

**RESIDENTIAL LIFE  
HANDBOOK  
2018-2019**



***Publication Note:***

Although the contents of the Residence Hall Handbook were prepared on the basis of the best information available at the time of printing, the programs, policies and statements contained in this handbook are subject to continuous review and evaluation. Kilgore College reserves the right to make changes at any time without notice. If necessary, the college website ([www.kilgore.edu](http://www.kilgore.edu)) will carry an addendum to this publication. Kilgore College is an equal opportunity institution.

***Statement on Diversity:***

The Department of Housing and Residential Life at Kilgore College welcomes students of all gender identities and expressions and is committed to providing an equitable and inclusive community for all residents. Please contact KC Residential Life to learn about all available housing options. It is our goal to provide an affirming and non-discriminatory housing educational experience.

# Table of Contents

Active Shooter Procedures.....	18
Activities.....	13
Alcohol & Drugs.....	2
Announcement of Activities, Notices, Soliciting.....	1
Appliances, Cooking, Microwaves.....	1, 3
Campus Police, Security, Theft.....	11
Check-In & Out Procedures, Room Contracts, Inventory, Keys.....	8
Campus Carry.....	1
Cleaning.....	14
Code of Conduct.....	3
College Police (KCPD) .....	3
Copy Machines.....	3
Counseling and Career Services.....	3
Damages/Charges, Deposits.....	3
Entry to Hall, Rooms.....	3
Dress Requirements.....	7
Drugs.....	2
Fire Safety & Evacuation Plans.....	4, 17-18
Fire Safety.....	4
Fireworks.....	4
Full-Time Student Status.....	5
Furniture, Decorations.....	5, 10
Guests, Loitering.....	6
Health Care, Bacterial Meningitis Notice, Communicable Diseases.....	5, 6, 8, 15
Holidays.....	5
Identification Cards.....	8
Incident Reports, Physical Altercations.....	9
Insurance, Liabilities, Personal Property .....	5, 8
Job Opportunities.....	11
Laundry Facilities.....	8
Maintenance Requests.....	8
Mandatory Hall Meetings.....	8
Map of Main Campus.....	23
Meals, Food Service.....	7
Missing Persons Reports.....	8
Music.....	9
Parking .....	9
Pet Policy .....	9
Rules & Regulations.....	15
Smoking, Tobacco & Smoking Devices.....	14
Sports, Fitness Equipment, Activities, and Recreation.....	4, 12
Quiet Time.....	12
Room Assignments.....	13
Room Deposit.....	7
Rules and Regulations for Residence Hall Living.....	16-17
Sexual Harassment .....	14
Smoking/Smokeless Tobacco/ Electronic Smoking Devices.....	11
Student Communication.....	11
Student Complaints.....	11
Supervisors.....	8
Television/Cable/Videos.....	11
Telephone Numbers for Campus Offices and of Local Services.....	4-5
Vending Machines.....	11
Violation Penalties.....	2
Visitation Hours .....	6
Weapons.....	12

## ACTIVITIES - CLEANING

**ACTIVITIES / RECREATIONAL SPORTS / FITNESS CENTER:** Students are encouraged to use the Game Room (located in the Devall Student Center) for recreation and relaxation. Pool tables, ping pong equipment, a big screen TV and comfortable sitting areas are available for student use. Entertainment, events and special activities are held throughout the Fall and Spring semesters. Details on these activities can be found on the college website calendar. The Fitness Center, located in the Parks Fitness Center, is available for student use.

**ADDRESS:** A student who changes a permanent or local address, or name, must notify the Admissions and Records office of this change immediately. Any communication from the college that is mailed to the name and address on record is "considered to be delivered" and the student is held responsible.

To send or receive mail, please use the following address information:

*Key items in the address:*

Your Name

KC Box #

1100 Broadway

Kilgore, TX 75662

**ANNOUNCEMENTS/ ADVERTISING:** General announcements concerning your residence hall activities will be posted on bulletin board and/or by email. Develop the habit of checking the board and your messages regularly. All posters advertising campus activities and events must be sponsored by recognized organizations and must be approved by the Coordinator of Student Life. Commercial establishments and private parties cannot advertise on the bulletin boards.

**APPLIANCES:** Electrical appliances permitted in the residence hall are: PC, small microwave, coffee makers with K-cups, desk lamp, radio, stereo, television, clock, shaver, curlers, curling irons, and refrigerators up to 3.5 cubic feet. Because they present health and/or safety hazards the following are among the appliances that are not allowed: open-faced electrical or heating appliances such as hot plates, broilers, electric skillets, toasters, sandwich makers, space heaters, Emerson heaters, ovens, or any appliance that does not have an autos shut-off feature. These items will be confiscated and held until the student goes home at which time they can be returned to the student. Any resident caught with an unauthorized appliance will be charged the following fines:

First Offense - \$10; Second Offense - \$20; Third Offense - \$30.

