

Residence Hall Handbook

Emporia State University
Department of Residential Life

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EMPORIA STATE
UNIVERSITY™

Updated July 2019

Emporia State University Department of Residential Life
Residence Hall Policies & Procedures

Living on campus can be a rewarding part of the Emporia State University experience. Our purpose is to work with residents to create an environment for growth and fun, while learning to take responsibility for themselves and the community. We have outlined our policies, to communicate the behaviors that are expected. If you have any questions about this handbook, contact the Assistant Director of Residential Life, Kayla Smith at ksmith29@emporia.edu.

Philosophy of Resident Rights & Responsibilities

- You have the right to know what is expected of you within the residence halls. You have the responsibility to read and understand the information provided to you by the University, including the Residence Hall Handbook, Student Handbook and all other University policies and procedures.
- You have the right to make your own choices. You have the responsibility to ensure those choices do not infringe upon the rights of others or violate Residential Life or University policies. These policies support the educational mission of the University and promote a safe and comfortable environment.
- You have the right to be treated with dignity and respect. You have the responsibility to acknowledge the value of others and to learn from others while we build inclusive communities.
- You have the right to be able to sleep and study in a reasonably peaceful and quiet space. You have the responsibility to allow others the same right by observing quiet hours and 24-hour courtesy hours.
- You have the right to privacy, equitable use of your room in terms of space and time, and freedom from unwanted guests. With that comes the responsibility to let your roommate(s) know your preferences through the roommate agreement and acknowledge the preferences of others.
- You have the right to confront behaviors that infringe upon your rights in a manner that is respectful and productive. You have the responsibility to examine your own behavior if confronted by others and work towards resolving conflict.
- You have the right to seek assistance from Residential Life, ESU Police & Safety, or any other University staff with concerns regarding your living environment. You have the responsibility to keep your building and room secure and to prevent strangers from accessing the building. You have the responsibility to notify staff in a timely manner when a concern exists and to cooperate while staff work with you.

We encourage you to reflect on these rights and responsibilities, talk about them with your peers and with staff, and make them part of your on-campus experience at Emporia State University.

As a student living in the residence halls you have a unique opportunity to connect with your fellow students and with the greater campus community. As a responsible member of our educational community, you will need to read and understand the expectations outlined through the University policies and Residence Hall policies. These policies may be updated and changed throughout the year.

Inclusive Community

The residents and staff of Emporia State University represent a diverse community of individuals. As such, residents and staff seek to foster an inclusive community that recognizes and protects the rights of all residential students. Respect is a necessary value in inclusive communities, thus certain actions that violate respect for self or others are prohibited.

Examples of these actions include, but are not limited to: bullying, defamation, discrimination, harassment, intimidation, retaliation, threatening behavior. Engaging in these behaviors, whether via active, passive, verbal, nonverbal, or technologic methods, can lead to residence hall student conduct procedures and sanctions that may include removal from the residential community.

Personal Responsibility

Residents are responsible for independently managing and caring for themselves. This may include, but is not limited to: mental health, physical wellness, hygiene, medical/first-aid care, academic behaviors, etc. Residential Life staff can serve as a resource and referral agent to assist residents in achieving this expectation.

Local, State and Federal Laws and Ordinances

Residents living in the Residence Halls must obey all local, state and federal laws and ordinances. Violation of these laws may constitute violation of Residence Hall Policies and sanctions may be assigned separate from any legal proceedings.

Assistance Animals

Student Accessibility & Support Services reviews all accommodation requests for service animals and emotional support animals (ESA). All requests for emotional support animals must be submitted, to Student Accessibility & Support Services, 60 days prior to arrival on campus. Once approved, a letter of accommodation from the office of Student Accessibility & Support Services will be given to the student and Residential Life. If the request is approved the student and Residential Life staff engage in discussions related to the responsibilities of the student and complete the required checklist. Students must not bring the assistance animal to campus until they have received approval from Student Accessibility & Support Services and completed the Residential Life processes. Student Accessibility & Support Services can be contacted at (620)341-6637 and disabser@emporia.edu. Failure to complete or abide by this process may result in an automatic denial of your request.

Abandoned Property

The University will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of the contract. The students must remove all personal property and possessions from the residence halls within 48 hours of withdrawing from the University, upon termination of this contract, or within 24 hours of their last final exam of the semester. The student grants the University the right to dispose of any property left by the student after the date when the student vacates or is expected to vacate the premises as allowed by law. Said disposal may be by any means deemed appropriate by the University. Storage and/or disposal charges may apply.

Alcohol Policy

Emporia State University is committed to maintaining an environment that is conducive to academic achievement and personal growth. Recognizing that the misuse of alcohol does not enhance or contribute to the academic success or growth of students, the following policy has been set forth.

Policy

- The legal age for consumption of alcohol in Kansas is 21.
- Cereal malt beverages with 6% alcohol by weight or less are permitted, by students of legal drinking age, within the rooms of students 21 or older. The possession of any unapproved alcoholic beverages and/or containers is considered a violation of policy.
- For those residents of legal drinking age, approved alcoholic beverages are only allowed in resident rooms. Residents can consume approved alcoholic beverages in the presence of a roommate or anyone of age.
- Alcohol consumption is not permitted within common spaces (e.g. lounges, hallways, restrooms).
- At no time shall persons of legal age of consumption provide alcoholic beverages to underage individuals.
- Residents of legal drinking age will limit container size to 12oz or less. Large containers are not permitted in any residence hall area (e.g. kegs). Persons found in violation of the container policy will be held responsible for an alcohol violation, regardless of the amount of alcohol remaining in said container.
- Storage and/or use of empty alcohol containers is prohibited, even if being used as decoration.
- Any possession of devices used for drinking games or the rapid consumption of alcohol is prohibited.
- Public intoxication is prohibited within all residential facilities, regardless of age.

When an alcohol policy violation occurs, residents will be required to pour out alcohol and dispose of containers that are not consistent with the expectations of the policy.

Bed Lofting & Bunking

The Department of Residential Life is committed to providing you with a safe and comfortable living environment, and lofts may pose safety problems. Given this, personally constructed lofts, raised platforms (wood pallets and/or cinder blocks), and/or other physical space alterations that could create a potential safety hazard are not allowed within residential facilities.

All beds within each residential facility have the ability to be bunked. Beds provided by Residential Life can be lofted with provided loft kits, while loft kits are available. The lofting of beds is to be executed by Residential Life staff. Students, parents and guest must not attempt this process on their own. Requests for lofting or bunking may be made the established date prior to move-in by contacting the Department of Residential Life. Information regarding the bed lofting and bunking process will be shared in your assignment letter. Requests for lofting or bunking may be made throughout the year at the Reception Center by submitting a work order. Residential Life will fulfill bed lofting requests as time, materials, and staffing allows. Bunking requests must be agreed upon by both roommates.

