicycles shall not be stored in any student's room. The only exception to this rule is collapsible bikes (i.e., bikes which are foldable) which may be carried into a student's room in a collapsed state and which may be stored in a closet or locker. There are bike racks located around the halls.

7. BOMB THREAT

The penalties for such a transmission are severe. Anyone proven to be involved shall be suspended from housing and expelled from the college. Local authorities from the law enforcement organizations shall be called to handle the investigation and have jurisdiction over the action.

8. CANVASSING

There is to be no canvassing or soliciting allowed unless it has been approved by the appropriate college office(s).

9. BOTTLE AND CAN COLLECTION

Empty cans and/or bottles (pop, alcohol or smokeless tobacco containers) **MAY NOT BE STORED, COLLECTED, OR USED AS DECORATIONS IN RESIDENCE HALL ROOMS.** This rule is established because in a large group living environment such as a residence hall, pest control is a concern. One form of control is the elimination of breeding areas for pests such as cans and bottles.

10. DINING ROOM BEHAVIOR

Residents are expected to maintain appropriate, non-disruptive behavior at all times. Disruptive behavior in the dining area will result in serious action and could lead to expulsion from the cafeteria.

11. TORNADO INFORMATION

If we are in a tornado warning, the following will happen:

1. The Residence Life staff will knock on the resident room doors and give instructions about where to go for shelter for the tornado warning.

Cummins And East – Go to the lower level floor in the middle of the hallway, East in middle section, away from end hallway doors and glass. Sit on the floor with your head between your legs and put pillow, blanket, or mattress over your head.

Apartments – Go to Cummins Hall

West – Go to the lower level floor and the stairs going down in front of the Security Office or going down from third floor to the hallway. Also, in first floor and third floor bathrooms and the end of the hallway (not with the windows at the opposite end) by the bathrooms. Sit on the floor with your head between your legs and put pillow, blanket, or mattress over your head.

In a real tornado warning, the staff will be in contact with Security or another source when it is safe to go back to your rooms. There are emergency lights in the hallways if the electricity going out, but if you have a flashlight, please bring it with you.

If Time Permits, Residents Go To The Following Buildings Across Campus:

West – 700 Building Basement or 200 Building Lower Restrooms

East – 700 Building Basement

Cummins – 700 Building Basement or 1500 Building

Apartments – 700 Building Basement or 200 Building Lower Restrooms

12. EMERGENCY EQUIPMENT

Tampering, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any use other than emergency use. This includes fire extinguisher, heat and smoke detectors, fire hoses or alarms, public address systems, fire exits on end doors, exit lights, emergency lights, emergency phones, emergency evacuation chair in Cummins Hall or any other emergency equipment.

Violations of this policy are considered serious and may result in severe consequences. Individuals violating this policy will be billed for costs and/or face criminal charges plus expulsion.

13. FAKE FIRE ALARMS AND FIRE ALARMS

Treat every alarm as though it is a real fire! The hall will be evacuated every time there is an alarm. All residents are required to leave the residence hall in the case of a false alarm. Residents who fail to evacuate the living unit during a fire drill should be referred to the Director of Residence Life. If smoke or fire is observed, leave the area immediately. Do not place yourself in danger.

In case of fire drills and fire evacuation:

- a. Close the hall windows and leave blinds open.
- b. Turn on lights (ceiling).
- c. Wear hard soled shoes, a coat, and take a wet towel if available.
- d. If your door is hot or if corridor is full of smoke or flames, you may go out of your room window except for the second floor in the halls. On the second floor, open the window if you can't get out because of fire and get someone's attention. Put rug or towels around door.
- e. Leave the hall by the nearest exit according to the announced evacuation route. Keep calm and walk, do not run.
- f. Keep low if smoke present.
- g. Once out of the hall, move away from the entrances and do not block the parking lot. You should be 75 to 100 yards from the hall.
- h. The all clear will be announced in person.

Fire alarm systems and extinguishers are placed in the hall for your protection. The penalties for setting off a fake fire alarm or discharging a fire extinguisher are severe. It will result in expulsion from housing and the offender will be turned over to the local authorities. (This is a Class A misdemeanor which is punishable by a \$2,500 fine and/or 1 year in jail.) It would also mean going before the college disciplinary committee.

If smoke detectors are disconnected in your room, disciplinary action may result not excluding removal from the residence halls. The Resident Assistants will be making monthly checks to check smoke detectors.