**BABYSITTING:** Babysitting is not allowed in the residence halls.

**CAMPUS CARRY:** Kilgore College is committed to providing a safe environment for students, faculty, staff, and visitors, and to respecting the right of individuals who are licensed to carry a handgun where permitted by law. The College is further committed to developing and implementing Concealed Campus Carry Regulations that meet and are in compliance with Texas Law to include Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campus) and Texas Penal Code 46.035 (Unlawful Carrying of Handgun by License Holder). For more details see the Campus Carry FAQ on the college's website at <http://www.kilgore.edu>

**CLEANING SUPPLIES:** Residents must furnish their own cleaning supplies

# ALCOHOL & DRUG POLICY

No consumable alcoholic beverages are allowed in campus housing or on Kilgore College property even if the resident is of legal age. Residents who return to the hall and appear to be in an intoxicated state will be subject to criminal and administrative actions. Determination is left to the discretion of the Hall Supervisor and/or KCPD. Residents are not allowed to keep empty alcoholic containers in their rooms; this constitutes possession of alcohol. Residents are held liable for their visitors who violate this policy.

**VIOLATION PENALTIES:** A residence hall student in possession or around persons involved with alcoholic beverages on Kilgore college property may have charges filed against them and will be subject to the following:

## *FIRST OFFENSE:*

- Referral to the Coordinator of Student Life for disciplinary actions; Parents may be notified of offense;
- Minimum probation for two (2) semesters. (Probation means any additional disciplinary actions may result in further disciplinary actions, including removal from the residence hall and/or the institution.)
- Student will be required to attend drug/alcohol classes weekly.
- Additional sanctions may include service work as assigned by the Coordinator of Student Life.

## *ADDITIONAL OFFENSES:*

Based on the severity of the violation of College policies and past conduct, students may receive one or more of the following sanctions. Failure to comply with sanctions will result in referral to the Coordinator of Student Life. Sanctions: Receive a warning; write a letter of apology; perform community service; attend counseling; pay a fine; write a paper; referral; room visitation prohibited; disciplinary probation; suspension from the hall and/or College; expulsion from the College; restrictions; payment of restitution; loss of college privileges; be directed to make 'no contact' with a specific person; sign and follow a behavior contract; complete a substance abuse assessment; be assigned a new room in housing; be placed on housing probation; be required to create an informative program and presentation; create a sign or flyer for a designated campus program.

A residence hall student who is in possession of empty alcoholic beverage containers in the residence hall will be subject to the following:

- First Offense: Minimum probation for one (1) semester
- Second Offense: The matter will be treated as a "first offense with alcohol"

**DRUGS:** Kilgore College has a zero tolerance policy for narcotics, dangerous drugs and related paraphernalia on campus. Students who violate this policy are subject to immediate suspension or dismissal from Kilgore College. You must comply with the policy on drugs found in the Student Handbook. Law enforcement officials will be summoned to handle violations.

## CODE OF CONDUCT - DAMAGES

**CODE OF CONDUCT:** Students are expected to conduct themselves in appropriate manner at all times according to the [KC Student Handbook](#).

**COLLEGE POLICE (KCPD):** College campus police investigate all criminal incidents on campus, carry firearms and make arrests independently or in cooperation with other law enforcement agencies. Residents are encouraged to contact Kilgore College Police to report any criminal activity or suspicious persons. In case of a health/ safety-related emergency, dial 911. KCPD officers may be reached on campus by dialing (903) 983-8650.

**COMMUNICABLE DISEASES:** Important information related to communicable diseases can be found in the Student Handbook.

**COOKING:** Cooking is not permitted in the resident's room. Food must be kept in sealed containers. DO NOT DISPOSE OF FOOD THROUGH THE SINK, WATER FOUNTAIN OR COMMUNE. Plumbing repair bills will be charged to the room or hall.

**COPY MACHINES:** There is a copy machine located in the Library. Charges are nominal (per page).

**COUNSELING and JOB / CAREER SERVICES:** Kilgore College provides services such as personal or academic counseling, as well as job search and career assistance.

**DAMAGES/CHARGES:** General and specific damages may include:

- Destruction of College property
- Defacing signs, walls, doors, windows, floors, trim
- Putting holes in doors, trim or walls
- Leaving stains, glue putty residue will be charged directly to the student's account.

Residents are collectively responsible for maintaining the conditions of all public areas. When damages occur as a result of horseplay or vandalism that cannot be attributed to an individual, all residents may be charged through group billing. The charges are posted by the Hall Supervisor on the bulletin board and will be updated when another charge occurs. Students are not responsible for damages caused by normal wear and tear. Registration holds will be placed on students' records for non-payment.

**DEPOSITS/FEES:** Cleaning charges and damage charges (if applicable) will be deducted upon final check-out of the residence hall. Failure to follow check-out procedures could result in forfeiture of deposit. After all bills are paid to Kilgore College, the deposit balance will be returned to the student, upon request, after the student has moved from the residence hall. These fees range from \$25-\$200 depending on the severity of the instance.

**DOORS:** Entry and exit doors must remain closed and locked at all times. Hall residents gain entrance through these doors by entry keys. Propping open entry doors or giving out the keys breaches the safety and security of the occupants. A charge will be assessed to the violator or the residents of the hall when the violation occurs.

**Room Door Unlock:** Each resident should keep his/her room key with them at all times. After the first occurrence, a charge of \$10 will be assessed each time assistance is necessary to unlock a door.

## FIRE SAFETY - CHECK-IN & CHECK-OUT PROCEDURES

**ENTRY, INSPECTION, & CONFISCATION:** Authorized staff members may enter a student's room after knocking first. Rooms will be entered in the absence of the occupant for an emergency, for health and safety checks, inventories, for maintenance, or for a reasonable cause. Cause is defined as a reason to believe that a rule has been broken. Possession of forbidden items may result in confiscation of property.