Bicycle Storage & Removal

Bicycles can be kept in the bicycle racks outside the residence halls or in a resident room. Secure bicycles to building sign, tree, walkway, stair railing or any other area that is not solely intended for bicycle storage and which could limit mobility or access to, from, or within any residential facility, is not permitted.

The University assumes no liability for lost, stolen or damaged bicycles. Bicycles that appear to be abandoned at the end of the academic year will be considered abandoned property and removed.

Break Housing

Winter Break

The Department of Residential Life does not provide housing options during Winter Break. Residents are responsible for making off-campus accommodations during this time.

Fall Break, Thanksgiving Break & Spring Break Housing

All residence halls remain open during these times. Dining services offers limited dining options during breaks. Please refer to Sodexo postings about mealtimes during breaks.

Conduct Process

The conduct system is part of the total educational process and is protective of student rights. In situations when a student is observed potentially violating a residence hall or University policy, a residence hall staff member(s) will identify themselves, if possible, communicate which regulation(s) may have been violated and request identification. Failure to cooperate and/or providing false information may result in further policy violations and sanctioning. Residential Life staff will document situations where policy may have been violated through an incident report.

As a result of the conduct process, students may learn to: recognize strategies and resources to avoid future violations of the Student Code of Conduct and Residential Life Policy; identify decision-making processes to similar behavior; and evaluate personal responsibility.

When Residential Life staff receives an Incident Report, the following steps will be taken

- The Incident Report will be reviewed to see if a policy violation may have occurred
- If policy may have been violated, then the conduct process may be initiated as outlined below.

Conduct Meetings before a Hearing Officer

A Complex Coordinator, the Assistant Director of Residential Life, the Director of Residential Life, or the Dean of Students will serve as the Hearing Officer. The conduct meeting, before a hearing officer, will typically take place after the initial filing of an incident report and within 5-10 class days. Correspondence with the student will primarily be delivered through the University email account.

The purpose of the initial hearing is to assemble all evidence and discuss policy violations with the student in order to make a determination concerning the validity of the allegations. As part of that process, the hearing officer will:

- Ensure that the student understands the allegations, student rights, and the conduct process;
- Gather additional information and details regarding the incident;
- Communicate community expectations as they relate to the alleged violation(s);
- Provide an opportunity for the student to ask questions regarding the incident and
- Attempt to informally resolve the alleged violation.

The aim of the initial hearing is to resolve the situation at the lowest level.

- If the student is not found responsible, no further action will be taken.
- If the student is found responsible, sanctions will be decided upon and assigned by the Hearing Officer.
- Any previous incidents of misconduct may be considered at this time. While having no effect on the determination of responsibility of the specific incident being heard, this information will be used in determining appropriate sanctions.

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The student will be sent a decision letter (typically within 5-10 class days) with the results of the conduct hearing and will list any sanctions placed upon him/her. Determination of responsibility and the assignment of sanctions will be decided even if/when a student refuses to attend the conduct hearing.

When a policy violation has occurred, one of the following will occur:

- A warning letter will be emailed to the student(s) that caused the alleged violation
 - A letter will be emailed to the student to notify the student of the conduct meeting and to inform the student of alleged policy violations and
 - A Complex Coordinator, the Assistant Director of Residential Life, the Director of Residential Life and the Dean of Students all serve as conduct officers
- Prior to the conduct meeting:**
- A conduct meeting will take place 5-10 class days after the initial filing of the incident report
 - The student attending the conduct meeting will need to read through the correspondence from the Hearing Officer
 - The student must notify the Hearing Officer, in advance, if there is a conflict in scheduling. Acceptable reasons to reschedule are academic and emergencies.

During the conduct meeting:

The purpose of the conduct meeting is to assemble all evidence and discuss policy violations with the student in order to make a determination concerning the validity of the allegations. The aim of the conduct meeting is to resolve the situation at the lowest level. As part of that process, the conduct officer will:

- Ensure that the student understands the allegations, student rights, and the conduct process;
- Gather additional information and details regarding the incident;
- Communicate community expectations and discuss possible alternative behavior as they relate to the alleged violation(s);
- Provide the opportunity for the student to ask questions regarding the incident
- Attempt to informally resolve the alleged violation.
- Discuss possible sanctions if found responsible for violating a policy

After the conduct meeting:

- If the student is not found responsible, no further action will be taken.
- If the student is found responsible, sanctions will be decided upon and assigned by the Conduct Officer.
- Any previous incidents of misconduct may be considered at this time. While having no effect on the determination of responsibility of the specific incident being heard, this information will be used in determining appropriate sanctions.
- Students will be emailed a decision letter within 7 class days of their conduct meeting.
- Determination of responsibility and the assignment of sanctions will be decided even if/when a student refuses to attend the conduct meeting.

Appeals

A student may appeal the hearing officer's judgment and assignment of sanctions to the Director of Residential Life within five (5) class days of the notice of decision. Such appeals must be in writing and shall be delivered to the Department of Residential Life (South Morse Hall, Room 308). For conduct cases where the Director of Residential Life serves as the hearing officer, appeals will be submitted to the Dean of Students (Memorial Union, Room 260). A student may not appeal a decision solely on dissatisfaction with the results of the initial hearing. The request for an appeal must cite at least one of the criteria listed below and provide supporting argument(s). All documentation and information for consideration of an appeal must be included with the student's request.

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1. The student believes the initial hearing was not conducted fairly in accordance with the policy and/or procedures violated and information presented.
2. The student believes the sanctions assigned are unreasonable or are not appropriate for the policy violated.
3. The student has new information or facts that are relevant to the case and/or were not available at the time of the initial hearing.

The request for appeal will be reviewed and either granted or denied. If denied, the results of the initial hearing become final.

The appeal of relocation, restriction of entry, residence hall suspension or removal from the residence halls does not delay the sanction. In these cases, the student must abide by the sanction(s) while their appeal is being processed.

Sanctions

The primary purpose of a sanction is to educate the resident by bringing awareness to the possible impact of one's conduct, exploring the impact of one's conduct on the community and learning to take responsibility for one's actions, through sanctions of a restorative nature. In some instances, however, the community's needs outweigh the University's ability to educate an individual. In such cases, sanctions must be imposed. The following sanctions may be imposed for conduct violations. Sanctions are assigned on a case-by-case basis and may vary depending on the specific circumstances. This is NOT a complete list:

- **Warning** - A written statement to a student indicating they have violated University policies or procedures and the impact if a further violation occurs.
- **Restitution** - Charging the student for monetary reimbursement for damage incurred.
- **Education Sanctions** – The Hearing Officer is able to assign educational sanctions tailored to the specific situation and violation. Educational sanctions may include reflection papers, conversations with University staff, attendance at campus events, creation of bulletin boards, etc.
- **Community Programs** - Sanctions to be performed within the community. The purpose of community sanctions is to contribute back to the residence hall community. Community sanctions may include planning floor events, participating in or planning a community service project, attending an RSO meeting, leading part of a floor meeting, etc.
- **Referral to Alcohol/Drug Education Classes and/or Substance Abuse Counseling** - If the violation is alcohol or drug related, the student may be referred to Alcohol/Drug Awareness classes, which are offered through the Student Wellness Center. The Student Wellness Center may include a cost for some of the classes.
- **Referral to General Counseling** – Depending on the situation and circumstances of the violation, the student may be referred to the Student Wellness Center for a certain number of sessions. For these sanctions the student must sign a waiver for verification of attendance.
- **Residence Hall Probation** - A written reprimand for the violation(s) of policies, including the possibility of more-severe conduct sanctions if the resident is found responsible for additional violations of any Residence Hall or University Policy within the designated probation period.
- **Relocation** - Reassignment of a student from one residence hall room or building to another. The student will be responsible for properly checking out of their current space and paying an increase in room rates if the room change necessitates.
- **Restriction of Entry** - Removal of the privilege of entering or visiting some or all residence halls or floors. Students relocated or removed from housing may be restricted from the area. Violating this can result in trespassing charges and/or other sanctions.