14. FIREARMS/WEAPONS

The **POSSESSION** and/or use of firearms is prohibited in the residence halls. BB guns likewise are not allowed in the residence halls. Weapons used primarily for hunting should be left in student vehicles or at home. Any knife with a four inch blade may be considered a weapon and it is not permissible in the residence halls.

15. FIREWORKS

The **POSSESSION** and/or use of fireworks is prohibited in residence halls. **THE COLLEGE ASSUMES THAT POSSESSION OF FIREWORKS IMPLIES AN INTENT TO USE THEM.** The use of fireworks is dangerous and constitutes a serious fire hazard. Use of fireworks will cause expulsion from the residence halls.

16. MUSICAL INSTRUMENTS

Musical instruments are not to be played during quiet hours or at a level that is disturbing to the other residents. Amplified musical instruments may not be used at anytime as amplified sound may be a disturbance to the other residents.

17. NOISE

Sound carries easily through residence hall rooms & hallways. Voices, stereos, televisions, and bouncing balls in your room or hallways can often be heard in other rooms on your floor and the floors above and below you. Remember that while you have the right to listen to the music of your choice, other residents have a right to sleep, study or listen to their choice in music without disturbance. You may be asked by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to others around you. Please be considerate and flexible. Some helpful hints to avoid problems with room noise are:

1. Get to know the people around you. Figure out at what point sound becomes noise.
2. Work out acceptable ways to let each other know when sound is disturbing.
3. Remember that loud voices and laughter can disturb those around you.
4. If you have noise problems with your neighbor, talk it over.
Communication is the key. Your Resident Assistant can serve as a mediator.

18. QUIET HOURS

All floors shall have quiet hours from 10:30 p.m. to 7:00 am each day. The respect of others and their need for quiet and the need to sleep or study is the number one rule of all halls. There are always 24 hour courtesy hours.

STUDENTS WHO INFRINGE ON THE RIGHTS OF OTHERS TO SLEEP AND STUDY WILL BE REFERRED TO THE DIRECTOR OF RESIDENCE LIFE OR DEAN OF STUDENT LIFE. THE STAFF MAY CONFISCATE A STEREO/BOOMBOX IF YOU ARE CONSISTENTLY LOUD WITH PLAYING MUSIC

19. SMOKING AND/OR USE OF SMOKELESS TOBACCO POLICY

Smoking and/or the use of smokeless tobacco is prohibited anywhere in student housing. Smoking and use of smokeless tobacco is prohibited within 25 ft of buildings.

20. OPEN FLAME POLICY (INCENSE AND CANDLES)

Open flames in the residence halls are prohibited. This includes candles and incense. Furthermore, any other item that requires the use of an open flame for igniting purposes is also prohibited. Don't leave your candle warmer on when you aren't in your room.

21. SPORTS, ROLLERBLADES, SKATEBOARDS AND SCOOTERS IN THE HALLWAY

There is no playing of sports in the hallway which includes tennis, frisbee, football, balancing a basketball or any type of nerf balls. No rollerblades, skateboards or scooters are to be used or operated in the residence halls.

22. NOXIOUS ODOR POLICY

A noxious odor is **ANY** odor or aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: cigarette, cigar, or pipe smoke, incense, perfume, air freshener, trash cans not emptied, large amounts of dirty laundry, or unclean rooms and bathrooms. When a noxious odor can be localized to a particular room, the residents, and/or guests of that room will be in violation of the noxious odor policy and appropriate action will be taken.

23. PETS

Students desiring to have an aquarium to keep fish in their room are allowed to do so with the agreement of the roommate. All responsibility for the fish rests with the student. Aquariums must be removed from the residence halls during all breaks unless permission is granted by the Director of Residence Life. It is against the residence hall policy to have any other pet in your room.

24. STUDENT ID

You are required to carry your student ID with you in the residence halls and this includes when you are walking around your residence hall or visiting someone in another residence hall or apartment at all times. Also, staff will ask you to show your ID whenever they do a lock-out. Your ID is also your meal card in the cafeteria and your library card.

25. KEY AND ID

The outside doors to all residence halls are locked and monitored each night. Each resident will have access to all residence halls utilizing their access card between the hours of 7am and 7pm. Each resident will only have access to their own residence hall between the hours of 7pm and 7am. Housing staff members and/or campus security have a right at anytime to request to be shown student ID or room key. If you do not live in the residence hall and *you are* trying to enter, you can be denied such entry if you do not have key identification for said facility.