**FIRE EXIT ROUTES:** Become familiar with the exit routes, which are posted at focal points in each building. Periodic emergency drills will be conducted, and you are required to participate if present. Evacuation is absolutely required when the alarm goes off.

**FIRE EXTINGUISHERS / SMOKE ALARMS:** Fire extinguishers are installed in all residence halls, and smoke alarms in each room. These safety devices must not be disarmed, removed or maliciously discharged. The cost for refilling the extinguisher and for clean-up will be assessed. Additional disciplinary action could result.

**FIRE SAFETY:** Fire safety and evacuation procedures will be explained at the first Orientation Meeting. The residence hall is equipped with a fire alarm system with several pull stations located throughout the building. In the event that you discover a fire, please activate the pull station on your way out of the building. Causing a false fire alarm is a violation of state law! Any violator of the policy will face \$100 in fines and damages.

**FIREWORKS:** Possession of fireworks or any explosive device(s) is prohibited by city ordinance. Possession will result in disciplinary action and damage assessments to the violator(s) or to the hall residents.

## CHECK-IN & CHECK-OUT PROCEDURES

### CHECK-IN:

***Upon arriving on campus, students must:***

1. Check-in with the Residence Hall Supervisor to complete required documentation.
2. Any student without required documentation will not be allowed to check into the hall. Proof of meningitis vaccination should be on file with the Admissions Office.
3. Students must complete the following documents with the Office of Student Life (these forms will be available through your AccessKC account):
  - *Hall Visitation Policy*
  - *Rules and Regulations*
  - *Damage Contract*
  - *Appliance Contract; personal Furniture Agreement (if necessary)*
  - *Room Inventory Sheet*
  - *KC Room and Board Contract*
  - *Residence Hall Occupant Information Form*

### CHECK-OUT:

Check-out dates will be posted at the end of the semester. When vacating a Residence Hall, students must check out with the Supervisor and follow the proper procedures:

- *Clean the room*
- *Do not leave trash in room or bathroom*
- *Return the room key to the RA*
- *Accompany the Supervisor during the room inspection*
- *Residents must vacate the Residence Hall no later than Thursday at 8 p.m., the week of final exams, unless you will be participating in graduation.*

***FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN THE STUDENT'S DEPOSIT BEING FORFEITED.***

## FULL-TIME STUDENT STATUS - INSURANCE

**FULL-TIME STUDENT STATUS:** Students living in the KC residence hall must enroll for a minimum of 12 semester hours each long term. Resident enrollment is monitored at midterm. A residence hall student who drops below the minimum may be required to move from the hall. An appeal for permission to remain in the hall with less than the minimum requirement may be submitted through your academic advisor. Please contact the Coordinator of Student Life for more information.

**FURNITURE:** Residents are responsible for the furniture in their room. Do not remove the furniture or move the furniture to another room. Furniture must not be taken apart. Residents are not allowed to bring personal furniture, such as beds, couches, loveseats, recliners or futons without permission from their Hall Supervisor. This includes "cinder blocks" for shelving. Residents may bring TV's, TV stand, or small chairs such as bean bag chairs. Should additional furniture or cinder blocks for shelving be found in the resident's room they will be given 48 hours to remove the items from the college premises. Failure to comply will result in the resident being written up as a Student Code of Conduct violation by the Residence Hall Supervisor. The report will be submitted to the Director of Student Life for further action.

**GAMBLING:** Gambling of any kind is prohibited in the residence hall and on campus.

**HALL SUPERVISOR:** The Residence Hall Supervisor, a live-in staff member, strives to develop an atmosphere conducive to the academic and personal growth and development of residents; to provide personal assistance to residents in a variety of ways; and to maintain a living environment which complements the needs of college students. Respect for the Hall Supervisor is mandatory. Rude acts of commission or omission toward the Hall Supervisor are prohibited.

**HEALTH CARE:** KC has staff members trained for minor first aid. The Office of Student Life keeps a first aid kit on hand for cuts and scrapes. For serious injuries or illnesses, there are several clinics in Kilgore and Longview. There is an emergency room located on the backside of the KC Health Science Center maintained by Good Shepherd Hospital.

**HOLIDAYS:** The residence hall is officially closed for semester breaks according to the KC calendar. Valuable possessions should be removed from the hall during these periods to reduce the threat of theft. College will not be liable if property is vandalized or stolen.

**HOUSING CONTRACTS:** Each hall resident must have a signed Housing Contract on file in the Housing Office. The contract covers both fall and spring semesters that the student is enrolled at Kilgore College. Refer to the contract for breakage penalties.

**I.D. CARDS:** Keep your identification card with you at all times. It is non-transferable; only you may use it. It is required for ID upon request by a KC administrator, college police, faculty or residence hall supervisor.

**INCIDENT REPORTS/DISCIPLINARY FILES:** Incident reports are cumulative as long as the student attends KC. A history of incident reports will be a factor in determining the degree or type of sanction imposed.

**INSURANCE:** Each resident is urged to purchase his/her own renter's insurance for valuable items or possessions. The college accepts no responsibility and is not liable for theft, damage or other loss of money, valuables, or personal affects, or the causation of the loss.