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- **Residence Hall Suspension** - Temporary termination of a student's residency and privilege to live on campus. Suspension of a student's right of residency does not deny the right to an education. Suspension may have a specific timeframe and/or require a meeting with a member of University Staff before it is lifted.
- **Removal from Residence Halls** - Termination of the housing contract and privilege of living on campus. Removal from the halls is not considered a denial of the individual's right to an education. The student will be responsible for contract cancellation fees if they are removed from the halls through the conduct process. Prior to a student reapplying for housing, the student will need to meet with the Director of Residential for the contract to be considered for approval.

Failure to Complete Sanctions

If a student fails to complete the sanction(s) or does not complete to the level of expectation, the Hearing Officer will contact or meet with the student again. Students who fail to complete their sanctions on time may also be charged with violating the "Failure to Comply" policy. Students who do not complete sanctions may have a hold placed on their account and ultimately be removed from the residence halls.

Confidentiality and Privacy

Emporia State University affords students their full rights in conformity with the Family Educational Rights and Privacy Act (FERPA) of 1974, its amendments and implementing regulations. All records concerning Residential Life judicial actions and general student information, including housing assignment location, are confidential. These records are only accessible to Emporia State University staff with a legitimate need to know. In order to comply with the Clery Act and other required reporting, aggregate conduct data is shared with various agencies.

Confiscation Policy

The Department of Residential Life reserves the right to confiscate property identified as a policy violation in this handbook and in the residence hall contract. Items that are not illegal to possess but are a violation of Residential Life policy (e.g. hot plates and candles), or that are used to violate residence hall policy (e.g. stereo equipment) may be confiscated by Residential Life staff. These items will be held by the Complex Coordinator. It is the responsibility of the student to schedule a time with the Complex Coordinator to retrieve and remove confiscated item(s) from the building. Weapons and illegal items will be reported to and confiscated by ESU Police & Safety.

Contract Cancellation

If the student is eligible to cancel the contract, the student is responsible for the payment of associated cancellation fee charges as outlined in the Contract Termination sections below. A student who has an executed contract for the academic year and who receives approval for contract cancellation due to withdrawal from the University, but subsequently registers for the spring semester is obligated to pay the remainder of their contractual obligation. A student must vacate an assigned space within 48 hours after contract termination or as directed by university housing personnel. Failure to vacate will result in the university pursuing eviction. A student who is removed from the residence halls for policy violations or disciplinary reasons is obligated to pay 40% of the remainder of their contractual obligation, in addition to any restitution.

Contract Termination, with Cancellation Fees:

Contracting for the 2019-2020 academic year, cancellation fee charges:

- Date-stamped online contract cancellation requests or date-stamped email communications received on or before June 1: Refund of \$200.00

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- Date-stamped online contract cancellation requests or date-stamped email communications received on or after June 2: Forfeiture of \$200.00
- Date-stamped online contract cancellation requests or date-stamped email communications on or after July 31: Forfeiture of \$200.00 and payment of 40% of remaining balance owed on the entire contract (including housing and meal plans for fall and spring terms) only if the student is eligible to cancel the contract.

Contracting for the 2020 spring term, cancellation fee charges: (applies to new contracts submitted for spring 2020 only)

- Date-stamped online contract cancellation requests or date-stamped email communications received on or before December 1: Refund of \$200.00
- Date-stamped online contract cancellation requests or date-stamped email communications received on or after December 2: Forfeiture of \$200.00
- Date-stamped online contract cancellation requests or date-stamped email communications received on or after January 2: Forfeiture of \$200.00 and payment of 40% of remaining balance owed on the entire contract (including housing and meal plans for spring term) only if the student is eligible to cancel the contract.

Contract Termination, without Cancellation Fees: After the move-in date, the student will be released from this contract, without cancellation fees, only for the following reasons:

1. No longer attending the university (graduating, transferring or withdrawing)
2. International student who has completed the length of stay as indicated on the I-20, is 21 years of age or older and does not have a live-on requirement with the corresponding exchange program (Residential Life will confirm with the Office of International Education)
3. Marriage, if marriage occurs after signing the contract (marriage license required)
4. Participation in an academically sponsored study abroad, co-op, student teaching, or internship program outside the Emporia area
5. Called for active military service duty
6. Significant and unforeseen health reason occurring during the contract period (do not submit medical documentation to Residential Life)
7. Received an approved request for contract release and waiver of cancellation fee charges from the Director of Residential Life

Please note: The student must complete the checkout process with Residential Life staff after approval is received.

Cancellation Procedure

A student who is approved to move off campus must meet with their Complex Coordinator to complete contract cancellation paperwork. The student must also complete a proper check out and return their room key to complete the cancellation process. If a student fails to return the key and/or damages the room or furniture, charges will be added to their student account.

Please adhere to the following procedures for cancellation requests:

Upper-class Students

- Visit the Reception Center to set an appointment with your Complex Coordinator
- Follow all check-out procedures outlined by Residential Life Staff

First-Year and Required International Students Withdrawing from University

- Meet with advisor to complete the withdraw process
- Visit the Reception Center to set an appointment with your Complex Coordinator to complete necessary paperwork.
- Follow all check-out procedures outlined by Residential Life Staff

First-Year Student Requesting Off-Campus Housing

- Complete **Request for Release from Housing Contract** available from your Complex Coordinator or the Housing Placement and Information Coordinator.
- Contingent upon approval, visit the Reception Center to set an appointment with your Complex Coordinator to complete necessary paperwork.
- Follow all check-out procedures outlined by Residential Life Staff

Cancelling a Contract and Keeping the Meal Plan

A student who is moving off campus may elect to keep their meal plan when canceling their contract. Please visit the Dining Services webpage to learn more about **Off Campus Meal Plan** options.

* First-Year students requesting a contract cancellation must first submit a **Housing Waiver Request Form** or they must have withdrawn from all classes before the cancellation will be processed.