26. ROOM WINDOW POLICY

Residents may not enter or exit through any windows. No objects may be thrown from or placed outside residence hall windows. Also, for safety issues, you may not put foil, newspapers or anything else to cover your windows. Violations of said policy may lead to expulsion from the residence halls. Do not take your screen off unless for emergency evacuation.

27. CO-ED VISITATION

Twenty-four hour visitation exists in all residence halls and apartments. All visitors must be logged in on the Visitor Log Sheet, show valid identification, and be escorted to a room by a resident during RA duty hours in Cummins, East, and West Hall. Between the hours of 7pm and 7am, a visitor of the opposite sex must be escorted in and out of the residence halls at all times.

When signing the Visitor Log please complete all columns for proper check-in. Immediate family (parents, guardians, grandparents, and siblings) can visit at anytime.

There is twenty-four hour visitation in the lobby of East Hall, the two lobbies in Cummins Hall, and the two lobbies in West Hall. Between the hours of 7pm and 7am, you must escort your guest in the residence halls at all times.

Violation of these policies will result in disciplinary action not to exclude loss of visitation privileges, removal from the residence halls or removal from school.

ALL OUTSIDE DOORS WILL BE LOCKED 24 HOURS A DAY

VISITATION VIOLATION SANCTIONS

Sanctions for visitation violations may include any combination of the following: loss of visitation for a specific period of time, fine, dismissal from the halls, and community service. It is not uncommon for the following sanctions to be issued:

First Offense –	Loss Of Visitation For Two Weeks
Second Offense –	Loss Of Visitation For Four Weeks
Third Offense –	Dismissal From The Residence Halls

28. INAPPROPRIATE SEXUAL BEHAVIOR

Students should refrain from participating in illegal sexual behavior on the Butler Community College campus. Students found to be engaged in this type of activity will face disciplinary action that will result in disciplinary action that may include probation, suspension or expulsion.

29. GUESTS

A guest is defined as a person who is a non-resident of a particular building. **HOSTING RESIDENTS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUEST(S) AT ALL TIMES AND ARE REQUIRED TO ESCORT THEM WHEN INSIDE THE RESIDENCE HALL.**

Overnight guests must be cleared by the Hall Manager or Director of Residence Life, must have proper ID, and cannot register for more than two consecutive nights. A resident from one of the other residence halls cannot be registered as a guest. Violation may lead to dismissal from the hall. Anyone under 16 is not allowed in the halls as a guest unless escorted by a parent or guardian unless a sibling visiting a sibling. If an ID is requested and can not be produced, you will be asked to leave the halls.

Guests in the residence halls that are in need of a restroom, are requested to use the public restrooms available. Guests should refrain from using the restroom facilities adjacent to the room or the community restrooms as this may impinge on the rights of the roommate, suitemate, or other residents in the hall.

30. ROOM OCCUPANCY

Only those assigned to a room are to live in that room. Violation of this rule will bring expulsion from housing immediately.

31. FURNISHINGS

Most residence hall rooms have desks, chairs, extra long twin mattresses and beds, dressers, shelves and refrigerator which are standard equipment. None of the equipment may be removed from the rooms which includes the type of beds found in the room. Lounge furniture found in student rooms is a violation of policy.

You may not add attachments of any type to any residence hall fixtures, including nails, paint, tissue paper, crepe paper, aluminum foil or any other material. **NO MATERIALS, WHETHER FLAMMABLE OR NON-FLAMMABLE, MAY BE SUSPENDED FROM, ATTACHED TO, OR DRAPED BENEATH THE CEILING. ANY FURNISHINGS OR CARPETING BROUGHT INTO THE ROOM MUST BE MADE OF FLAME RETARDANT MATERIALS.**

Open flames such as candles, wick lamps, incense, etc. are prohibited in student rooms. Only college curtains or draperies may be used in your room. No live Christmas trees in rooms. Also, no open flame cooking appliances such as hot plates.

32. ROOM KEYS

You are issued three keys. One which works on the residence hall entrances, one for your room, and either a mailbox or dresser key depending on what hall you live-in. These keys remain the property of the college and are only on loan to the resident as long as the resident is the rightful occupant of the assigned room in the residence hall. **YOU MAY NOT LOAN OR GIVE AWAY YOUR KEYS TO ANYONE.** You will only surrender your keys to a residence hall staff member. If you lose your room key, you will be charged \$25.00 for a new key and the cost to re-key your room. If you live in the apartments and lose your apartment front and back door key, you will be charged \$25.00 for a new key and the cost to re-key the apartment doors. Should you lose your residence hall entrance access card for West, East, and Cummins, you will be charged \$5.00 for a replacement card.