**INVENTORY SHEETS:** An inventory of the room must be completed, and the Inventory Sheet must be signed and returned to the Supervisor before move-in. A complete list of existing room damages, missing furniture & other irregularities are required. Damages & missing items not listed may be charged to you later.



## GUEST POLICY

All guests must be 18 years of age or older and must be an authorized guest, and will be required to present a picture identification. Visitors must enter the hall through the designated door. Each host is responsible for the conduct of his/her guest. All visitors must be accompanied by their host in the hallways. Rooms and halls must be cleared of visitors at 11 p.m. on weeknights and 12 a.m. on weekends. "Visitor" is defined as anyone not assigned to that specific room or hall. Exceptions must be cleared with the Hall Supervisor.

### **Visitation Hours:**

*Sunday thru Thursday: Noon to 11 p.m.*

*Friday thru Saturday: Noon to Midnight*

**Overnight Weekend Guests:** Residents of Stark, Quads and Nolen Hall may have overnight guests of the same sex, provided they secure the written consent of their roommate and the Hall Supervisor. A guest may not stay longer than two consecutive nights in the hall. No Resident may have more than five overnight guests per semester. No guest may visit during final exam week. The host is responsible for the conduct of his/her guest.

**Visitation Violation Penalties:** Students and his/her roommate (if present) who violate the visitation policies are subject to the following penalties:

<b>Offense</b>	<b>Fine</b>	<b>Probation</b>	<b>Other Assessments</b>
1st Violation of Visitation Policy	\$20		Written Notice of Warning
2nd Violation of Visitation Policy	\$40	Semester	Referral to Coordinator of Student Life
3rd Violation of Visitation Policy	\$80	Academic Year	Revocation of Privilege

### **Additional Offenses:**

Based on the severity of the violation of College policies and past conduct, students may receive one or more of the following sanctions. Failure to comply with sanctions will result in referral to the Coordinator of Student Life.

**Sanctions:** Receive a warning; write a letter of apology; perform community service; attend counseling; pay a fine; write a paper; referral; room visitation prohibited; disciplinary probation; suspension from the hall and or college; expulsion from the College; restrictions; payment of restitution; loss of college privileges; be directed to make 'no contact' with a specific person; sign and follow a behavior contract; complete a substance abuse assessment; be assigned a new room in housing; be placed on housing probation; be required to create an informative program and presentation; create a sign or flyer for a designated campus program.

**Note:** If the student is already on probation and depending on the terms of the probation, the resident may be removed from housing. The incident may be referred to the Vice President of Student Development for possible disciplinary actions. If one of the individuals involved does not live in college housing, he/she will be issued a criminal trespassing warning and will no longer be permitted to visit in on-campus housing, and subject to an arrest for further violations.

## MEAL PLANS

Students residing in the residence hall are required to purchase a meal plan. The college food service is available in the Ranger Cafe in the Devall Student Center. It is open to all students, college personnel and guests.

<b>Serving Hours</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Monday-Friday	7 - 8:30 a.m. (hot)	11 a.m. - 1:30 p.m.	5 - 6 p.m.
	8:30 - 9 a.m. (cold)		
Saturday-Sunday		Noon - 12:30 p.m.	5 - 6:30 p.m.

On holidays, between semesters and on other occasions when classes are not meeting and small numbers of students are present, the serving hours will be changed and/or reduced. When this occurs, the changes will be posted at the cashier's station and in the residence hall. For the summer sessions, the availability of food services will vary.

### **Per Meal Rate:**

Students and their guests may purchase meals in the dining hall on a cash or credit/debit card basis.

### **I.D. Card for Meal Contract Identification:**

The college I.D. card identifies the resident as a holder of a meal contract. The I.D. card must be shown to the cashier at each meal. Meals will not be served if the student does not present his or her card.

### **Lost I.D. Card:**

To obtain a lost or duplicate I.D. card, visit the Business Office in the Devall Student Center to pay the replacement fee. Replacement cards are issued in the Kilgore College Police Department at the Devall Student Center.

### **Seconds:**

Additional servings of food "seconds" are normally available on all items. The cost of food is a substantial portion of your college bill. Even a nickel's worth of food thrown away at each meal means that a large amount of your money is spent on wasted food during one school year.

### **Comments:**

Aramark Dining Services serves many students during the year. One of the objectives is to get to know our student customers and their tastes. Suggestions may be made to the Food Service Director. The Food Service Director prepares the menus which are planned to help ensure daily nutritional requirements. The Food Service Director welcomes student comments at any time.

### **Food / Containers:**

All food served must be consumed in the dining room. Glasses, dishes, and silverware are not to be taken from the dining hall. Personal glasses or cups are not allowed in the dining hall for sanitation reasons.

### **Dress Requirements:**

Students entering the food court should dress in a manner that conforms to acceptable standards of good taste and cleanliness. For reasons of health and safety, shoes and shirts must be worn in the dining hall at all times. Wearing caps or hats is discouraged in the dining area.

## JOB OPPORTUNITIES - MISSING PERSONS

**JOB OPPORTUNITIES:** For on and off-campus job openings, consult the announcement boards in the Devall Student Center. For on-campus work, make an application at the Financial Aid Office for Work-Study Program information. The Counseling office also provides job placement services and information.

**KEYS:** Keys to the room are issued during the check-in process. Students should carry his/her room key at all times. If the key is lost, another key will be used and a \$25 replacement fee will be charged to the student's account. Report lost or broken keys to the Hall Supervisor immediately.