Cooking and Community Kitchens

Each Complex is equipped with community kitchen space that is available for use by residents. Kitchen space can be used during designated hours. Residents who wish to use the kitchen should take note of the following guidelines (failure to comply with these guidelines may result in loss of kitchen use):

- Residents should bring all necessary equipment when using the kitchen.
- Per fire code, the use of grease to cook foods is prohibited in the community kitchens.
- Residents are expected to clean the kitchen and remove all food from the space after use.
- Residents must remain in the kitchen at all times while appliances are in use.
- All excess food and cooking waste should be cooled and then placed in the trash can - not the sink.

Schallenkamp Hall:

- Residents may use the kitchen appliances during designated hours. Appliances will not be accessible outside the designated hours.

Towers Complex:

- Residents will check out the kitchen key from the Reception Center to access the community kitchen, during designated hours.
- Residents who check out the kitchen key are responsible for its return. Residents should not pass the kitchen key to other residents.

Drugs and Drug Paraphernalia

The possession of, sale of, and/or use of illegal drugs and related paraphernalia on campus is strictly forbidden. Possession or sale of drugs may result in removal from the residence halls. Residents removed for disciplinary reasons will be held responsible for all contract cancellation charges.

- Staff members and/or students who discover drugs and/or drug paraphernalia should contact ESU Police & Safety immediately. Residents and/or staff members should never take possession of drugs or drug paraphernalia.
- It is the responsibility of all residents to ensure that they are in compliance with all University, State, and Federal laws/policies related to drugs and drug paraphernalia
- Students who are present during an alleged policy violation will comply with reasonable requests made by University staff members and law enforcement.
- All residents or guests present during violation(s) of the drug policy may hold equal responsibility for the alleged violation.

Early Arrivals

The Department of Residential Life works to accommodate the early arrival of students who are involved with athletics and other University departments. Coaches, supervisors, and advisors work with the Housing Assignments Coordinator for approval and to make move-in arrangements for students requiring an earlier move in date. Individual students may also request permission for an earlier move-in date; however, approval is not guaranteed and only granted for limited circumstances. All policies will be in place and enforced from the time of arrival. Billing for early arrivals is charged at a nightly rate. Billing for University sponsored groups will be invoiced to specific offices and/or organizations. Charges for individual students will post to the student's account.

All requests for early arrival should be directed to the Department of Residential Life. Students who have not received prior approval to move in early may not be permitted to move in.

Elevators

Elevators are for the convenience of all residents. To prevent malfunction, residents should avoid banging on walls, rocking, jumping, or overloading elevators. Vandalizing and/or misusing elevators is prohibited and may result in a referral through the conduct system. In the event that an elevator stops moving while occupied, call ESU Police & Safety (620-341-5337). Do not attempt to force open elevator doors.

Exterior Door Access

All exterior doors of all residence halls remain locked 24-hours a day, seven days a week. Designated exterior doors are equipped with a card access system. Residents must use their Hornet Card to access these doors. To ensure the safety of all residents, no exterior door is to be propped open at any time.

Access to exterior doors is specific to a resident's assigned hall. Access to the residence halls is not available until the designated move in date. Access to the residence halls is disabled while the halls are closed; residents will not be able to use their Hornet Card to access the halls during this time. When a resident provides access to a non-resident or guest, the resident becomes responsible for those individuals and their actions, including being held responsible for any policy violations. Residents should be cautious about who they allow into the residence halls.

External Fire Escapes

External fire stairwells are intended as emergency exits in the event of fire. These fire escapes are intended as exits only.

Failure to Comply

University students are expected to adhere to reasonable verbal, written, or published instruction by University staff when working within the appropriate performance of their duties. Abusive language or other behavior, which is threatening and directed toward University staff, including student staff, is prohibited.

Failure to comply can include, but is not limited to:

- Failure to remove yourself from the situation or make a reasonable effort to stop violation(s) of policy is indicative of bystander behavior and may constitute a violation of the policy. Your presence in a location where a violation of the Student Code of Conduct or Residential Life policy is occurring may indicate acceptance of the alleged behavior.
- Failure to comply with lawful direction of University personnel acting in an official capacity. This includes the failure to complete a sanction assigned in response to a policy violation.
- Failure to produce official identification upon request of any staff member.
- Providing or being in possession of false identification to a University official. False identification will be confiscated and may be referred for appropriate follow-up by ESU Police & Safety or student conduct.
- Providing false, deceptive or distorted information.
- Failure to establish and abide by reasonable roommate/suitemate agreements.
- Failure to evacuate the building during an activated fire alarm. Remaining in the building during an alarm places not only the individual at risk, but also emergency responders and community members.
- Failure to attend a scheduled meeting or respond to a notice to schedule a disciplinary meeting.
- Failure to cooperate with the confiscation of items as outlined in the Residence Hall Handbook.

Fire Safety

The Department of Residential Life takes fire safety seriously and all residents are expected to cooperate with fire safety protocol. If you require assistance or a modified plan for evacuation, please contact a member of Residential Life upon your arrival.

In the event of a fire emergency and/or alarm:

- Always prioritize your personal safety.
- Sound the building fire alarm at any pull station, if the alarm is not already activated.
- Exit the building quickly and orderly, then move at least 50 feet away from the building.
 - Do not use elevators during and alarm. If you need assistance evacuating, you can go to a stairwell. The stairwells are typically the first-place emergency personnel will clear in the event of a fire.
 - Feel the door with the back of your hand. If the door is cool, leave your room to exit, closing the door behind you. If your door feels hot, go to your window and signal for help. Call 911 to report your location for emergency responders.
 - If smoke is present, stay close to the floor. If possible, keep your mouth and nose covered with a wet cloth.

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- Residential Life staff will notify residents when the building has been cleared for residents to return.
- Keep your keys, shoes, and coat (during cold weather) accessible, so they can be grabbed quickly in the event of an emergency.

In order to provide the safest environment possible, the following activities are forbidden, engaging in them may be subject to judicial sanctions and/or criminal charges:

- Setting fires of any kind, for any reason, including the lighting of open flames, smoking, and the possession of candles or incense in the residence hall.
- Failing to evacuate the building during an activated fire alarm.
- Malicious activation of a fire alarm. Activating a fire alarm system without proper cause endangers the safety of all residents, as well as the security of the greater community and the fire department. A false alarm is not a prank; it is a criminal offense that endangers the safety of others. A student, who, without reasonable cause, activates a fire alarm system or tampers with fire safety equipment, may face removal from the residence halls and be referred for criminal prosecution.
- Tampering with any fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, and sprinkler systems.
- Propping fire doors open.
- Careless use of approved items/appliances that creates a fire hazard.
- Possession of any charcoal and charcoal grills, kerosene/gasoline or similar cooking fuel, fireworks or other explosives.
- Blockading any exit leading out of a student room, hallway, or any entryway.
- Hanging decorations from ceilings, using decorations in a way that provides a continuous path of flammable material, decorating any part of the room door (inside and outside), covering more than 30% of the wall, or having decorations that extend more than 2 inches.
- Removing or displacing ceiling tiles.