If we need to re-key the entrances and provide each resident of your residence hall with a new entrance key, you will be charged for the cost of this project. Mailbox and East Hall dresser drawer keys are \$5.00 each. If you bend or break the key, the cost is the same as losing the key. If you lose your room key and a lock change is done, you will only get credited \$15.00 if you find your room key. There is a \$10.00 fee to do the lock change. If you lose your keys and are issued another set of one or all keys, you will not be credited after two weeks of being charged for the key(s) if you find the original set of key(s).

33. ROOM CHANGES

Only by going through your Hall Manager or the Director of Residence Life may you change and only with the directors approval. Room change forms must be completed and signed by all parties involved in the change before the change is made. Room changes are only approved in the fall semester after the first two weeks of school and only before Spring Break in the spring semester.

If there is a conflict between roommates, the first step is to talk with your Resident Assistant. A form called Roommate Agreement Living Preparation is a tool to use by the roommates. If the conflict still persists, then the roommates and Resident Assistant will talk with either the Hall Manager or Director of Residence Life for that particular hall/apartment.

34. THEFT OF PERSONAL PROPERTY

Butler Community College is not responsible for any theft which may occur. You should contact the Director of Residence Life and/or campus security if they discover the theft of their personal property.

35. ROOM INSPECTION, ENTRY, AND SEARCH

The college reserves a reasonable right of entry into your room to assure proper maintenance and repair, to provide for health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a state, residence hall policy, or college regulation is occurring within your room. If the resident isn't in the room, another resident won't be let into that room.

36. TRASH IN AND OUTSIDE THE RESIDENCE HALLS

Personal resident trash needs to be taken out to the dumpsters located on the north side of the East parking lot. It is a charge of \$20.00 a bag for trash left out in hallways, bathrooms, and outside on the sidewalks.

37. PRORATION FOR THEFT OR DAMAGE

Financial charges relating to the damage or theft of college property are billed to the specific individuals(s) responsible whenever such individuals can be identified. When damage or theft of college property cannot be assigned to specific individuals, the charges are divided equally among the residents of the affected floor, suite, building or area.

This means that if any damage occurs in such areas as your floor, suite, lounge, hallway or bathroom which cannot be properly charged to an individual, **ALL** members of the room, floor, lounge, or housing community may be billed equally for repairs.

Similarly if damage or theft occurs in your residence hall and an individual cannot be charged, then every member of that residence hall will be charged equally. The Residence Hall Director will check the condition of the floor, suite, and/or room at the beginning, end and during each semester. You can help keep costs down by watching your floor, suite, or area for theft or damages and reporting it to the Residence Hall Director right away.

38. PROCEDURE FOR CHECKING OUT OF RESIDENCE HALLS

When you check out of your room, the room should be cleaned to the satisfaction of the housing staff. You must sign a Room Inventory Form and Housing Check-Out Form. No Room Inventory Form or Housing Check-Out Form signed results in an improper check-out charge of \$75.00 and no refund. If the keys aren't returned, you are also charged for keys besides the improper check-out charge. After 2 weeks of being checked out of the residence halls either administratively or by the resident with the Room Inventory Form and Housing Check-Out Form, no credit will be given for keys turned in after this time period.

The steps for checking out of your room are the following:

1. Notify in advance the Residence Life Office in East Hall when you will be leaving and need to be checked out of your residence hall room.
2. All personal belongings out of your room and the hall.
3. Your room is clean when you have dumped your trash in the green dumpster north of the residence halls, floor swept and mopped if needed, dusted, furniture in its original position, and windows shut and locked.
4. A Residence Life staff member will check you out with your Room Inventory Form and Housing Check-Out Form and you will turn in your keys to the staff member.
5. A final walk through will be done by the Residence Life professional staff after the residence halls have closed for the academic year. The final charges for students will be determined by the professional staff during this walk through of the halls.

We don't store personal items in the residence halls. If items are left in the halls, the former student may check with the Residence Life Office to see if the belongings haven't been given to charity. If they haven't, the former student can in advance send the money for the items to be sent to them.