**LAUNDRY FACILITIES:** Laundry machines are available in the residence hall for the residents' use only. Kilgore College is not responsible for laundry that is lost, damaged or stolen.

**LAWS:** Students are expected to comply with all local, state and federal laws and ordinances.

**LIABILITIES:** Kilgore College is not responsible for any damage to a student's room or a student's personal effects as a result of theft, vandalism or maintenance failure.

**LOCKS:** Jeopardizing the security of the hall by interfering with entrance doors or tampering with a lock is a serious violation. Tampering with room door locks, such as pin locking, will be assessed a \$25 charge, plus resulting damage charges. Disciplinary probation will be imposed.

**LOITERING:** Residents and/or guests are required to refrain from loitering outside the residence halls. Outside and inside stairs are off limits at all times. Stairway and hallway lights must be lighted at night for safety.

**MAINTENANCE REQUESTS:** Maintenance problems should be reported immediately to the Hall Supervisor. The student must not direct maintenance problems to the Maintenance Department. All work orders must originate from the Hall Supervisor or Coordinator of Student Life. Maintenance personnel are on duty between the hours of 8 a.m. and 4 p.m., Monday through Friday, and may not always arrive at hours most convenient to the students. Maintenance personnel will enter a dorm room to make necessary repairs even if the resident is not present. Residents should cooperate with all maintenance personnel so that repairs can be made as quickly as possible.

**MANDATORY HALL MEETINGS:** Mandatory Residence Life Meetings will be held throughout the semester. They are held to inform residents of important information. Each resident must attend the hall meeting, and will be fined for not attending unless arrangements have been made with the Hall Supervisor or Coordinator of Student Life.

**MISSING PERSONS POLICY:** To support a resident's safety and to comply with federal law, hall residents must complete a Residence Hall Occupant Information Form upon check-in. Kilgore College operates residence halls on the Kilgore Campus to accommodate its on-campus residents. The college and the residents share an equal responsibility in keeping the residence halls safe. In keeping with this responsibility, the College has adopted this Missing Persons Policy applying to all occupants of the residence hall. Before a student may be admitted to a college residence hall, the resident must be 17 years of age – no minors are admitted to the residence hall. In addition, the student must submit a completed Residence Hall Occupant Information Form, which includes the name of a contact person and how they can be contacted in the event the occupant/resident goes missing from the residence hall. The contact information submitted is confidential and may only be released to the person(s) specifically identified by the resident, to administrative officials of the college who may become involved in a missing persons investigation report

## MUSIC/LOUD NOISE - PHYSICAL ALTERCATIONS

involving the resident, and to law enforcement authorities investigating a missing persons report. A resident may be considered missing should the person be absent from the residence hall for a period exceeding 24 hours, without any apparent reason, and does not include persons who have indicated voluntary absence because of domestic, financial or similar cause. The Residence Hall Supervisor, Coordinator of Student Life, or any other concerned person must notify a Kilgore College Police Department official once they have determined that a resident is indeed missing on an involuntary basis and after a period of 24 hours has passed. Campus law enforcement officials may be contacted for the purpose of submitting a missing persons report by calling the KCPD office at 903-983-8650 or by contacting the Kilgore Police Department Office at 903-983-1559. This policy became effective May 2010 as required by Higher Education Opportunities Act of 2009.

**MUSIC / LOUD NOISE:** After two warnings about loud music, excessive volume on stereo equipment computer equipment and/or boisterous behavior, a resident's use of the equipment that contributes to the loud noise may be restricted for a set time. Continued offenses may require that the equipment be taken home for the remainder of the semester. Loud music must not be played during quiet times. Volume on music played from cars parked near residence halls should be low.

**NOISE / QUIET TIME:** Residents should at all times be aware of other's sensitivity to noise. Doors should remain closed. Consideration of sleep and study times should be observed, especially with regard to noise (i.e., music, TV, screaming, etc.). Any noise that can be heard outside a resident's room or which disturbs others is a violation of Quiet Time. Quiet Time begins at 10 p.m. nightly. Residents should not congregate in the hallways during Quiet Hours. Violations could result in the loss of privileges. During final exams the lounge should be used as an individual/group study hall.

**NOTICES / SIGNS:** Do not remove or tamper with notices posted by the hall supervisor or college administration. Notices from Kilgore College's authorized personnel will be delivered.

**PARKING:** Vehicles must display a valid parking sticker in the designated place. Do not park in a Reserved, Visitor or Handicap space unless eligible. Tickets will be issued and fines must be paid. Cars may be towed.

**PERSONAL PROPERTY:** Kilgore College assumes no responsibility for loss or damage of personal property as a result of theft, fire, vandalism or maintenance failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent's homeowner's insurance policy. The college is not responsible for personal property left after check-out has concluded. KC will not store personal possessions. Commercial storage is available in the surrounding cities. Property left in the hall more than one week after check-out without the approval of the Hall Supervisor shall be declared abandoned and will be discarded.

**PET POLICY:** [View Pets on Campus Policy](#)

**PHYSICAL ALTERCATIONS:** Physical altercation (fighting) is considered to be a major violation of the KC Behavior Contract and will not be tolerated. Students who violate this section of the code as published in the KC Student Handbook may be subject to suspension from the residence hall and/or college. Residents may report assaults or suspicious behavior to the Hall Supervisor, KCPD or any member of the college staff.