*****See Prohibited Items and Room Decorations for further specifics*****

Furnishings

The furniture in common areas is to remain in those common areas and may not be moved into student rooms for personal or group use. Any damages to furniture in common areas can lead to community charges assessed to all residents of the floor, unless an individual(s) is found responsible. Removal of community furniture from designated spaces may be considered theft.

Each residence hall room is equipped with an extra-long twin size bed, desk, desk chair, and clothing storage. Your Room Condition Report (RCR) is intended to provide accurate records of the furniture in each room. All furniture must remain in your room at all times. Residential Life does not remove and/or store furniture from individual rooms due to lack of storage space. Charges may be assessed for furniture that is damaged or removed from a student's room.

Gambling

Any gambling-related activity that is a violation of the law is prohibited within the residence halls, including individual residence hall rooms. Students may choose to play games in which invaluable objects (i.e. poker chips) are traded. However, any game in which money or valuables are won, traded, or gambled is prohibited. Students may not gain or lose anything of value while playing these games.

Guests and Cohabitation

The right to live in reasonable privacy takes precedence over the right to entertain guests within the Residence Halls facilities. In determining when guests should be invited to the room, common courtesy and mutual respect should prevail.

- A guest is anyone who is not assigned to the designated room and/or complex.
- Guests are expected to abide by all campus rules and regulations, and hosts are responsible for the behavior of their guests.
- A resident may host only one guest at a time for no more than three consecutive nights or 6 total days per month unless special permission is granted by the Complex Coordinator.
- Having an overnight guest should be discussed and agreed upon with one's roommate(s) ahead of time. Any resident of a room has the right to ask a visitor to leave. If a visitor does not cooperate with a request, Residential Life staff may be contacted for further action.
- The resident should stay with the guest(s) at all times whether in room and/or other common areas with the exception of escorting them within the bathroom.
- The room key and Hornet Card may not be used by anyone other than the owner.
- Residential Life prohibits cohabitation. Cohabitation is defined as the state of living with another person, of any gender, when it involves an intimate, personal relationship. Residential Life staff may reassign rooms upon determination of cohabitation.

In situations where non-students violate University and Department of Residential Life expectations or policies these non-students may be denied visitation privileges to the residence halls.

Hall Sports Policy

Due to the potential of damage to facilities, personal injury, and disruption to the community, the playing of sports outside of designated areas within the residence halls is prohibited. This includes, but is not limited to, throwing, kicking or hitting any object that can lead to injury and/or property damage. In addition, the use of Nerf-type “guns, bows, or other projectile devices” cannot be used within the residence halls. At no time will riding on any recreational wheeled device be allowed within the residence halls. This includes skateboards, bikes, skates, etc.

Laundry

The cost of laundry is included in Residential Life housing fees. Laundry facilities are located in each housing area for resident use only (non-resident use is prohibited at all times). Residents are responsible for monitoring their items and removing laundry in timely manner. It is expected that residents will only remove their personal clothing items from the laundry room. Residential Life is not responsible for lost or damaged laundry. Abandoned laundry will be disposed of throughout the academic year.

Liability & Property Loss

Residents are encouraged to carry appropriate insurance. The University will not be liable for theft, loss, or damage to any property of the student including, but not limited to, loss from fire, flood, wind, or acts of God.

Live-on Requirement

Emporia State University considers the community living experience a valuable part of the total higher education experience as it assists the student in the transition to university life. Thus, ESU's live-on requirement applies to both domestic and international students. Any student found to have intentionally ignored the residency requirement or shared inaccurate information on the residency requirement waiver may be subject to University sanctions.

- **Domestic Students:** Emporia State University requires a student who meets either of the following criteria to live in the residence halls:
 1. A student who graduated from high school December 2018 or later.
 2. A student who is NOT 19 years of age before August 19, 2019.
- **International Students:** Emporia State University requires an international student who meets at least one of the following criteria to live in the residence halls:
 1. A student who graduated from high school December 2018 or later.
 2. A degree-seeking student who is NOT 19 years of age before August 19, 2019.
 3. A Visiting or Exchange student (attending the university for one or two semesters) who is not 21 years of age before August 19, 2019.
 4. A student participating in an exchange program that requires on-campus residency.

Lockouts, Lost Keys and Lock Changes

Lockouts and lost keys are not an uncommon occurrence within the residence halls and Residential Life works to assist students who are unable to access their room. Residents who are locked out may receive assistance during regular Reception Center hours. Residents should contact the Resident Assistant on Duty (this information is provided at the Reception Center) at times when the Reception Center is closed.

If you are locked out of your room or if your room key has been lost, you need to be aware of the following:

Lockouts

- To ensure the safety of our residents, Residential Life requests identification and verifies room assignments each time a lock-out is requested. If you do not have identification at the time of room verification, Residential Life staff will ask you to produce identification upon opening your room.
- Maintenance and custodial workers should refer students to the Reception Center and/or Resident Assistants for lockouts.
- Residential Life does not penalize students for the first two lock outs of each semester. For each subsequent lockout, residents can donate 3 non-perishable items for Corky's Cupboard food pantry or have a \$10 charge applied to their student account.

Lost Keys

- Residents are to report lost keys to a member of Residential Life immediately.
- If you have temporarily misplaced your key or have left it at home, notify a member of professional staff. When possible, Residential Life will work with you to provide a temporary key. If, however, keys are not recovered at the assigned deadline for the loaned key's return, a lock change will occur.
- The cost of a lock change (\$55.00) is the responsibility of the owner for the lost key. All lock changes will be charged to the student's account.
- All lock changes are final. If you find your key before a lock change occurs, contact Residential Life.

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- Once a lock change is completed, maintenance will communicate that information to the front desk and the Reception Center Assistant will contact all parties involved.
- Other residents affected by the change must provide their old room key before receiving the new key.

Medical Emergencies and Transport to Hospital

The Department of Residential Life and its employees are not professional health care providers and will not be responsible for providing medical care for residents, or their guests, who are experiencing a life-threatening injury or illness defined as:

A situation that has compromised the individual's personal health and safety, demonstrated in part by an overall weakened condition (physical or mental) and/or the inability to **walk, talk, or understand and follow directions**. In the event that an individual in one of the Residence Halls is determined to be in a life-threatening condition Residence Hall staff will ensure the following occurs:

1. A member of Residential Life Professional staff will contact emergency medical personnel.
2. If Emergency Medical Technicians (EMT's) recommend transport to hospital, the emergency contact will be made aware of that recommendation and the student will be notified that the person listed on the emergency contact is being contacted by Residential Life staff.