39. INDEMNIFICATION

Resident understands and agrees that the college is not an insurer of the student's person or property and Resident shall hold safe and harmless from any liability for any damages to Resident or others. The resident may want to check with their parents to see if they are still covered by their parents insurance. Also, the resident can check with the Residence Life Office for the name of a company that handles student insurance.

40. PARKING

We have so many handicapped parking spaces around the residence halls. These spots are identified with yellow paint. These spaces are either for students or visitors that have handicapped parking stickers. If problems arise with cars not having a handicapped parking sticker parked in these spots, the Police Department may be called to issue a \$100.00 ticket. Residence hall students can only park in the residence hall parking lots which are west of West Hall, between East and West, and east of East. For overflow parking, the first row, east row of the lot by the 1500 Building can be used for parking.

41. LOFTS

Lofts need to be a distance of 36 inches from the top of the mattress to the ceiling.

EDUCATIONAL SANCTIONS

Educational sanctions whenever possible will be issued with a policy violation. Examples include making a bulletin board if signs are torn down.

SECURITY

Butler Community College has 24-hour coverage by security personnel. The Security Office is located in Room 117 of the West Hall. Security may be contacted by telephone at 321-7657.

The residence halls are also monitored by a closed circuit television system. Cameras are placed in all public areas of the residence halls, including all adjacent parking lots. These cameras are for your safety and the safety of others. Any attempt to disable or damage this equipment is a serious violation of College policy and individuals found to be involved with any type of activity that disrupts the service of this equipment will face disciplinary action.

Security in the residence halls is everyone's responsibility. Pay attention to your surroundings. If you notice any inappropriate behavior or individuals who are causing a disruption, you have a responsibility to report the incident to any housing official or College security personnel immediately. Together, we can maintain a positive educational environment for all residence of on-campus housing.

PERSONAL SECURITY RECOMMENDATIONS

Protect Your Room

1. Lock your door --- even if you are only going to the bathroom or into the room next door. A surprising number of thefts from residence hall rooms are accomplished while the resident is on the same floor, but has just stepped out for “one minute.” The risk is great. It takes approximately eight seconds to walk into your open room and steal your valuables.
2. Lock your door when you are asleep.
3. Do not prop open outside building doors that are supposed to be locked. These doors are locked for your protection.
4. Do not loan your keys to anyone – even a classmate or friend. They may not be as careful with them as you are and may lose or misplace them, just long enough for the wrong person to gain possession.
5. Do not leave your keys lying around in public places or in your coat or jacket pocket when you’re not wearing it.
6. Carry your car keys on a separate ring from your hall keys and other keys. Do not put your name and address on your key rings because it is as easy to use the key to steal, as it is to return them.

Protect Your Property

1. Identify your property by engraving your social security number on your valuables.
2. Personal property (purses, briefcases, calculators, books, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom or hall room.
3. You are encouraged to open a savings or checking account rather than allow large sums of Money to accumulate in your room. If you open a checking account, remember the number of the last check written. Many times the theft of a single check has gone undetected until a bank statement discloses a forgery.

Protect Yourself At Night And Help Us Protect You

1. Never walk alone at night unless absolutely necessary.
2. Refrain from taking shortcuts; walk where there is plenty of light and traffic.
3. Know the emergency telephone number (911, 321-7657, or campus security 322-3222) and you may use either the yellow or red emergency phones.
4. Watch for suspicious persons in and around the buildings and parking lots. Do not pursue them, contact security.
5. Door-to-door soliciting is not permitted in residence facilities. Violations of this rule should be reported to the Residence Life Office in East Hall.
6. Report all thefts and property losses immediately to the Residence Life Office. Try not to
7. disturb the scene.
8. **BE SECURITY CONSCIOUS AT ALL TIMES.**

RESIDENCE HALL EXPENSE LISTING FOR REPAIR AND REPLACEMENT

The following is a list of items and the approximate cost for repair and replacement.