**PHYSICAL FITNESS EQUIPMENT:** The use of physical fitness equipment (exercise benches, treadmills, electrical equipment, etc.) must be approved by the Hall Supervisor before placing it in the room. Weights are not permitted in the rooms.

# ROOM ASSIGNMENTS - ROOM DECORATIONS

## ROOM ASSIGNMENTS

***First priority is given to students who lived in college housing the preceding long semester.***

### ***Changes Within a Hall:***

Residents who wish to make a room change within the residence hall should contact the Hall Supervisor. The Supervisor will report the change to the Coordinator of Student Life. Any resident requesting a new roommate will usually be the student required to change rooms. Residents changing rooms must follow standard check-out procedures. Failure to follow this process can result in disciplinary action and a room fee assessment. Room changes will only be processed after the first week of classes each semester.

### ***Room Checks:***

The Residence Hall Supervisor will do health and safety checks throughout the semester. The checks will be posted on the bulletin boards.

### ***Room Consolidation:***

The Coordinator of Student Life reserves the right to assign and reassign accommodations as necessary. When this occurs, students will be notified in writing.

**PROFANITY:** Kilgore College specifically prohibits the use of profanity and obscenity on college-owned property or at college-sponsored events. Use of such profanity and obscenity may result in one or more disciplinary measures being taken, ranging from a warning to a fine.

**RECREATIONAL / SPORTS EQUIPMENT:** Dart boards are not permitted inside residence halls. Possession or use of BB guns, pellet guns/airsoft guns, paintball guns, water guns, or sling shots is prohibited. Baseballs, basketballs, bats, golf balls/clubs, softballs, volleyballs and similar items are not to be bounced, thrown, or swung inside the hall. Roller blades or skateboards are not allowed in the hallways or on campus walkways.

**ROOFS / LEDGES:** Off limits!!

**ROOM APPEARANCE:** Rooms must be kept clean and orderly. Empty wastebaskets regularly. Trash must be disposed of in the dumpster in the parking lot. When you sweep your room do not leave excess residue in the hallways. Do not leave bags of trash in the hallways, laundry rooms or bathrooms. Keep dirty clothes in laundry containers. Room inspection will be conducted periodically.

**ROOM DECORATIONS / WALLS:** Residents are permitted to decorate rooms. Plants, posters and pictures are allowed. Students are not permitted to write or paint on doors or walls. Pictures and posters should not be indecent, and should not cover more than 20% of the wall space. No screws, nails or bolts are allowed in the room walls, ceilings or floors. Poster putty must be used for securing posters to the walls in all rooms. Use only poster putty that is clean and unused. Poster putty must be completely removed from the halls at the end of each semester. The use of two-sided tape, nails and thumb tacks, etc. will result in a damage assessment. Charges for violations as well as repairs will be assessed.

## SECURITY - WELFARE

**Candles, decorative or scented, incense or potpourri pots are not allowed in the rooms because they are a potential fire hazard.** They will be confiscated. Also, do not attach anything to the ceiling.

**Fines for violations are:**

- *First Offense - \$10*
- *Second Offense - \$20*
- *Any additional Offenses – add \$10*

**SECURITY:** The ultimate responsibility for personal security rests with each resident. To maintain security, the doors should be locked while you sleep and when you are not occupying the room. Doors found open will be closed. Doors found unlocked will be locked. Security cameras record entryway and hallway activity.

**SEXUAL MISCONDUCT/SEXUAL VIOLENCE INFORMATION:** Campus policies related to sexual misconduct and sexual violence are found on the college website, [www.kilgore.edu/sexual-misconduct-info](http://www.kilgore.edu/sexual-misconduct-info).

**SMOKING, SMOKELESS TOBACCO & ELECTRIC SMOKING DEVICES:** All buildings on the Kilgore College campus have been declared tobacco free. Tobacco use is permitted only in designated areas and parking lots, at least 20 feet from a building entrance.

- *1st Offense: A written warning, plus \$20 fine*
- *2nd Offense: Probation added to the warning, plus \$20 fine*
- *3rd Offense: Probation is raised to Disciplinary Probation, plus \$40 fine*
- *4th Offense: Resident will be dismissed and removed from campus housing*

**SOLICITING:** No soliciting or selling is allowed in the residence hall unless the Coordinator of Student Life has granted prior approval.

**STUDENT COMMUNICATION:** Students are required to use their KC Blackboard account or their KC email account for all electronic communication. In order to ensure the identity of the student communicating electronically, KC faculty and staff will not reply to student communication that is sent through an email account other than their KC issued email account.

**STUDENT COMPLAINTS:** If you have a complaint, fill out the [Student Complaint Form](#) (online form).

**TELEVISION / CABLE / VIDEOS:** A color TV is available in the lounge of the residence hall. Individual rooms are wired for DISH network. The cost for this service is included in your Room/Board fees.

**THEFT:** Theft or illegal possession of property is subject to disciplinary action. (Should you be a victim of theft, contact the Hall Supervisor and file a theft report with KCPD immediately)

**VENDING MACHINES:** Vending machines are available in the residence hall. If money is lost in a vending machine, the resident should report the loss to the Hall Supervisor. Refunds are issued at the Cashier's Office in the Devall Student Center. Tampering with and damage to the vending machines will necessitate their removal from the hall.