If a resident refuses EMT recommendation for transport, the resident assumes responsibility for his/her own health and well-being. The impact of transport refusal by resident includes:

1. Residential Life leaves emergency medical care to trained professionals. Residential Life professional and student staff are not able to provide medical care. Staff will not be allowed or required to observe, care for or provide medical assistance.
2. Roommates and friends are not trained or required to be "on watch" for an individual who has been evaluated by Emergency Medical Technicians and has refused a recommend medical transport.

Meningococcal Vaccine

To meet the vaccination requirement, the student must have one dose of Menactra or Menveo given on or after the 16th birthday. To satisfy documentation, the student may either: 1. Bring the documentation of current vaccination to Hornet Connection; 2. Get the vaccination while on campus for Hornet Connection or from a healthcare provider after Hornet Connection and have documentation sent by fax (620-341-5045) or email (mmcdanie@emporia.edu); or 3. Complete waiver process for those with medical, religious or other exemptions. Please contact Student Wellness staff to discuss this option at 620-341-5222. The student will not be given a room assignment until meningitis compliance is verified by Student Wellness Center.

Missing Person

A faculty, staff, student, community member, friend or family/guardian who is concerned that a resident of on-campus housing may be missing should notify Residential Life (or ESU Police & Safety outside normal business hours). This notification will initiate departmental missing person procedures.

When residents move into on-campus housing they are required to complete an Emergency Contact card. The information included on the Emergency Contact card will remain confidential. The reverse of this card affords residents the opportunity to designate a Missing Person Contact who will be contacted if the resident is considered missing. If a resident does not provide contact information, the emergency contact listed within the University's student information system will be used.

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If contact cannot be made with a resident within 24 hours after the resident is reported to be missing for at least 24 hours, Residential Life staff will notify ESU Police & Safety. This will lead to the completion of an official missing person report. The resident's Missing Person Contact will be contacted within this time frame.

Any resident under the age of 18, who is not an emancipated individual, will provide contact information for a custodial parent or legal guardian. This custodial parent or legal guardian will be contacted within 24 hours of the determination that the resident is reported to be missing for 24 hours.

Pest Control & Health/Safety Inspections

The residence halls are routinely sprayed for pest control. Residents will be notified of pest control no less than 48 hours in advance. The spraying is done in cooperation with the maintenance staff and the residence hall staff.

In addition, it is the practice of Residential Life to perform health and safety inspections in conjunction with pest control. These inspections are for preventative and corrective action. If a room does not meet environmental standards, residents are given 24 hours to correct the problem.

Infestations

Infestations are treated by a licensed pest control expert determined by Residential Life. Expense for all treatments for infestations, of any kind, will be charged to resident(s) occupying the room. Expenses that cannot be attributed to an individual will be charged, equally, to all residents occupying a room or suite. Examples of infestations include, but are not limited to the following: bedbugs, fleas, lice, rodents, ticks, and other infestations requiring special treatment.

A member of Residential Life staff will work with you and extermination experts to identify appropriate protocol for pest eradication. Failure to follow protocol outlined for treatment of room(s) will result in sanctions, including, but not limited to monetary fines and expulsion from the Residence Halls. Students who believe they may have an infestation, of any kind, should report immediately to Residential Life staff, so treatments can begin and the impact to others may be reduced.

Pets

Pets are not permitted in any student housing with the exception of non-carnivorous fish in 10-gallon tanks or smaller. No other pets are permitted in student residences at any time, even for a brief visit.

Prohibited Items

The following items are prohibited within the residence halls. All of the items found below are subject to confiscation by Residential Life staff. This list is not meant to be comprehensive and may be subject to change at the discretion of Residential Life staff.

- Air conditioners (personal units)
- Amplifiers
- Appliances not approved below
- Candles
- Metal tipped dartboards
- Fireworks
- Flammable liquids (e.g. gasoline and lighter fluid)

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- Grills (indoor or outdoor)
- Halogen or sun lamps
- Highway and/or road signs
- Hotplates
- Hover boards, balance boards, gravity boards, self-balancing devices, etc.
- Incense
- Infrared smokers
- Live or dried vegetation, with the exception of small house plants
- Pets (other than non-carnivorous fish)
- Pressure cookers/Instant pots
- Refrigerators over 5 cubic feet
- Smoke and/or fog machines
- Space heaters
- Subwoofers
- Toasters and Toaster ovens
- Weapons (some exceptions apply; please review “Weapons and Weapons Storage”)

Approved Appliances: Only electrical appliances listed below are allowed by residents in Residential Life facilities. All heat producing appliances must have fully enclosed heating elements and an automatic shut-off safety feature. Both the appliance and any cord must be safety labeled with an Underwriter Laboratories (UL) or Factory Mutual (FM) approved label.

- Portable refrigerator (5.0 cubic ft. max). One per room.
- Microwave (1100 watts max). One per room.
- Coffee pot/Keurig with auto shut-off.
- Electric water kettle with auto shut-off.
- Crockpot with auto shut-off.

Quiet Hours and Noise

All members of the University Community have a right to reasonable peace and quiet during normal hours of rest. Undue noises or disturbances that violate the rights of community members to reasonable noise levels are prohibited. During designated quiet hours, particular courtesy should be shown to enable others to concentrate on their studies and get sufficient sleep. Even an isolated outburst of excessive noise can wake someone who is sleeping or disrupt one's concentration during a study session.

- Courtesy Hours are in effect 24 hours a day. This means that within a community, members are encouraged to address concerns in a respectful and productive manner when noise becomes disruptive. If asked to quiet down, those community members should comply according to Courtesy Hours.
- Quiet hours are Sunday- Thursday 10 p.m. - 10 a.m., Friday-Saturday 11:00 p.m. - 10:00 a.m.
- During quiet hours, sound equipment (i.e., stereos, radios, TVs) may be played only while the room door is fully closed and volume may not be heard in other rooms, hallways, or outside the building. Lobby noise should be kept at a minimum so as not to disturb others.
- During final exams period, quiet hours are in effect 24 hours a day.
- The Resident Assistant and members of the community will be responsible for maintaining quiet hours established.

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- Stereos are a frequent source of noise disturbance and high-powered stereos (including low frequency speakers and "sub-woofers") are prohibited.

Resident Conflict

Residents are expected to resolve conflicts productively. Residents should engage in practices to resolve conflict on their own or with the assistance of Residential Life staff. Violence or threats are not tolerated in Residential Life communities.

Residence Hall Closing

Winter Break Closing

At the end of each semester, residents are expected to vacate the residence halls within 24-hours after their last final, or by 12:00pm on the Saturday after finals, whichever comes first. Card access is deactivated during winter break and students do not have access to their room or possessions within their room.

The following actions are required prior to student's departure:

- Schedule a check-out time with the Resident Assistant
- Leave room clean and orderly
- Empty all trash
- Disconnect all electrical appliances
- Move furniture away from HVAC units to allow for filter replacement
- Close and lock windows
- Close blinds
- Unplug, defrost, empty and clean refrigerator (leave refrigerator door open)
- Set thermostat to low heat
- Turn off lights
- Lock the door

If not returning to Emporia State University, complete a full check-out process and forward mail. Refer to End of the Year closing list below for complete check-out expectations.