Doors

Repair/Replace Closer	\$90.00	Replace Door Knob Shear Pin	\$5.00
Glue In the Lock	\$15.00	Repair Holes In The Door/Hole	\$20.00
Door Stop Missing	\$ 5.00	Brackets On Door Damaged	\$5.00
Door Vandalized	\$50.00	Dented Doors	\$50.00
Lock Set	\$140.00	Replace Doors	\$350.00
Hole In Closet Door	\$20.00		

Windows

Window Screen Frame Bent, Broken		West Hall – Small	\$37.00
		Apartments – Medium	\$50.00
		East Hall – Large	\$74.00
		Cummins Hall – Large	\$74.00
Replaced Screen Material	\$10.00	Window Broken – East Hall	\$171.00
		West Hall	\$125.00
Window Blinds Bent Or Broken		Window Stop Removed	\$5.00
East Hall	\$63.00		
West Hall	\$38.00		
Cummins Hall	\$63.00		

Walls

Paint, Glue, Or Tape On The Walls	\$80.00
Holes In Wall Or Ceiling/Hole	\$30.00
Burns On Wall	\$50.00
Painting Ceiling	\$150.00
Towel Rack	\$15.00

Residence Hall Furniture

Desk Drawer Missing	\$45.00
Repair Desk Front	\$20.00
Desk Marred	\$50.00
Chest Of Drawers Broken	\$75.00
Drawer Handle Missing Or Broken	\$5.00
Chair Missing/Broken	\$75.00
Three Position Chair	\$145.00
Desk Missing	\$165.00
Chest Of Drawers Missing	\$290.00

ROOM AND BOARD CONTRACT 2008-09

The Butler Community College (hereinafter referred to as BCC) agrees to provide housing accommodations to the provisions of this contract. The student agrees to pay the amount specified at the time prescribed in this contract to abide by all terms of this contract. Housing accommodations are rented to the students for the specific purpose of personal residence and may not sublet or be used by residents or outside agencies for any commercial purposes without the written permissions of the Director of Residence Life. This contract is not transferable. You forfeit your \$75.00 if you cancel this Contract after August 1, 2008 for the Fall Semester or December 1, 2008 for the Spring Semester unless you were on a waiting list and notified of your room status after these dates. See paragraph 1 of the contract for additional details.

I. CONTRACT PERIOD

This contract is for the full academic year (fall and spring semesters) excluding those periods which residence halls and dining services will be closed.

Housing: The residence halls will observe the following schedule:

Dates are subject to change with notification being sent to the student.

2008 FALL SEMESTER

2009 SPRING SEMESTER

OPEN: Saturday, August 16 - 10:00 a.m.

OPEN: Sunday, January 18 - 2:00 p.m.

CLOSE: Friday, December 12 - 5:00 p.m.

CLOSE: Saturday, May 16 - 4:00 p.m.

- A. Food Service: Meals will be served in the Student Union dining area during the hours of service designated by the Residence Life Office. No meals will be served during the Official BCC holidays or breaks listed below.

Thanksgiving Break (Halls Close).....November 25-30, 2008

Holiday Break (Halls Close).....December 12, 2008 -January 18, 2009

Spring Break (Halls Close)..... March 13-22, 2009

During the listed breaks, no one is allowed to stay in the residence halls except those living in the apartments and those associated with a school activity during this time period.

Residence Hall dining areas will observe the following schedule:

2008 FALL SEMESTER

2009 SPRING SEMESTER

Open: Saturday, August 16 - Brunch

Open: Saturday, January 17 - Brunch

Close: Friday, December 12 - Lunch

Close: Friday, May 15 - Dinner

II. FOOD SERVICE INFORMATION

- A. Missed Meals. BCC takes into consideration the average student will be absent from a certain number of meals and sets the rates accordingly. For this reason, no contract adjustments or refunds will be made for missed meals.
- B. Misuse Of Meal Privileges. Meal service provided under this contract is for use by the student only. Students who allow any other individuals to utilize their meal card will be subject to disciplinary action, including revocation of meal service privilege.
- C. Suspension Of Meal Privileges. BCC may suspend meal privileges if the student fails to abide by all terms of this contract. The Residence Life Office will determine when and if to reinstate privileges.
- D. 19 Meal Plan Includes: three (3) meals per day Monday through Friday and two (2) meals per day Saturday and Sunday. Students in the apartments are not required to be on a meal plan.