## ACTIVITIES - CLEANING

**WATER BALLOONS:** Water balloons are not allowed. Water fights are a punishable offense.

**WEAPONS:** A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, club, or prohibited weapon on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution.

Any resident of campus housing who is a handgun license holder and wants to store a handgun in his/her assigned room must request a gun safe that will be provided by the student housing department. Residents may not provide their own personally owned safe for the purpose of handgun storage. The resident may not provide access to his/her handgun safe to any other individual. Failure to comply with this rule may result in removal from campus housing and subject the student to the college student conduct process.

The Residential Life department has developed roommate selection clauses for students who do not wish to room with licensees. The residential housing application provides an opportunity for residents to self-select a non-license holder as a roommate.

If a person is believed to have improperly displayed a handgun or carried a handgun into a location where concealed carry is not permitted, the campus police should be contacted. Any violation of state law on the campuses may lead to the filing of criminal charges. The college will consider any violation of state law regulating firearms to be a violation of this policy. Accordingly, such a violation is subject to disciplinary action under the student code of conduct or personnel policies.

The Kilgore College Concealed Carry Policy may be found at [www.kilgore.edu/kcpd](http://www.kilgore.edu/kcpd).

**WELFARE OF STUDENTS:** When situations exist that threaten the welfare of students, the Vice President of Student Development will assume responsibility for conducting a thorough review, based upon the best medical and/or legal information available. Any action taken will respect the confidentiality of the individual as well as the individual's welfare and that of the college community. The college may consider suspending, expelling, quarantining or otherwise disciplining students who fail to heed counseling and engage in conduct known likely to infect or harm others.

# BACTERIAL MENINGITIS

**IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS:** This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

## WHAT ARE THE SYMPTOMS?

- High fever
- Vomiting
- Confusion and sleepiness
- Seizures
- Severe headache
- Light sensitivity
- Nausea
- Rash or purple patches on skin
- Stiff neck
- Lethargy

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. **The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

**HOW IS BACTERIAL MENINGITIS DIAGNOSED?** Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

**HOW IS THE DISEASE TRANSMITTED?** Disease is transmitted when people exchange saliva (kissing or by sharing drinks, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory/throat secretions.

## HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home)

## WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Limb damage (fingers, toes, arms, legs) requiring amputation
- Gangrene
- Coma
- Convulsions
- Hearing loss, blindness
- Learning disability

**CAN THE DISEASE BE TREATED?** Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for: 1) Those living in close quarters, 2) College students 25 years old or younger. Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The cost of vaccine varies so check with your health care provider. Vaccination is safe; common side effects are redness and minor pain at injection site for up to two days. Vaccination is available at the Gregg County Health Department.

**HOW CAN I FIND OUT MORE INFORMATION?** Contact your own health care provider or contact your local or regional Texas Department of Health office at 405 E. Marshall Ave #104, Longview, TX 75601 or (903) 237-2620.

Contact websites: [www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

My signature confirms that I am familiar with this information about Bacterial Meningitis.

Signature \_\_\_\_\_ Student I.D. # \_\_\_\_\_ Date \_\_\_\_\_



# RESIDENCE HALLS - RULES & REGULATIONS

The following rules and regulations are for the protection of the rights, health and welfare of all KC residents. Each resident is accountable as an adult and is responsible for his/her room.

Each resident is responsible for ensuring the rules are followed at all times and should recognize that the list of rules below is not all-inclusive. Infractions of these rules may result in probation or suspension from the residence halls.

When an appearance before the Coordinator of Student Life is required, the coordinator will render a decision. The coordinator will guarantee due process to all KC residents.

## **A. THESE BEHAVIORS MAY RESULT IN SUSPENSION:**

1. All persons possessing, drinking, using intoxicants or narcotics, in or around persons involved with these items in college buildings or parking lots may be issued a citation, other disciplinary sanctions and/or Residence Hall Fine and may be subject to arrest.
2. Visitors are only allowed in the residence hall during visitation hours. Any non-resident in the hall before or after will be considered unauthorized visitor and is subject to a citation, arrest or a student disciplinary action.
3. Carrying or being in possession of firearms, fireworks, or any type of weapon prohibited by law or lethal in nature, initiating a false fire alarm, which is a state offense, may be issued a criminal citation and/or jail time.
4. Violation of municipal, state or federal law on college property.
5. Physical altercations.

## **B. THESE BEHAVIORS MAY RESULT IN PROBATION. A SECOND VIOLATION WILL RESULT IN A REFERRAL TO THE COORDINATOR OF STUDENT LIFE:**

1. Smoking or use of any tobacco products anywhere in the residence hall.
2. Noise of a disturbing or disruptive nature; Loud music of any kind. (Coming in quietly is expected. Quiet time will be enforced.)