End of the Year Closing

All residents are expected to vacate the residence halls within 24-hours after their last final, or by 12:00pm on the Saturday after finals, whichever comes first. Students should ensure that they have made proper arrangements to move all belongings and complete the checklist below. All students must schedule a check-out time with their Resident Assistant before leaving.

- Clean room thoroughly. It should look as it did when the student moved in.
 - Remove all personal items from the room
 - Clean all surfaces
 - Remove all things on walls
 - Sweep floor
- Close and lock windows
- Report all room damages*
- Close blinds
- Set thermostat to low cool
- Turn off lights

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- Turn in room key
- Complete all necessary processes to change addresses (Buzz-In, United State Postal Service, Banks and any other personal accounts, such as amazon).

*Please note that staff members will also walk through each room to determine room condition and check for damages. Students may be assessed damage charges.

Residence Hall Damages

All residents of a room will be held responsible for all damage or vandalism that is beyond the expected normal wear of the facility and its furnishings. Damages to student rooms and their furnishings will be assessed to the occupant(s) responsible. Floor damages which cannot be attributed to an individual will be pro-rated among floor members. The student is responsible for routine cleaning of their room.

Room Decorations

The Department of Residential Life encourages the personalization of student rooms; however, care should be taken when hanging room décor. The following are guidelines related to room decorations.

- For ALL locations, do not drive screws, bolts, nails, or anchors into the walls, doors, or furniture.
- Posters or lights should be mounted in a way that does not damage walls.
 - Singular/Trusler Hall and Schallenkamp Hall, pushpin and thumbtacks must be used for mounting room décor. However, an excessive number of holes and adhesive hanging products will damage the drywall, which may lead to additional charges.
- Duct tape and/or contact paper should not be applied to any part of the residence hall room or furniture.
- Decorations that contain nudity, sexually offensive, homophobic, illegal, or racially offensive content are prohibited on the exterior of the room or from being displayed in a manner which can be viewed from the exterior of the room.
- Students should be certain a fire hazard is not created (see Fire Safety policy)
 - Items should not be attached or suspended from the ceiling or pipes.
 - All doors should remain clear of decorations, inside and out.
 - Items on hallway walls can extend up to 2 inches.
 - Wall decorations must not be placed edge to edge, creating a continuous path of fuel in the event of a fire.
 - Wall decorations must not extend past your doorframe.
 - During holiday seasons, live trees, wreaths, or garland are not permitted in the halls.
 - A small house plant is the only form of live vegetation allowed. Any other forms of live or dried vegetation are not permitted.
 - Other decorations should be flame resistant and use low-heat UL approved bulbs.

Room Entry

The Department of Residential Life respects the personal privacy of its residents and does not make it a practice to enter resident rooms without prior notice or authorization. The University reserves the right for authorized personnel to enter student rooms under the following conditions:

- In an emergency
- Ensure the health and safety of residents and facility
- Maintenance concerns, routine maintenance and inspections, including scheduled bug sprays and health and safety checks
- In the event of extreme hazard involving the potential loss of life or severe property damage

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- When noise from a room is causing an undue disturbance to the surrounding community (radio, alarm clock, television, etc.)
- All residence hall rooms are entered by residence hall staff after winter closing in order to secure the room for the break period (close windows, check for proper heater functioning, etc.)
- Any other legally permissible interest of the University

Entering a room requires the utmost care and sensitivity to ensure privacy for the students in a residence hall setting. When appropriate, a note will be left for the occupant with the staff member's name and explanation as to why Residential Life staff entered the room. With the exception of periods when the halls are closed, no room will be entered without knocking.

Room Changes

Residents may request a room change through Residential Life professional staff. Room changes are granted at the discretion of the Residential Life professional staff, but are not guaranteed. Residents who attempt to change rooms, without prior approval, may be charged an improper check-out fee and be required to return to the original room assignment.

- Notify your Resident Assistant that you wish to change rooms. The Resident Assistant can provide you with a Room Change Request form and explain the process. The Resident Assistant will work with you to resolve any concerns in your current room, discuss desired room type/availability, and or additional needs that you have.
- *If an emergency situation arises (true safety and security concern), please seek out a Residential Life staff member (Current Resident Assistant, Complex Coordinator, Reception Center Staff, etc.) for an immediate response*
- Schedule an appointment with the Complex Coordinator at the Reception Center located within your building
- Keep in mind that room changes are not always possible.

Note: Often times, it is helpful to determine a plan of action before meeting with the Complex Coordinator. Residential Life Staff will typically work with you and your roommate(s) to resolve issues within the room before approving a room change. If a room change is approved, the Complex Coordinator will work to find the best fit, but cannot guarantee satisfaction with your new living situation.

- Contingent upon approval for a room change, you will need to complete necessary steps outlined by Residential Life Staff to complete your move.

Roommate Consolidation and Reassignment

The Department of Residential Life reserves the right to reassign students to other rooms or buildings or assess additional charges to those who remain in partially filled rooms. Reasons for Residential Life to consolidate residents include, but are not limited to, the following: in interest of health, discipline, roommate conflict, safety, welfare of the student and/or other residents, to consolidate partially filled rooms, or to address room/building maintenance needs. Students who reside in a room with open bed space(s) may be asked to perform one of the following actions:

- Move to another room assignment with a roommate
- Accept a roommate chosen by Residential Life

Roommate Responsibilities

Residents must establish and maintain a reasonable level of respect with roommate(s) and suitemates as determined by Residential Life staff. Residents must participate in setting, adjusting and upholding expectations established in the roommate agreement. Failure to uphold expectations established on the roommate agreement may result in a violation of the Failure to Comply policy.

Severe Weather

The threat of severe weather, including tornadoes, is a reality in Kansas. The city of Emporia is equipped with severe weather warning systems (e.g. tornado sirens). However, these sirens are typically designed to warn members of the community who are outside of their residence. Given this, students should tune in to local weather forecasts and be prepared to take shelter when severe weather is approaching. Severe weather shelter areas are available and indicated by signs posted throughout campus. Residents are responsible for personal safety and taking appropriate measure, when severe weather arises. Follow signage to a shelter areas. In the event that you are not able to find signage, take cover at the lowest level of the build, in hallways or interior rooms/bathrooms. Do not use hallways with adjacent glass expanses. Stay away from doors, windows, and outside walls.

Smoking and Tobacco

The use of tobacco is not permitted on Emporia State University campus, including the residence halls. Smoking of any kind, including electric cigarettes and vaping, is prohibited on campus.

Solicitation and Advertising

Unauthorized solicitation for business, charity, political, or religious purposes is prohibited within the residence halls. Off campus groups are not permitted to sell products or provide services in the residence halls. Solicitation includes, but is not limited to, the direct sale of items, requests for charitable donations, and door-to-door distribution of coupons, business mailings, and political/religious material.