2. BCC may terminate this contract, if, in the opinion of the Director of Residence Life, the room or the residence hall should become untenable because of damage or destruction by fire or other causality. In such cases, the resident will be charged room and board fees for weeks in residence.
3. Students who are required to leave the residence halls as a result of disciplinary action, scholastic reasons, or dismissal or withdrawal from the college will be charged for the entire housing portion.
4. All students are required to be enrolled as full-time (12 credit hours or more) students for the entire academic year and to remain in good standing in classes for the entire semester in order to continue residence in the residence halls.
5. Any student who is in attendance during the first semester of the academic year, and who will not be returning to college for the second semester, must cancel this contract in writing to the Director of Residence Life on or before December 1st or the provisions thereof will be in effect for the spring semester. The following students can be released from their housing contract at the end of the fall semester: a) graduates; b) withdraws from the college; c) commutes from home living with parents within Butler County. Resident: will need a signed, notarized statement, from the student and a parent they will be residing with, to this effect. (Student home address previously verified at time of registration and can be confirmed in BANNER.); d) married; or e) transfers to another institution as a full-time student.

VI. ASSIGNMENTS

- A. BCC reserves the right to make assignments and reassignments of accommodations.
- B. Students may request a room change only after approval from the Director of Residence Life and within a pre-determined period of time.
- C. Assignments are made on a first-come, first serve basis.

VII. VACATING

Upon termination of this contract for any reason, the student must vacate the residence halls no later than the deadline set by the Director of Residence Life. Upon vacating, the student must follow official check-out procedures as prescribed by the Director of Residence Life. Students who do not properly complete this procedure will be assessed a minimum of \$75.00 improper check-out fee.

VIII. BCC LIABILITY

- A. Property. BCC will not be liable for theft, loss or damage to any property of the student, including loss from fire, flood, or wind storm. Further, BCC will not be liable for property left in the building after a student vacates or is expected to vacate. BCC reserves the right to dispose of such property through sale, donation, or in any other manner it deems appropriate. Students and their parents are encouraged to carry appropriate insurance through their homeowner's insurance through their homeowner's/renter's insurance policy.
- B. Personal injury. BCC will not be liable for injuries (including death), which occur in its buildings or on its grounds. Students and their parents or guardian's are encouraged to carry appropriate insurance.
- C. Disruption in Service. BCC will not be liable for disruptions in service, which are restored within a reasonable amount of time.

IX. ROOM ENTRY PROVISION

BCC reserves the right for authorized BCC personnel to enter and conduct a search of Student's room for any purpose connected with maintenance, housekeeping, an occupant of the room is ill, physically harmed or endangered, college policy is suspected of being violated or college property is suspected of being damaged. Also, the college may inspect residence hall rooms on a periodic basis, for any reason regardless of cause.

X. SERVICES BY BCC

- A. BCC agrees to provide existing utilities at no other additional cost. BCC will not be liable for any interruptions in services. Such interruptions will not relieve the student from the obligation for this contract.
- B. Students shall be responsible for payment of the following utilities: personal telephone. Cable TV is provided to all residents. However, premium channels are the responsibility of the individual resident.

XI. BCC FACILITIES AND PROPERTY

- A. Upkeep. The student is responsible for keeping the assigned room and its furnishings clean and orderly, for cooperating with roommates in the common protection of property, and for advising BCC, through established procedures, of any deterioration or malfunction of facilities. Students shall not undertake any alteration of the premises. Further, the student agrees to utilize public areas of the residence hall and residence hall equipment and furnishings in a careful and proper manner and to contribute to their cleanliness and orderliness.
- B. Damage
 - 1. The student is responsible for the assigned room and its contents and will be charged for any damage occurring during the term of occupancy.
 - 2. Students who damage BCC property through negligence and willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for damage of BCC property in public areas cannot be ascertained, the residence hall staff may prorate the cost to repair such damages among all or any portion of the residents of the hall, as the Residence Life Office may deem fair. All damage charges are due immediately upon receipt of bill. Failure to pay charges will result in enrollment being blocked and official records being held.

XII. CONTRACT ENFORCEMENT

- A. Waiver. The failure of BCC to insist upon a strict performance of any term or condition of this contract or to exercise any right conferred by this contract will not be considered a waiver or relinquishment of the right to do so.
- B. Validity. If any section or subsection of this contract becomes invalid, this will not affect the validity or enforcement of the remainder of the provisions of the contract.

XIII. RULES AND REGULATIONS

Upon signature of this contract, the student agrees to abide by all BCC and Residence Life Office Rules, Regulations, and Policies, along with any reasonable alterations, additions, and modifications as might be made by the Residence Life Office and properly communicated to residents will be considered a part of this contract with the same force and effect as written herein.

Our special thanks to Mr. Floyd Hoelting of Illinois State University for his help and the help of his staff in the organization of this handbook. All information found in this document is subject to change as well as additions and deletions, which can be implemented at any time by the college.

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