## **C. OTHER RULES:**

1. The resident who invites a visitor or who admits an unidentified visitor into the residence hall is responsible for the behavior of the visitor/unidentified person.
2. Visitation times in the residence hall may vary according to the semester. Please see the visitation rules and check with the Residence Hall Supervisor for times.
3. Sexually intimate relationships are considered inappropriate in the residence hall.
4. Only overnight visitors of the same gender are allowed. Overnight visitors are limited and must be pre-approved in writing by the Residence Hall Supervisor. (See page 9 of Handbook for fine schedule.)
5. Persons under the age of 18 are not allowed in the residence halls. Only the Residence Hall Supervisor can grant exceptions.
6. Collecting beer cans or other alcoholic beverage containers and street signs are prohibited.
7. Pets are not allowed in the residence hall.
8. Use of a water hose and washing of vehicles is not allowed in the parking lots.
9. Collecting or burning incense or candles is strictly prohibited.
10. During occupancy and upon checkout, room check or room search can be done for cleanliness. Random room and hall searches may be conducted or if reasonable suspicion exists to do so.

# RESIDENCE HALLS - RULES & REGULATIONS

## D. FOR YOUR INFORMATION:

1. The Residence Hall Supervisor checks all rooms for damages and cleanliness prior to entrance.
2. There is a \$25-\$75 charge for lost keys (see checkout procedures regarding keys).
3. Residents will be charged for theft and/or damage caused by them or their visitors anywhere in the residence hall.
4. Refund of deposit will be determined at the end of the semester.

**I am advised that the Residence Hall Supervisor and/or other Kilgore College officials may enter and inspect my room. Residents must read and initial each of the terms and conditions state above. Resident agrees to abide by the terms and conditions of this contract.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

# FIRE AND EMERGENCY EVACUATION PROCEDURES

## PROCEDURES FOR RESIDENCE HALL:

### POLICY STATEMENT:

Failing to comply with established fire regulations may endanger the safety of all residents. Therefore, it is the policy of Kilgore College to require residents to strictly observe fire prevention and emergency evacuation procedures.

The following emergency evacuation procedures apply to all residents and guests and must be followed should smoke and/or fire be detected or the fire alarm be activated.

**Primary Escape Route** – Emergency exit doors at the end of each hallway. Take stairs to lobby.

**Designated Meeting Place** – Stark Hall and Quads meet at Tennis Court parking lot. Nolen Hall meet at the Lee Mall/Mike Miller Plaza

### PRIOR TO EVACUATING THE DORMITORY ROOM:

Place the back of your hand against the door, the knob, or the crack between the door and the door frame on the side with the hinges. If it is hot, stuff a towel or other cloth material at the base of the door to prevent smoke from entering the room. Crawl to the window for escape or to signal for help.

NOTE: If you are two more stories above the ground, and are in imminent danger of losing your life with no foreseeable route of escape, jump only as a last resort. If the door is cool, brace yourself against it, turn your face away and open it carefully. If heat and smoke come in, slam the door, making sure it is latched and proceed as above. If no fire, heat or smoke is detected upon checking the door, prepare to evacuate through the nearest unobstructed primary or secondary escape route.

### EVACUATION PROCEDURES:

Evacuate the building immediately. If possible shut the windows and close the dorm room door upon leaving. All residents will leave the building by either the primary or secondary escape routes. Should a resident not be in the assigned wing when it is time to evacuate, he/she must evacuate with the wing that they are in at the time, and not return to their assigned room or area. Upon evacuating, if smoke is encountered, crawl low (12 to 24 inches off the floor) to the nearest unobstructed exit.

If the general building fire alarm has not been activated at the time of evacuation, activate an alarm by pulling the nearest alarm pull station on your way out of the residence hall. The first person out of the primary or secondary escape route should prop the door open for ease of evacuation. Once all residents have evacuated, the emergency exit door should be closed, if safely possible.

# FIRE AND EMERGENCY EVACUATION PROCEDURES

**NEVER RE-ENTER A BURNING BUILDING** or allow anyone else to do so. Once out, stay out and do not reenter the building until the scene is safe and you are authorized to do so by an on scene public safety official.

After evacuation, all dormitory residents are required to meet with the Residence Hall Supervisor or other college official at the designated meeting place for their residence hall.

Residents are further required to remain at the designated meeting place until released by an authorized college official.

## **DURING EVACUATION:**

Do not waste time getting dressed or gathering valuables. You have no time to spare. No possession is worth your life.

If your clothes catch fire, stop, drop and roll. **DO NOT RUN!** Cover your face and mouth with your hands for protection from the flames and roll over and over to smother the flames.

If you view someone else's clothes on fire, tackle or knock the person down and help the person to roll on the ground. If available, throw a blanket or rug over the victim to smother the fire.

**USE YOUR SENSES!** If you smell smoke, feel excessive heat, see an actual fire or hear a fire alarm, **STAY CALM** and **THINK!** Then take quick, deliberate, but cautious action.

## **FIRE DRILLS:**

The Residence Hall Supervisor will schedule a minimum of one fire drill per semester to ensure all residents are acquainted with fire evacuation procedures. All residents are required to participate, and may not receive any advance notice of a scheduled fire drill.

## **COLLEGE RULES AND REGULATIONS:**

The failure of any resident to strictly follow the above procedures may result in a student disciplinary action being brought against the resident, which may include a range of penalties up to and including expulsion from the college.

## **FIRE-RELATED LAW:**

According to Texas Penal Code 42.06, it is a Class A misdemeanor to initiate a false fire alarm. Class A misdemeanors are punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed one year, or both such fine and imprisonment. It is also a violation to tamper with fire safety equipment such as fire extinguishers.

I have read and understand the KC Fire and Emergency Evacuation Procedures for the Residence Halls.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_