Approval for Promotions or Advertising

All students and student organization should utilize #HornetLife to advertise campus events. Permission to post signage related to non-campus and campus related activities must be approved through the Residential Life main office.

The Department of Residential Life is happy to partner with student organizations under the following provisions:

- Contingent upon prior approval of the Director of Residential Life, organizations may display easel sized posters and banners within the residence halls. Approval will not be given for the display of recruitment events and/or events which are exclusive to the members of a particular organization.
- The Department of Residential Life has historically assisted with charitable events (e.g. Can the Bods and Project Warmth). Given this, organizations wishing to distribute receptacles for charitable donations should contact the complex coordinator.

Theft

Unlawfully taking or removing property of a resident or the community without permission is prohibited.

Theft Prevention

The Department of Residential Life takes the security of its residence very seriously and provides measures to ensure the security of personal property. Despite these efforts, theft may occur within the halls and residents should take measures to prevent property loss.

The following tips may help reduce the likelihood of theft occurring:

- Always carry your room key and lock your door.
- Avoid leaving personal property in lounges and other common spaces.
- Avoid leaving valuable items exposed within your room.
- Be aware of who comes in and out of your room.
- Remain aware of those people entering and exiting the building.
- Report suspicious behavior.

If you suspect that you have become a victim of theft, contact ESU Police & Safety, as well as a member of Residential Life Staff to make a report.

Title IX Offenses

Title IX of the Education Amendments of 1972 protects discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination, sexual harassment, or sexual violence, under any program or activity receiving Federal financial assistance. Examples of Title IX offenses include: discrimination based on sex, sexual harassment, sexual violence, sexual assault, rape, acquaintance rape, stalking, domestic violence, and dating violence. Students are encouraged to consult this Student Wellness resource for more information about your rights under Title IX:

<https://www.emporia.edu/studentwellness/counseling-services/thrive/sexual-violence-prevention/know-your-rights.html>

Individuals who experience or witness Title IX offenses are encouraged to report such incidents to a member of Residential Life staff, to Police & Safety, or to the Title IX Coordinator. The Title IX Coordinator will facilitate the investigation and/or coordinate response to the complaint.

It is the responsibility of Residential Life staff members to take any report seriously and report it to the Title IX Coordinator. *Specific grievance procedures and options are outlined in the Student Handbook under the Harassment and Discrimination Policy and Procedures section.* Policies for addressing and investigating sexual misconduct cases are contained in Section 3D.0106 of the University Policy Manual.

Trash Removal

Residents should use designated receptacles for the disposal of trash. Lobby trash cans should not be used to dispose of room trash. Furthermore, residents should not place glass or large items such as cardboard boxes within the trash chutes; these items clog the trash chutes.

Weapons & Weapon Storage

For ESU's full policy regarding weapons, please consult: <https://www.emporia.edu/general-counsel/>

What follows is an abbreviated version of the policy in ESU's. Items most common in residence halls are included and those less common have been excluded. Original notations, where helpful, are preserved for uniformity with University policy.

Weapons

a. Pursuant to the authority vested in the Board of Regents by Article 6, Section 2 of the Kansas Constitution, K.S.A. 76-712 and other state laws, and in accordance with K.S.A. 75-7c20 allowing concealed carry and K.S.A. 75-7c24 authorizing prohibition of open carry, concealed carry of handguns shall be permitted on each state university campus, while open carry of firearms and possession of weapons other than concealed handguns shall be prohibited on each state university campus.

b. For purposes of this policy:

i. The term "weapons" includes:

- (1) Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
- (2) any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including those that are concealed or openly carried;
- (3) any BB gun, pellet gun, air/CO₂ gun, stun gun or blow gun, or any device, such as a Taser, which is designed to discharge electric darts or other similar projectiles; however, personal self-defense stun guns that do not fit within the preceding definition shall not be deemed to be a weapon for the purposes of this policy;
- (4) 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 of more than 1/4 ounce;
- (5) any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
- (6) 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;
- (7) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- (8) any straight-blade knife of four inches or more such as a 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;
- (9) any martial arts weapon such as nunchucks or throwing stars;
- (10) any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
or
- (11) any other dangerous or deadly weapon or instrument of like character.

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ii. The term “handgun” means:

- (1) A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or
- (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

iii. The term “firearm” includes any handgun, rifle, shotgun, and any other weapon which will or is designed to expel a projectile by the action of an explosive.

Any individual who is 21 years of age or older and who is lawfully eligible to carry a concealed handgun in Kansas shall not be precluded from doing so on state university campuses except in buildings and areas of buildings for which adequate security measures are provided, and except as otherwise prohibited by law.

Each individual who lawfully possesses a handgun on any state university campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law, Board policy and university policy. Nothing in this policy shall be interpreted to require individuals who lawfully possess a handgun to use it in defense of others.

Open carry of any firearm anywhere on any campus shall be prohibited. Each entrance to each building and facility on each campus shall be conspicuously posted with appropriate signs indicating that openly carrying a firearm into that building or facility is prohibited. Additional signs may be posted as appropriate.

Each individual who lawfully possesses a concealed handgun on campus shall at all times have that handgun in their custody and control, and shall either keep it on their person with safety mechanism, if any, engaged, or stored 1) in any secure storage location provided by or authorized by the university specifically for that purpose, 2) at their residence, or 3) in their vehicle. If stored in a location provided or authorized by the university specifically for that purpose, the handgun must be secured, concealed from view, and in a location that can be accessed only by the individual and the university. If stored in a vehicle on campus, the handgun must be secured and concealed from view.

For any dormitory or scholarship hall that does not have adequate security measures, each resident who lawfully possesses a handgun on campus and elects to store the handgun they possess in the room to which they are assigned when not carrying it on their person in a concealed fashion shall secure the handgun in a secure storage device that conceals the gun from view. Such storage devices shall be provided by the individual who possesses the handgun and must meet minimum industry standards for safe-keeping of handguns.

Any individual who violates one or more provisions of this policy may be issued a lawful directive to leave campus with the weapon immediately. Any individual who violates the directive shall be considered to be in trespass and may be cited accordingly. Any employee or student of the university who violates one or more provisions of this policy shall be subject to discipline in accordance with applicable university codes of conduct. Any individual who violates state or federal law may be detained, arrested or otherwise subjected to lawful processes appropriate to the circumstances.

Weapon Storage

Handgun storage in ESU residence halls must comply with ESU policy and state law. Firearms cannot be present nor stored in ESU residence halls. Residents can request use of a storage locker at ESU Police & Safety for firearm storage. Storage lockers are free of charge; however, lockers are limited, and residents must provide their own padlock.

Window Screens, Ledges and Roof Access

Window screens are to remain in place at all times. Any person or object moving beyond the screen of residence hall window is strictly prohibited. This includes, but is not limited to throwing and/or dropping items from the building, sitting on window ledges or entering/exiting through windows. No resident will be permitted on the roof of any residence hall building for any reason.